

Actions over Roles

Account Owner and Account Administrators can perform the following actions over the custom roles and the *Publisher* role:

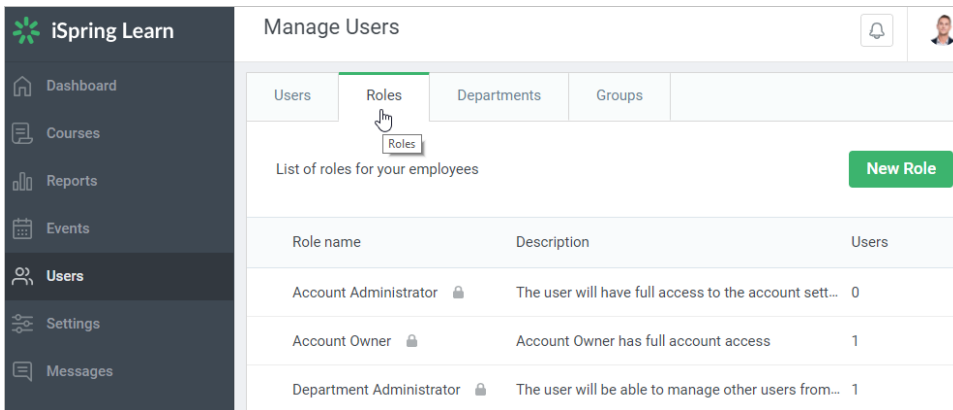
- [Editing Role](#)
- [Copying Role](#)
- [Deleting Role](#)
- [Changing User Role](#)

Editing Role

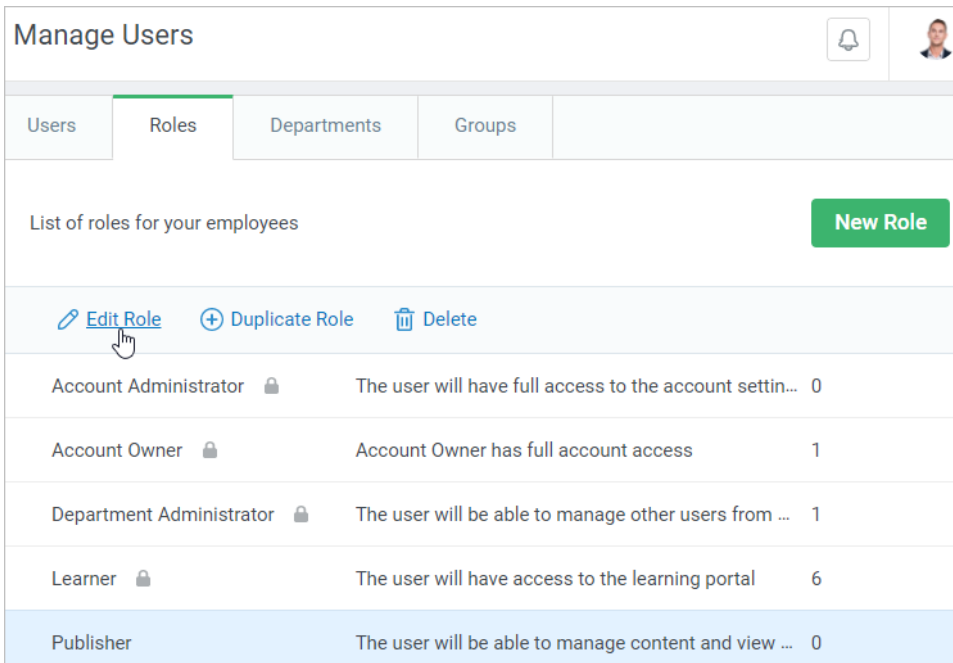
Such roles as *Account Owner*, *Account Administrator*, *Department Administrator*, and *Learner* cannot be edited.

To edit the title, the description or permissions of a role:

1. Start off by heading to the **Users** section and once there, open the **Roles** tab.



2. Select the role you want to edit and click the **Edit Role** link in the upper menu.



3. Make changes to the role and click

← Edit Role

Select the list of permissions for this role. [Save](#)

Role description

* Role name:

* Description:

Access Permissions

Users	Groups
<input checked="" type="checkbox"/> View users ?	<input type="checkbox"/> View groups
<input checked="" type="checkbox"/> Create and import users	<input type="checkbox"/> Create groups
<input type="checkbox"/> Edit personal information	<input type="checkbox"/> Edit groups
<input type="checkbox"/> Change access level	<input type="checkbox"/> Delete groups
<input type="checkbox"/> Delete users	

Copying Role

Such roles as *Account Owner*, *Account Administrator*, *Department Administrator*, and *Learner* cannot be duplicated.

To copy a role:

1. Start off by heading to the **Users** section and once there, open the **Roles** tab.

iSpring Learn



Manage Users

Users **Roles** Departments Groups

List of roles for your employees [New Role](#)

Role name	Description	Users
Account Administrator 🔒	The user will have full access to the account sett...	0
Account Owner 🔒	Account Owner has full account access	1
Department Administrator 🔒	The user will be able to manage other users from...	1





2. Select the role you can to copy and click the **Duplicate Role** link.

Manage Users  



Users Roles Departments Groups

List of roles for your employees New Role

[Edit Role](#) [+ Duplicate Role](#) [Delete](#)






Role name	Description	Users
Account Administrator 	The user will have full access to the account settin...	0
Account Owner 	Account Owner has full account access	1
Department Administrator 	The user will be able to manage other users from ...	1
Learner 	The user will have access to the learning portal	6
Publisher	The user will be able to manage content and view ...	0

- The description and permissions of the newly created role will be the same as the original role's. Users assigned to the original role won't be transferred.

Manage Users  

Users Roles Departments Groups

List of roles for your employees New Role

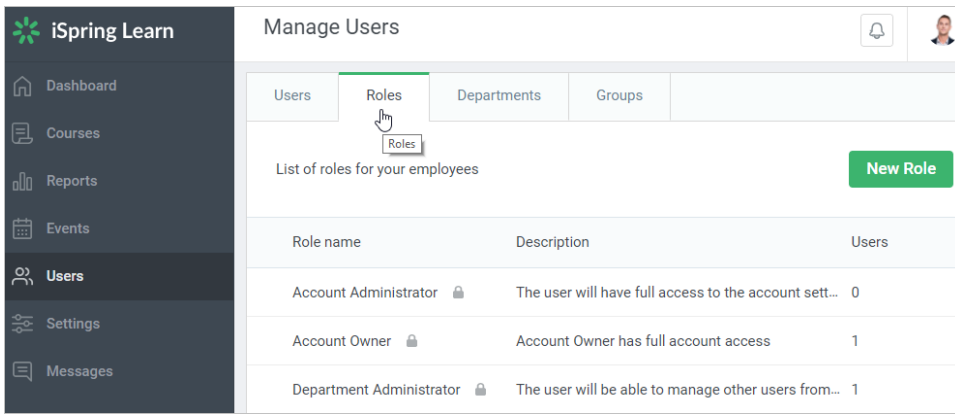
Role name ↓	Description	Users
Account Administrator 	The user will have full access to the account settin...	0
Account Owner 	Account Owner has full account access	1
Department Administrator 	The user will be able to manage other users from ...	1
Learner 	The user will have access to the learning portal	6
Publisher	The user will be able to manage content and view ...	0
Publisher_copy 	The user will be able to manage content and view ...	0

Deleting Role

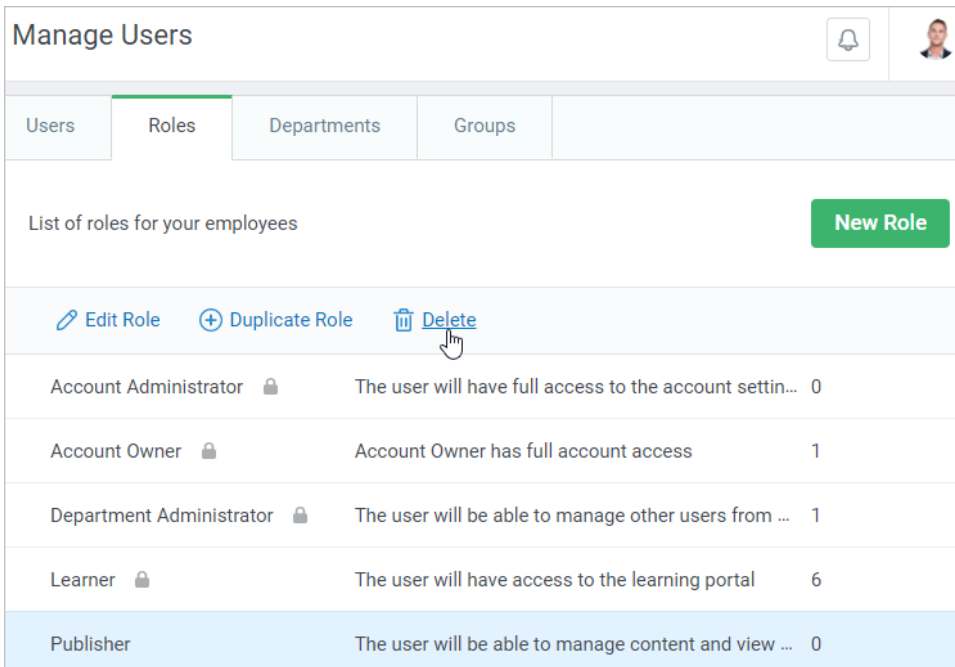
Such roles as *Account Owner*, *Account Administrator*, *Department Administrator*, and *Learner* cannot be deleted. If you remove a role with assigned users, all of them will be transferred to the *Learner* role.

To delete a role:

- Start off by heading to the **Users** section and once there, open the **Roles** tab.



2. Select the role you want to remove and click **Delete** in the upper menu.

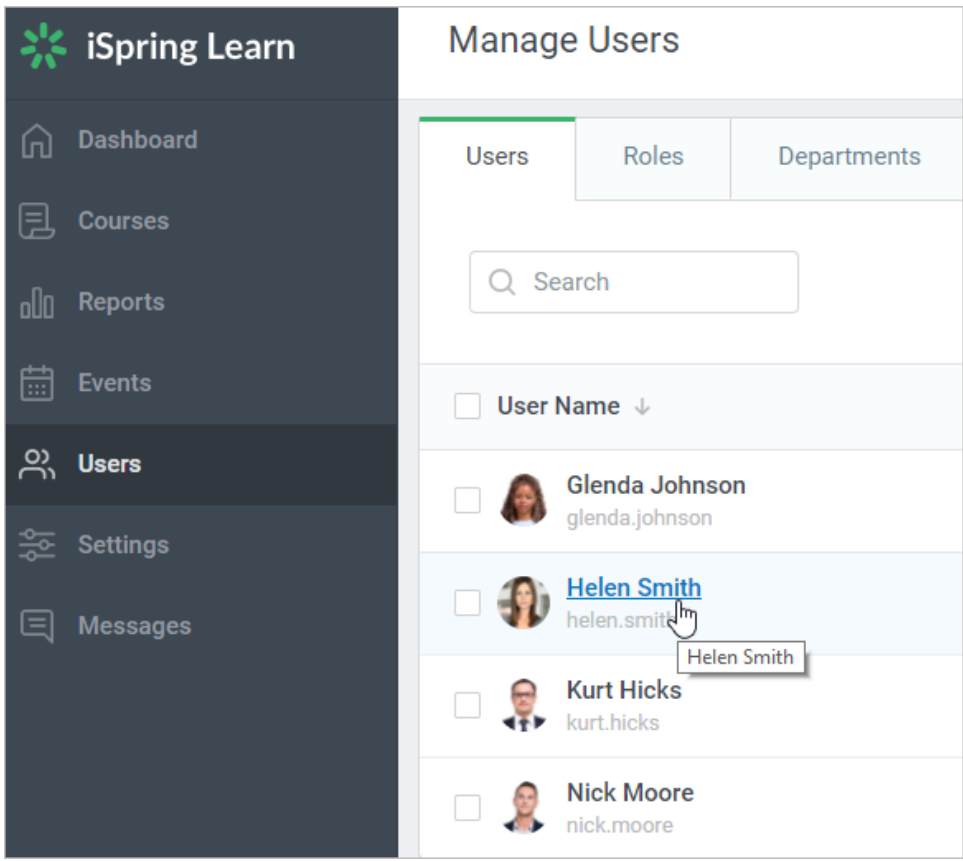


3. The role is successfully deleted.

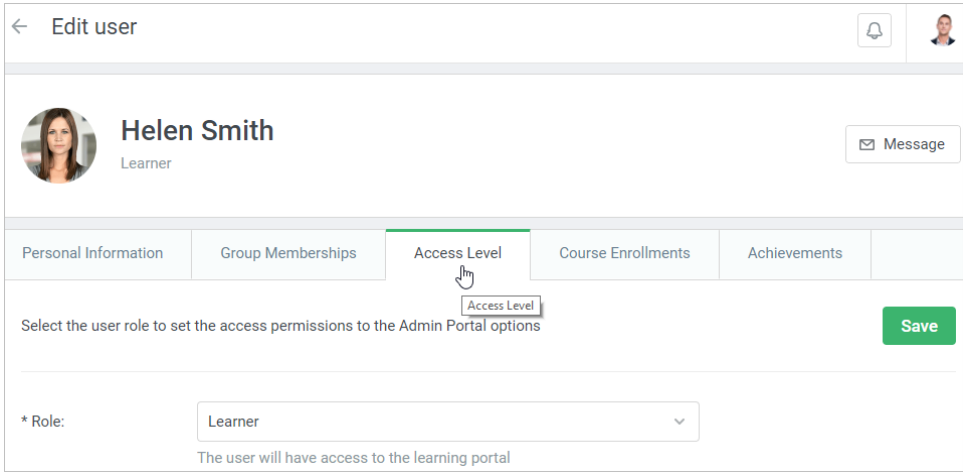
Changing User Role

You can assign user to any another role except for *Account Owner*.

1. Head to the **Users** section and click on the user whose role you would like to change.



2. After that, open the **Access Level** tab.



3. There, you can choose a new role for the user. If the role you select is *Department Administrator*, *Publisher* or one of the custom roles, specify departments the user will manage.

* Role: ▼


The user will be able to manage content and view reports on users of managed departments


* Manage users: ▲

🔍

- Customer Service
- Marketing and Advertising 👤
- > Marketing Department
- Production Department
- Quality Assurance
- > Sales

4. Make changes and, finally, click **Save**.

← Edit user 🔔 

 **Helen Smith**
Learner Message

Personal Information | Group Memberships | **Access Level** | Course Enrollments | Achievements

Select the user role to set the access permissions to the Admin Portal options Save 👤

* Role: ▼

The user will be able to manage content and view reports on users of managed departments

* Manage users: ×

×