

## Accessing the IMAS Portal for the first time

User authentication and access to the IMAS Portal are supported by the ECB Identity Portal and managed by dedicated users in each organisation: **delegated user administrators (DUAs)**, who can create, edit and delete users for the entire organisation; and **delegated access administrators (DAAs)**, who can grant, revoke and manage access to specific ECB applications. In some cases, it may be that one person performs both roles.

01

### CREATING A USER

 DUA

[ECB Identity Portal](#)

The DUA creates a new user in the [ECB Identity Portal](#) (Users → Create a new user).

 DAA

[ECB Identity Portal](#)

The DAA assigns the user the role of `imas_portal_user` (Users → Assign membership icon). This gives the new user access to the IMAS Portal.

02

### GRANTING ACCESS TO IMAS PORTAL

 User

[ECB Identity Portal](#)

The user receives an account activation link by email. The user clicks on the link in order to activate their ECB Identity Portal account and set a password.

03

### ACTIVATING USER ACCOUNT

 User

[IMAS Portal](#)

The user logs in to the IMAS Portal using their credentials. Their IMAS Portal account is created automatically at the time of that first login. The user is now visible to the DAA in the IMAS Portal.

04

### USER LOGS IN

 DAA

[IMAS Portal](#)

The DAA gives the user the required access rights (read, read/write, or read/write/submit). The user can now start working in the IMAS Portal.

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### ACCESS RIGHTS

Click [here](#) for more information about the ECB Identity Portal and the various steps outlined above.

In the event of any issues, please contact the [ECB's technical support team](#).