This Quick Reference Card (QRC) is for users **linking their MyGinnieMae account through the Okta Verify application** on desktop or mobile, including for users who already have the application installed or who have other Okta Verify accounts.

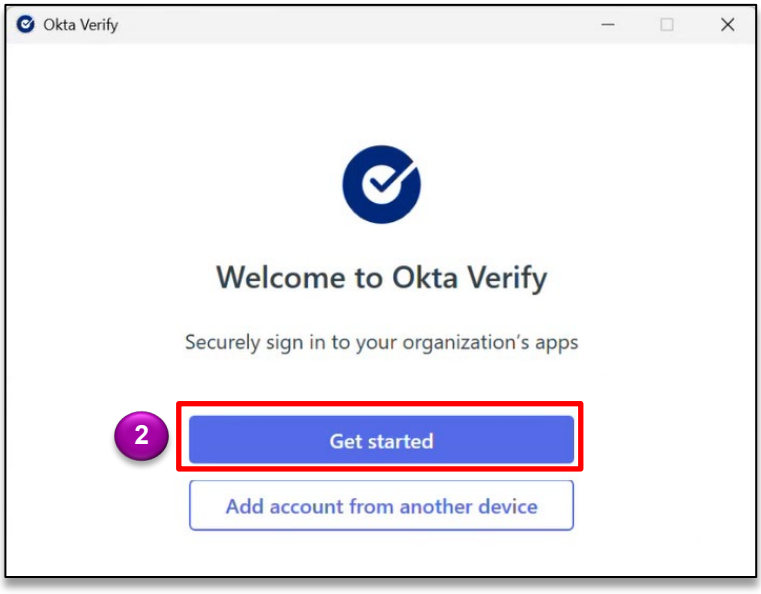
All users must have at least one **Okta-based MFA method set up on the same device being used to access MyGinnieMae portal** (for example, a mobile device cannot be used to complete authentication for MyGinnieMae on a desktop device).

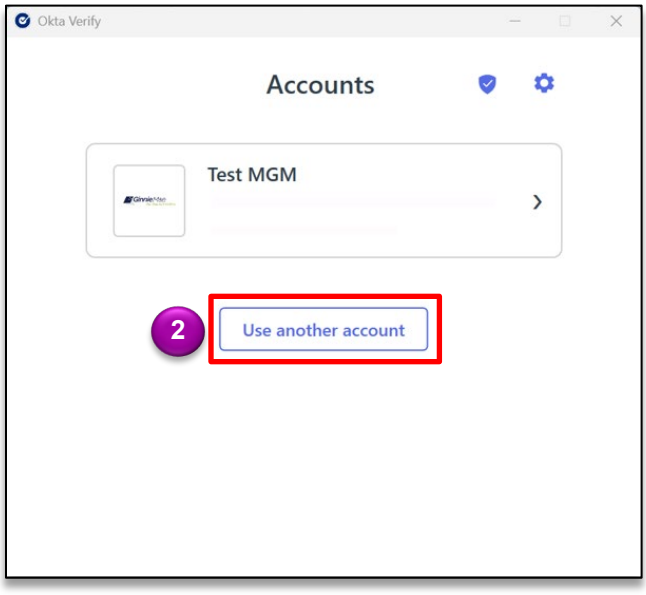
NOTE: Before getting started, you may need to download the Okta Verify app from the appropriate app store for your device or operating system. Please confirm that your organization permits the download and use of Okta Verify. Depending on your operating system configurations and browser settings, your screens may differ from the examples shown in this QRC, and some steps may not be required.

SET UP NEW ACCOUNT THROUGH OKTA VERIFY APPLICATION

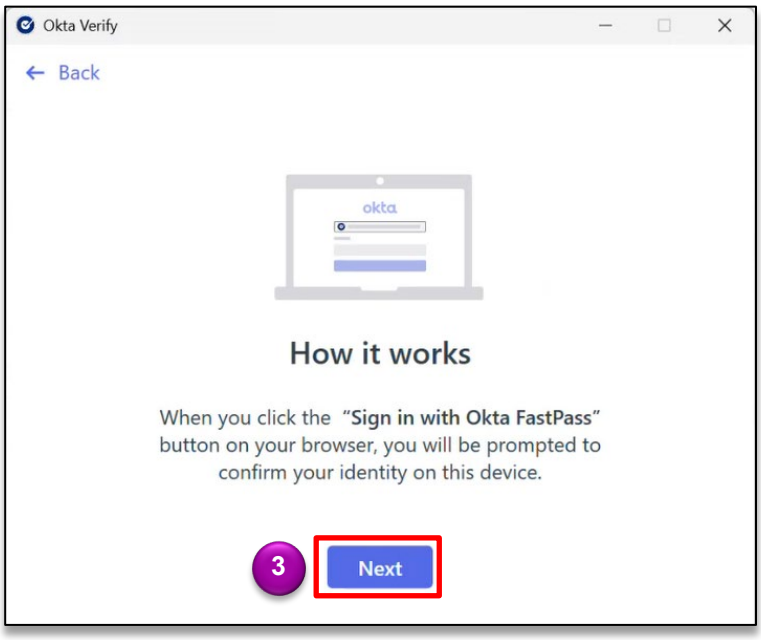
1. Navigate to the Okta Verify application.
2. Select **Get started** or **Use another account**, depending on the pop-up window that displays.

NOTE: If the second option is selected, users will proceed to Step 4.





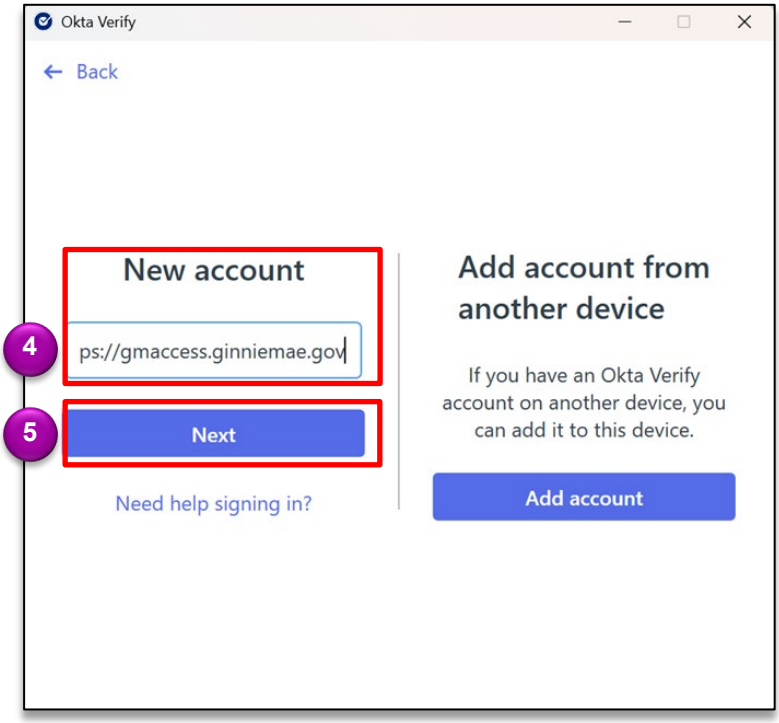
3. Select **Next**.



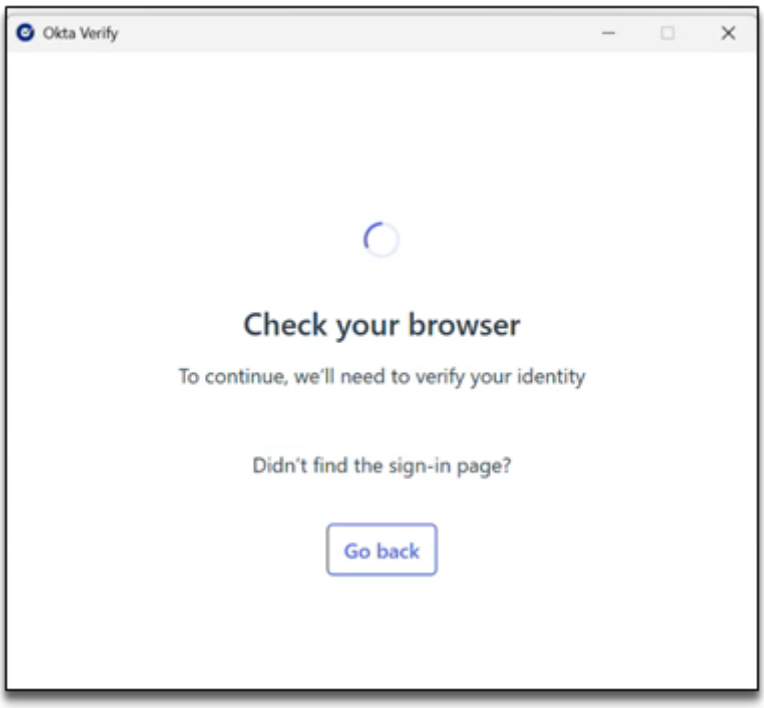
NOTE: Users on a computer should proceed with Step 4. Users on a mobile device should proceed to Step 6.

4. Enter https://gmaccess.ginniemae.gov below **New account.**

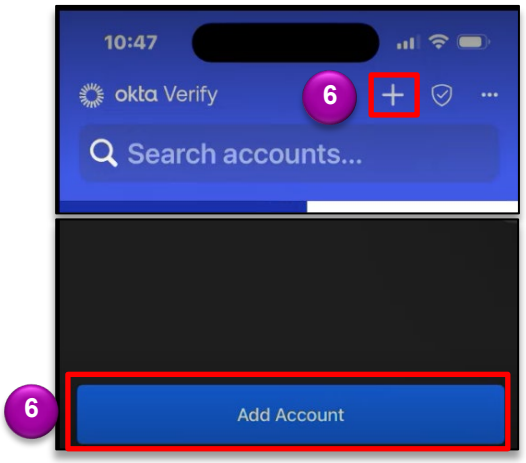
5. Select **Next**.



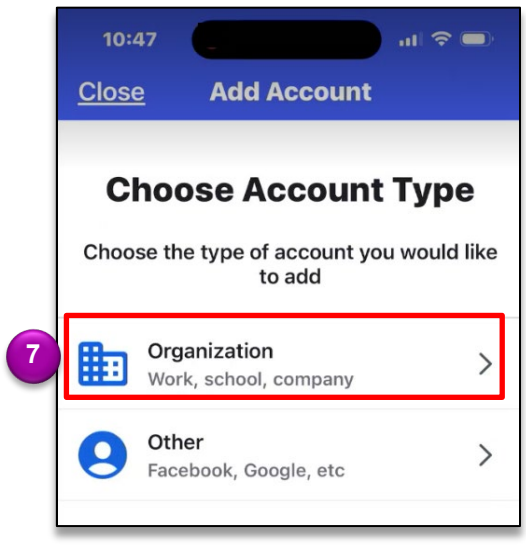
NOTE: The Okta Verify pop-up window displays 'Check your browser' and opens a new MyGinnieMae sign-in browser tab. Users on a computer should proceed to Step 12.



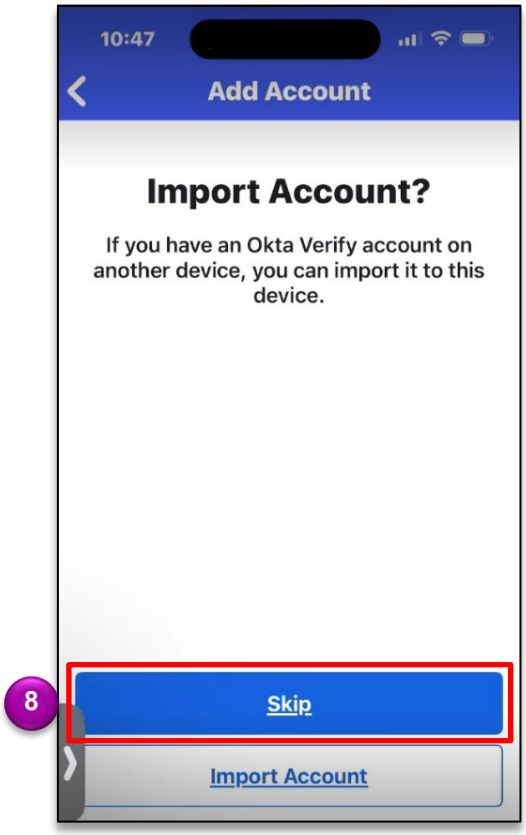
6. Select the **+** [plus sign] from the upper right-hand corner (mobile device) or **Add Account** at the bottom of the screen.



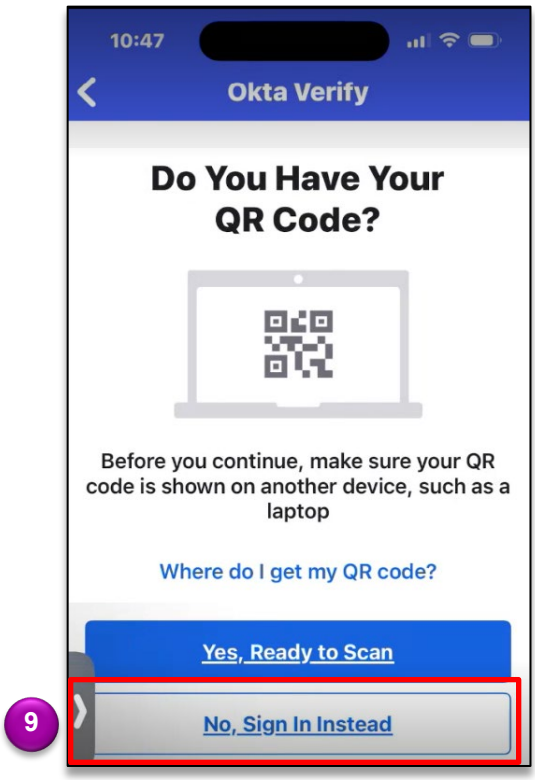
7. Select **Organization**.



8. Select **Skip** on the Import Account? screen.

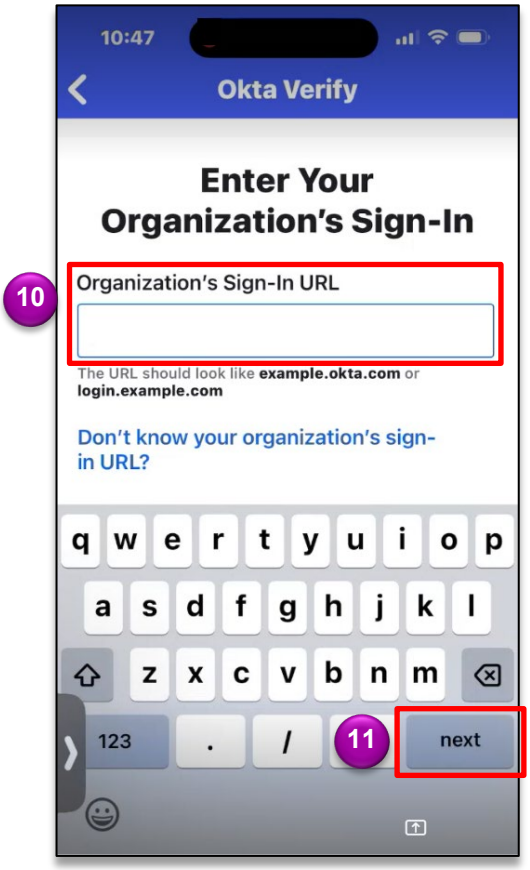


9. Select **No, Sign In Instead** on the Do You Have Your QR Code? screen.



10. Enter **gmaccess.ginniemae.gov** in the Organization's Sign-In URL field.

11. Select **next**.



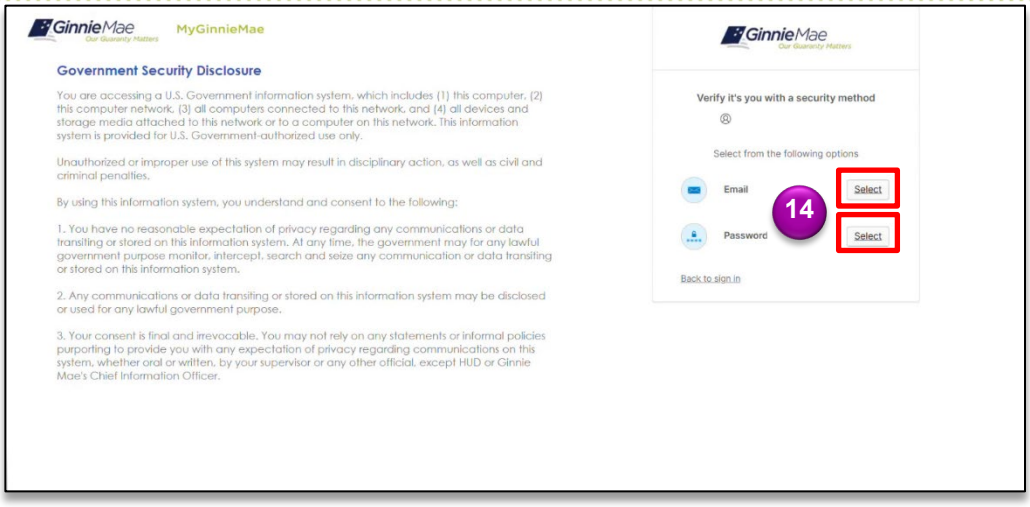
NOTE: The Okta Verify pop-up window opens a new MyGinnieMae sign-in browser tab.

COMPLETE OKTA VERIFY SETUP

12. Enter your **Username** (email address).

13. Select **Next**.

14. Choose **Select** next to the appropriate security method and complete verification.

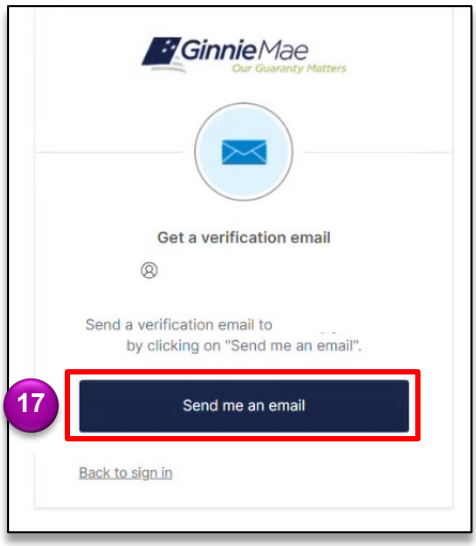


NOTE: Users who complete verification with password are then prompted to verify using email (this example process is shown in steps 15-21). Users who complete verification with email are then prompted to verify using password. If a Security Key or Biometric Authenticator (Passkey) has already been set up for the MyGinnieMae account, this will also be a security method option displayed; if used to complete verification, users will not be prompted to verify using email or password.

15. Enter your **Password**.

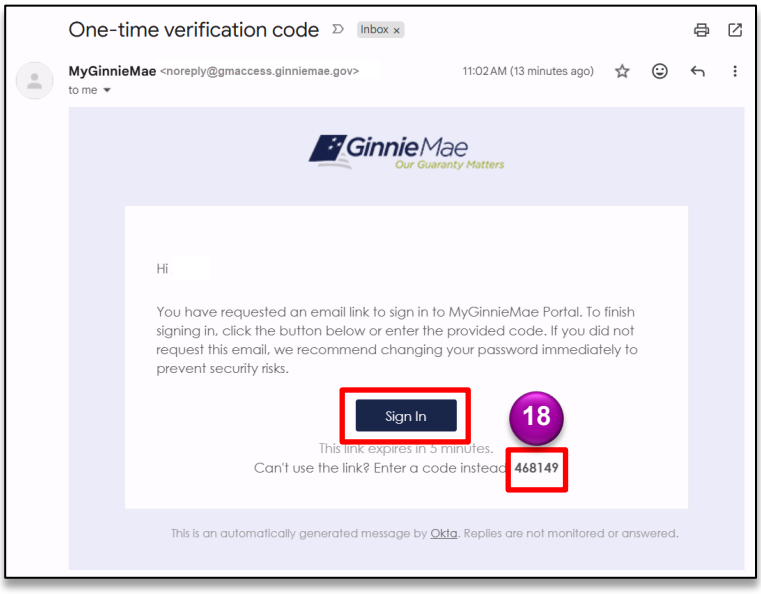
16. Select **Verify**.

17. Select **Send me an email**.



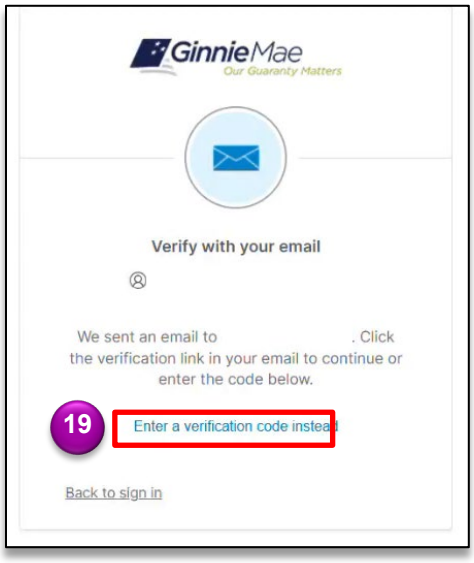
NOTE: The email from MyGinnieMae provides two options to finish signing in: select the Sign in button or enter the code.

18. Navigate to your email and select **Sign In** or note the verification code.



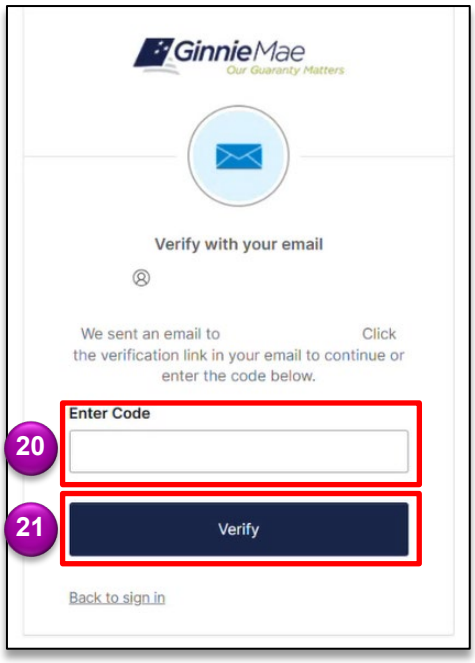
NOTE: Users who select **Sign In** should select **Yes, it's me**, follow the prompt to return to the original browser tab, enter their **Password**, and select **Verify**. Users who choose to verify with a code should note the verification code and proceed with Step 19**.**

19. Select **Enter a verification code instead**.



20. Using the code from your email, **Enter Code**.

21. Select **Verify**.



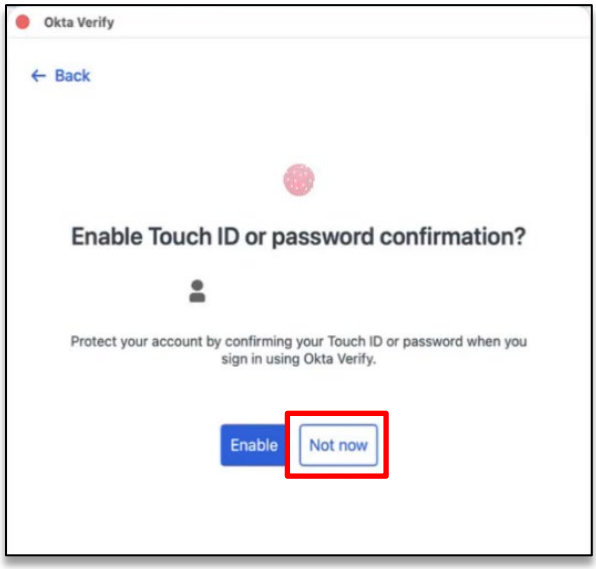
NOTE: Users on a mobile device may be prompted with a question to Allow Push Notifications?
Users on a mobile device may be prompted with a question to Enable Face ID or Passcode Confirmation?
Some users may be prompted to enable Okta FastPass.

NOTE: The new MyGinnieMae sign-in browser tab which opened for verification displays 'Your identity is verified'.

NOTE: If prompted to 'Enable Touch ID or password confirmation?' or 'Enable Windows Hello confirmation?' in an Okta Verify pop-up window, complete Step 22.

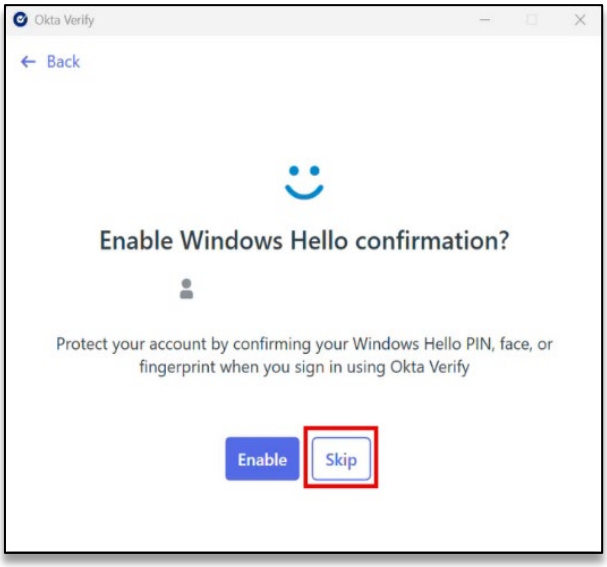
22. Select **Not now** or **Skip**.

Mac User

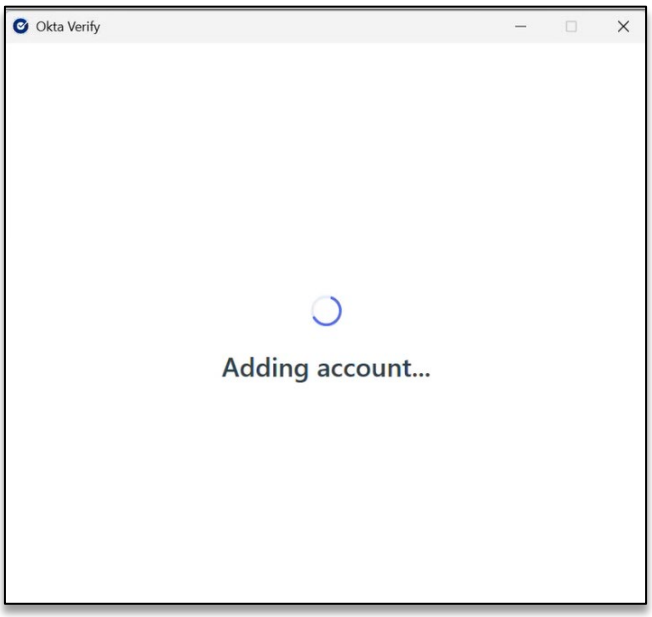


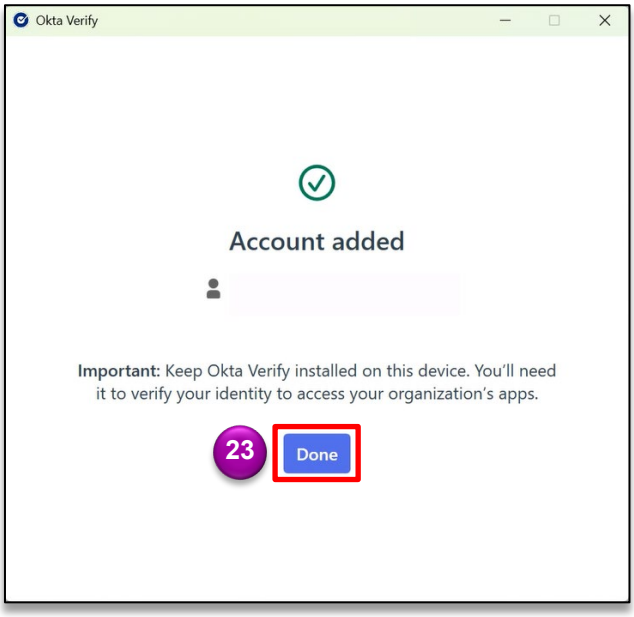
22

Windows User

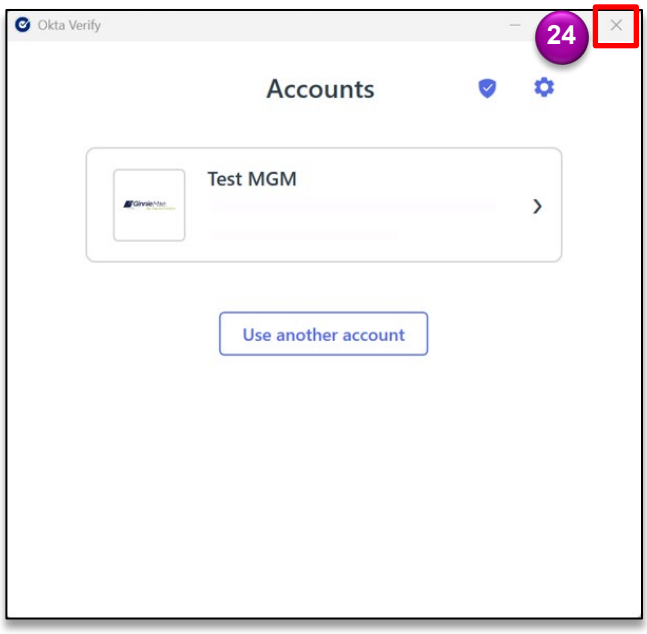


23. The Okta Verify pop-up window displays ‘Adding account’ and then ‘Account added’. When ‘Account added’ displays, select **Done**. Your MyGinnieMae account has been added to Okta Verify and is ready for future sign-ins.





24. The Okta Verify pop-up window may display the user’s Accounts. Select the **X** in the upper right-hand corner of the pop-up window.



NOTE: You receive an email from MyGinnieMae, indicating that a security method has been enrolled for your account.