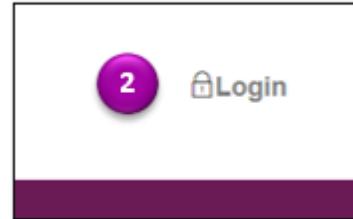This Quick Reference Card (QRC) guides a MyGinnieMae portal user through the process of logging into the portal using a temporary password after an Organization Administrator has reset the user's password.

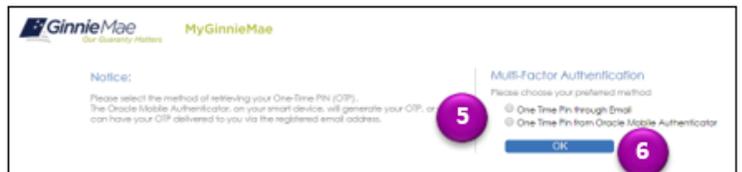## LOGGING INTO MYGINNIEMAE AFTER AN ADMINISTRATOR RESETS YOUR PASSWORD

1. Navigate to MyGinnieMae via https://my.ginniemae.gov.

2. Select **Login**.

3. Enter your **Username** and the **Temporary Password** you received via your registered email.

4. Select **Login.**

5. Select your **Preferred Method** of receiving a One-Time PIN (OTP).
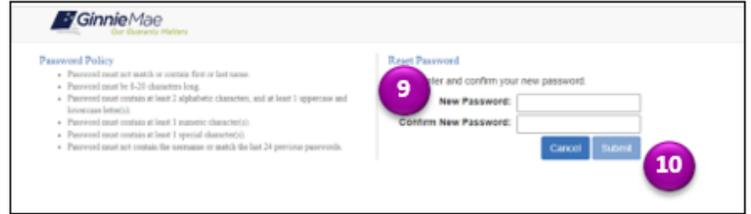
6. Select **OK**.

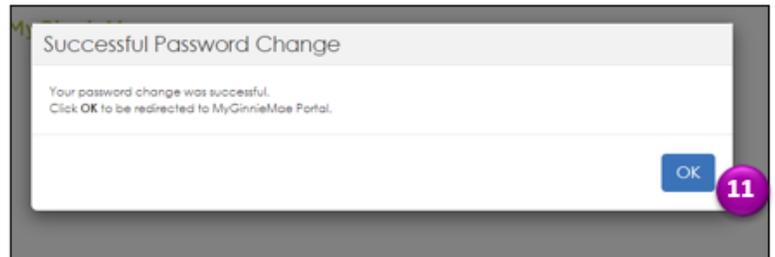7. Enter your **OTP**.

8. Select **Login**.

9. The system will direct you to the Reset Password page. Enter a **New Password** and **Confirm New Password**.

Note: Password requirements are listed in the Password Policy.

10. Select **Submit**.

11. A Successful Password Change message will display. Select **OK**.

12. The system will redirect you to the Login page. Enter your **Username** and **New Password**.

13. Select **Login**.

14. You will receive an email confirming your password has been changed.