

ORGANIZATION ADMINISTRATOR QUICK REFERENCE CARD

If a user's account has been disabled by an Organization Administrator or due to inactivity of 90 days or longer, Organization Administrators can re-enable the account. The user must log in within 24 hours or the account will become disabled again.

ENABLING A USER'S ACCOUNT

- 1. Navigate to <u>https://my.ginniemae.gov</u> to access MyGinnieMae.
- 2. Enter 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. Verify the user's account is disabled by confirming the disabled icon ⊘ is next to their name.
- 8. Select the appropriate user's name.

The User Management page will open.

- 9. Select **Enable** in the bottom right corner of the Edit User Profile accordion.
- 10. Select **Confirm** when the Confirm User Enable dialog box appears.

The system will display the message "User {User Name} successfully enabled." The system will also update the user's account status to Enabled.

Functional roles will need to be re-requested for the user. See Request Functional Roles QRC or section 3.3 of the Organization Administrator Manual.





Display Name					Login			
Jones, John E					JOHN E JONES@BANK.COM			
fitte		First Name		Middle Name		Last Name		Suffix
Mr	₹ John			ε	Jones			
Contact Information								
Email			Mobile Number		* Work Number		Extension	
john.e.jones@bank.com					(757)777-3333			
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10 Confirm