Approve a New User Registration in MyGinnieMae

When an end user completes and submits the User Registration form, Organization Administrators receive an email

ORGANIZATION ADMINISTRATOR QUICK REFERENCE CARD

APPROVING A NEW USER REGISTRATION

- Select the Access Management Console link in the notification email to open the Access Management Console.
- 2. Enter your username and password to login.
- 3. Select Pending Approvals.

Ginnie Mae

A list of registration requests that are pending approval will be displayed.

4. Select the Request Title for the appropriate user.

If there are multiple requests for the same user email, only one should be approved. The other requests should be rejected. Follow the steps in the Reject a New User Registration QRC.

5. Review the user approved details.

User registration fields are not editable. If there are errors or incorrect information you should reject the request. Work with the Organization Administration Group and the user to submit a new registration request.

6. Select Approve Registration.

The system will display a Confirm Registration Approval dialog box.

7. Select Confirm.

The system will submit the approval task and a confirmation ribbon will display stating "User registration request approved successfully."

It is recommended that you request the appropriate functional roles for the user at this time.



ease select the desired task f	rom the list of pending app	rovals below.
 User Registration Approx 	oval	
REQUEST TITLE :	EMAIL ADDRESS \$	
REQUEST TITLE \$ Approval for User Creation Jones, John E (165926)	EMAIL ADDRESS \$ ohn.e.jones@bank.com	ORGANIZATION = AMC BANK SF - IS_560

Display Name:	First Name:		
Jones, John E	John		
Middle Name:	Last Name:		
E	Jones		
Email Address:	Organization:		
john e jones@bank.com	AMC BANK SF - 15_5502		
Department Name (Ginnie Mae):	User Login:		
	john e jones@bark.com		
Job Title:	Telephone Number:		
Tester	(757)777-3333		
Telephone Extension:	Mobile Phone:		

Are you sure you want to	approve u	ser registration	for: Jones, Joh	n E?
				~
				Confirm
Cinnickas				
GinnieMae	# Home	Ltd Security Reports	MyGinnieMae Portal	AMC.ORGADMIN@BANK.CO