REVIEWING THE STATUS OF AN ACCESS REQUEST

1. Navigate to https://my.ginnie Mae.gov to access MyGinnieMae.
2. Enter your username and password to login.
3. Select the Tools dropdown.
5. Select Yes to continue when prompted.

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

7. Select the appropriate user’s name.
8. Select the arrow next to Manage User Permissions to open the accordion.

The system will display the Functional Roles assigned with the status of the request in the access workflow.

- **Pending** – The request is submitted and awaiting approval by the Organization Administrator.
- **Approved** – The request has been approved and is awaiting action by the Operations Administrator.
- **Finalized** – The request has been finalized and the underlying roles are in the process of being assigned to the user.