



Informatica® Data Integration - Free & PayGo
April 2023

Users and User Profiles

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Table of Contents

- Preface 4**
 - Informatica Resources. 4
 - Informatica Documentation. 4
 - Informatica Intelligent Cloud Services web site. 4
 - Informatica Intelligent Cloud Services Communities. 4
 - Informatica Intelligent Cloud Services Marketplace. 4
 - Data Integration connector documentation. 5
 - Informatica Knowledge Base. 5
 - Informatica Intelligent Cloud Services Trust Center. 5
 - Informatica Global Customer Support. 5
- Chapter 1: Users and user profiles..... 6**
 - Adding, editing, and deleting users. 6
 - Editing your user profile. 7
- Index..... 8**

Preface

Read *Users and User Profiles* to learn how to add, edit, and delete users in your organization as well as how to update your own user information.

Informatica Resources

Informatica provides you with a range of product resources through the Informatica Network and other online portals. Use the resources to get the most from your Informatica products and solutions and to learn from other Informatica users and subject matter experts.

Informatica Documentation

Use the Informatica Documentation Portal to explore an extensive library of documentation for current and recent product releases. To explore the Documentation Portal, visit <https://docs.informatica.com>.

If you have questions, comments, or ideas about the product documentation, contact the Informatica Documentation team at infa_documentation@informatica.com.

Informatica Intelligent Cloud Services web site

You can access the Informatica Intelligent Cloud Services web site at <http://www.informatica.com/cloud>. This site contains information about Informatica Cloud integration services.

Informatica Intelligent Cloud Services Communities

Use the Informatica Intelligent Cloud Services Community to discuss and resolve technical issues. You can also find technical tips, documentation updates, and answers to frequently asked questions.

Access the Informatica Intelligent Cloud Services Community at:

<https://network.informatica.com/community/informatica-network/products/cloud-integration>

Developers can learn more and share tips at the Cloud Developer community:

<https://network.informatica.com/community/informatica-network/products/cloud-integration/cloud-developers>

Informatica Intelligent Cloud Services Marketplace

Visit the Informatica Marketplace to try and buy Data Integration Connectors, templates, and mapplets:

<https://marketplace.informatica.com/>

Data Integration connector documentation

You can access documentation for Data Integration Connectors at the Documentation Portal. To explore the Documentation Portal, visit <https://docs.informatica.com>.

Informatica Knowledge Base

Use the Informatica Knowledge Base to find product resources such as how-to articles, best practices, video tutorials, and answers to frequently asked questions.

To search the Knowledge Base, visit <https://search.informatica.com>. If you have questions, comments, or ideas about the Knowledge Base, contact the Informatica Knowledge Base team at KB_Feedback@informatica.com.

Informatica Intelligent Cloud Services Trust Center

The Informatica Intelligent Cloud Services Trust Center provides information about Informatica security policies and real-time system availability.

You can access the trust center at <https://www.informatica.com/trust-center.html>.

Subscribe to the Informatica Intelligent Cloud Services Trust Center to receive upgrade, maintenance, and incident notifications. The [Informatica Intelligent Cloud Services Status](#) page displays the production status of all the Informatica cloud products. All maintenance updates are posted to this page, and during an outage, it will have the most current information. To ensure you are notified of updates and outages, you can subscribe to receive updates for a single component or all Informatica Intelligent Cloud Services components. Subscribing to all components is the best way to be certain you never miss an update.

To subscribe, go to <https://status.informatica.com/> and click **SUBSCRIBE TO UPDATES**. You can then choose to receive notifications sent as emails, SMS text messages, webhooks, RSS feeds, or any combination of the four.

Informatica Global Customer Support

You can contact a Customer Support Center by telephone or online.

For online support, click **Submit Support Request** in Informatica Intelligent Cloud Services. You can also use Online Support to log a case. Online Support requires a login. You can request a login at <https://network.informatica.com/welcome>.

The telephone numbers for Informatica Global Customer Support are available from the Informatica web site at <https://www.informatica.com/services-and-training/support-services/contact-us.html>.

CHAPTER 1

Users and user profiles

You can invite other people to join your Data Integration organization. You can also update the information in your user profile such as your email address and password.

Invite people to join your organization so that they can create and run mappings and tasks.

When you create a user, you assign them one of the following roles:

Role	Description
Administrator	Provides full access to the organization. Can perform the following tasks: <ul style="list-style-type: none">- Create, edit, and delete mappings, tasks, components, connections, and schedules.- Configure runtime environments.- Monitor jobs.- Create, edit, and delete users.- View organization, usage, and security information.- Manage payment information.
Designer	Provides limited access. Can perform the following tasks: <ul style="list-style-type: none">- Create, edit, and delete mappings, tasks, components, connections, and schedules.- Configure runtime environments.- Monitor jobs.

Every user also has a unique profile that includes information like their user name, email address, password, and time zone. You can update your user profile, but you can't edit the profiles of other users.

Adding, editing, and deleting users

Add, edit, and delete users on the **Home** page.

1. On the **Home** page, click **Invite a colleague**.

The **Invite Users** dialog box is displayed.

2. Perform any of the following actions:

- To add a user, click **Invite New User**, enter the user details, select the user role, and click **OK**.

The user receives an email invitation with login instructions. When the user completes the login instructions, they're added to the organization.

- To edit a user, click the **Edit** icon for the user that you want to edit, update the user information, and click **OK**.

You can change the user's first name, last name, and role. If you want to edit other information, the user will have to update the information in their user profile. For more information, see ["Editing your user profile" on page 7](#).

- To delete a user, click the **Delete** icon for the user that you want to delete, and then confirm the action.

You must be an Admin user to delete a user. You can delete any user except yourself.

Editing your user profile

You can update the information in your user profile. Your user profile includes your name, job title, phone number, email address, time zone, password, and security question and answer. You can update any of the information except for your user name.

To update the information, click the **User** icon in the top right corner, and select **Profile**.

When you update your email address, Data Integration sends a verification email to the new address. Your email address is updated after you click the link in the verification email.

INDEX

C

Cloud Application Integration community
URL [4](#)
Cloud Developer community
URL [4](#)

D

Data Integration community
URL [4](#)
Data Loader
adding, editing, and deleting users [6](#)

I

Informatica Global Customer Support
contact information [5](#)
Informatica Intelligent Cloud Services
web site [4](#)

M

maintenance outages [5](#)

S

status
Informatica Intelligent Cloud Services [5](#)

system status [5](#)

T

time zones
editing your time zone [7](#)
trust site
description [5](#)

U

upgrade notifications [5](#)
user profile
editing [7](#)
users
adding [6](#)
deleting [6](#)
editing [6](#)
editing your profile [7](#)
privileges [6](#)
profile [6](#)
roles [6](#)

W

web site [4](#)