

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.

i *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.

The screenshot shows the 'People' section of the iSpring interface. The 'Users' tab is selected, displaying a list of users. The interface includes a sidebar with navigation options like Dashboard, Learning Paths, Content, Discussions, Reports, Events, People, Settings, and Messages. The main content area has tabs for Users, Groups, Organizations, and User Profile Fields. Below the tabs, there are 'Export' and 'Add New User' buttons. The user list table is as follows:

<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.