

Manage Users

iSpring Learn users with the roles *Administrator*, *Organization Administrator* and *Account Owner* may add and remove users, modify information about users and may assign them to groups (see [User Roles and Permissions](#)). They can also create new groups and remove them.

Account Owner and *Administrators* may add users of any role including other admins. *Organization Administrators* are allowed to add publishers and regular users within their own organization only.

To manage users, go to the **People** section in the menu and click the **Users** tab.

<input type="checkbox"/>	Name ↓	Role	Status	Organization	Groups	Last Login	Added
<input type="checkbox"/>	 anastasia.romanova anastasia.romanova	OA	Active	Matras Inc	Dealer 1	Feb 3, 2018	Jan 31, 20...
<input type="checkbox"/>	 brian.tarr brian.tarr	A	Active	iSpring	Administrators, Authoriz...	Oct 1, 2017	Apr 7, 2017
<input type="checkbox"/>	 ianina.volkova ianina.volkova	A	Active	Matras Inc	Dealer 1	Feb 8, 2019	Feb 3, 2017
<input type="checkbox"/>	 irina.cooper irina.cooper	A	Active	iSpring Solutions			Nov 20, 20...

Title	Description
Name	A user's name and login/email.
Role	A user's type with specific permissions and restrictions: <ul style="list-style-type: none">• Account Owner (O)• Administrator (A)• Organization Administrator (OA)• Publisher• User
Status	Active or inactive. Inactive users are not allowed to log into their accounts.
Organization	An organization which a user belongs to.
Groups	A list of the groups which a user is assigned to.
Last Login	The date of a user's last login to the account.
Added	The date when a user was added to the account.