

Managing my authority and users

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1. WHO CAN MANAGE AUTHORITY DATA & USERS?

Once an authority is registered in the IMI system, it is **responsible for managing its local data**. Keeping the contact details, keywords and descriptions of the authorities up-to-date is crucial as it helps users to identify the authority they need to contact. Each authority is also responsible for managing its users.

The **first user** registered for an authority is automatically granted all user rights, including Administrator rights. The role of Administrator can also be assigned to other users.

Administrator rights allow a user to:

- update the data held in IMI about their authority (contact details, competences, etc.)
- register new users
- manage all the authority's users (including removing users, editing user data, changing user rights and resetting passwords).

Although it is the authority's responsibility to update its own data, authorities known as **Access Managers**¹ can also fulfil these functions if necessary (see guidelines on [Managing Access to IMI](#).)

2. UPDATING MY AUTHORITY (BASIC DATA & MODULE-RELATED DATA)

To update your authority in IMI:

1. Select the menu option 'Administration' → 'My Authority'.
2. Click '**Edit authority**' on the '**Authority**' tab.
3. Edit the **relevant tabs** ('Authority', 'Classification' or 'Modules' tab).
4. Save your changes.

If you are an Administrator in an authority responsible for managing access to IMI (an **Access Manager**) you can also modify your authority's access to modules and other settings (see the guidelines on [Managing Access to IMI](#).)

'Authority' tab:

- If you alter the informal title significantly, tick the box underneath it (available only when you are editing data). This tells the European Commission to correct the informal title in other languages.
- **You must keep the e-mail address up to date.** The system uses this and the users' e-mail addresses to notify the authority and users of any activity in IMI that concerns the authority.

¹ Access manager register authorities in IMI and grant access to modules.

'Classification' tab:

- Make sure that all the keywords relevant to your authority are selected. These keywords show general competences.

'Modules' tab:

- You can edit the sets of keywords specific to each module and/or add or remove linked coordinators (where relevant) for a particular module.

3. REGISTERING A COLLEAGUE AS A NEW USER

As an Administrator, you can register new users. If you are an Administrator in a newly registered authority, one of your top priorities is to **register another colleague with Administrator rights as a back-up**.

To register a new user:

1. Select the menu option 'Administration' → 'My Authority'.
2. Select the 'Users' tab, which provides the 'Add user' button.
3. Enter the following data:
 - name and surname
 - preferred working language (for e-mails from IMI)
 - e-mail address — used for all system-generated e-mails to this user. Each user must have a unique e-mail address. **You cannot register a new IMI user with the same e-mail address as an existing user.**
 - phone number (optional)
 - user roles — select the rights to be assigned to the new user **for each module**.

Any of this information can be changed at any point, including user rights for each module.



Finally, **inform the new user of his/her username without using e-mail** (for security reasons). You can change the username generated by the system to one of your own choice if you wish. **The system will not accept usernames already in use in IMI.**

4. MANAGING USERS IN MY AUTHORITY

As an Administrator, you can **edit the details and roles** of the users in your authority and **reset passwords**. To do this:

1. Select the menu option 'Administration' → 'My Authority'.
2. Go to the 'Users' tab, where the registered users are listed.
3. Edit their details or reset passwords.

4.1. CHANGING CONTACT DETAILS & ROLES

the users' **contact details** must be kept up to date. As an Administrator, you can change or update the **rights** of your authority's users. This is useful if your authority is given access to a new module. Certain user roles must be assigned to at least one user within the authority.



The **rights assigned to a user must reflect that user's responsibilities**. Only those with a role in a particular module should be given access to it. **When colleagues leave, remove them from IMI**. This is vital for data protection reasons.

4.2. RESETTING PASSWORDS

As an Administrator, you can reset passwords for other users within your authority. When you reset a password, the system will send the user an e-mail with a temporary password.



Passwords should be changed every 6 months. Users will receive a reminder by e-mail.

Passwords must comply with the following rules:

- The last 5 passwords cannot be used.
- A password must have at least 8 characters.
- It must contain at least
 - 1 uppercase character
 - 1 lowercase character
 - 1 numerical digit.

As an Administrator, you can see whether a user:

- has logged in at least once (status: **active**)
- has never logged in (status: **new**)
- has a temporary, valid, blocked or expired password.