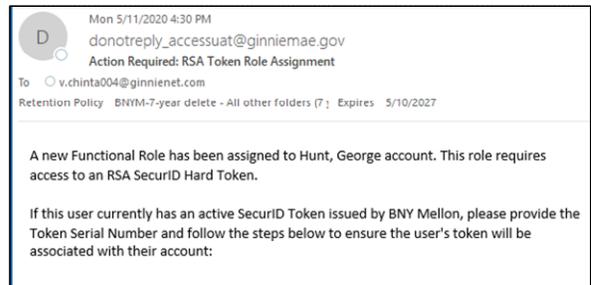
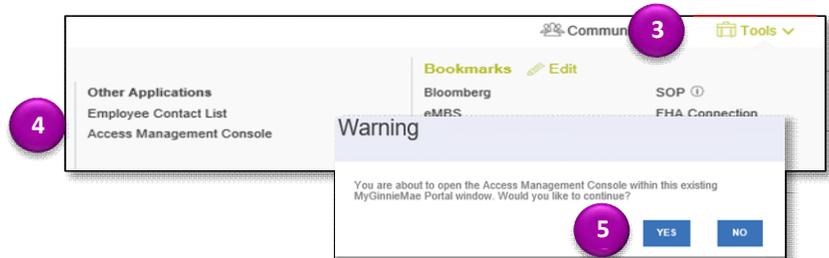


UPDATING A USER'S RSA TOKEN

If a user was registered without entering their RSA serial number, the assigned Organization Administrators will receive email notifications indicating the Functional Roles that require RSA association. The Organization Administrator will complete the following steps to update the selected User's RSA association.



1. Navigate to <https://my.ginniemae.gov> to access MyGinnieMae.
2. Enter your username and password to login.
3. Select the **Tools** dropdown.
4. Select **Access Management Console**.
5. Select **Yes** to continue when prompted.
6. Select **User Management**.



The system will display a list of all users in alphabetical order by last name.

7. Select the appropriate user's name.

NOTE: Org Admins can also search for the username in the search box in the top right corner.



8. Select the Yes radio button under "Does this user have an RSA token?"
9. Enter the user's RSA token serial number provided by the user.
10. Select **Save**.
11. Select **Confirm** when the Confirm User Update dialog box displays.



A ribbon will display stating "User [User Name] successfully updated."

NOTE: If a user with an associated token is granted additional functional roles that require RSA, the Operations Administrator will receive an email to complete the RSA association.