

ORGANIZATION ADMINISTRATOR QUICK REFERENCE CARD

This Quick Reference Card (QRC) is for Organization and Operations Administrators who need to update a user's profile in MyGinnieMae, including steps for updating a user's attributes (titles, suffixes, phone numbers, departments) and steps for updating a user's name (first, middle, and/or last).

UPDATING A USER'S PROFILE

- 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 **User Management.** The system will display a list of users in alphabetical order by last name.





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8. Select the user requiring a profile update.

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UPDATING A USER'S ATTRIBUTES

Refer to steps 1-8 in Updating a User's Profile.

9. Make the necessary edits to the information listed under the Edit User Profile accordion.

Note: You can edit the following fields:

- Title (Mr., Mrs., etc.) [required attribute]
- Suffix
- Mobile Number
- Work Number [required attribute]
- Extension
- Job Title [required attribute]
- Department Name (If user is a member of the Ginnie Mae Organization)
- 10. Select Save.
- 11. Select **Confirm** when the Confirm User Update dialog box displays. A ribbon will display stating "User [User Name] successfully updated."
- 12. A notification noting the update was successful will appear.

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| Confirm User Update | | |
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UPDATING A USER'S NAME

Refer to Steps 1-8 in Updating a User's Profile.

9. Once you have selected the appropriate user's name, **select the "Edit" button** next to the User Information heading.

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| Edit User Prof | ile | | | |
| User Information | | Login | | |
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| * Title | First Name | Middle Name | Last Name | Suffix |
| | * Account | | MyGinnieMae | |

10. The system will display an Edit User Information overlay with the user's current pre-populated name.

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- 11. Edit the **First, Middle, and/or Last Name** as necessary.
- 12. Enter the Reason for Name Change.

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13. A notification banner will appear at the top of the page to remind the admin to select the Save button on the main page.

14. Select Save.

15. Select **Confirm** when the Confirm User Update dialog box displays. A ribbon will display stating "User [User Name] successfully updated.

16. A notification noting the update was successful will appear.

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| Edit User Profile | | | | | |
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