

ORGANIZATION ADMINISTRATOR QUICK REFERENCE CARD

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Username

Password

Applications

GEMS

IRD

Other Applications

PDD Validation Tool Access Management Console B

AIIF

eM

Fito

Organization Administrators use the Access Management Console (AMC) to manage MyGinnieMae Portal user accounts for their organizations.

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Warning

## NAVIGATING TO THE ACCESS MANAGEMENT CONSOLE

- 1. Navigate to <u>https://my.ginniemae.gov</u> to access MyGinnieMae.
- 2. Select Login.
- 3. Enter your username and password.
- 4. Select Login.
- 5. Select the **Tools** dropdown.
- 6. Select Access Management Console.
- 7. Select Yes to continue when prompted.
- 8. If prompted, enter the One Time Password (OTP) received via email.
- 9. Select Enter.



10. The Access Management Console will open in a new window.

