

User Roles and Permissions

All users of iSpring Learn are assigned to one of 5 roles and each has its own permissions and restrictions. This makes the account strictly organized and takes apart one organization from another.

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General Info on User Roles

iSpring LMS has five user roles:

- **Account Owner (AO)**
- **Administrators (A)**
- **Organization Administrators (OA)**
- **Publishers (P)**
- **Users**

Account Owner— a user with the broadest permissions who has full access to account settings, billing information, content, and users.

Administrator— a user who helps the account owner to manage the system. Admins have the same set of permissions as the account owner but don't have access to billing options and the membership.

Organization Administrator— a user who has a full access to user profiles within their own organization. There, they can add, remove, or edit user profiles that are assigned to the roles to organization administrators, publishers, and regular users.

Publisher— a user who can add/remove content items within the account and assign content to students within an organization.

User— a user who has access to courses assigned to them by publishers, administrators, organization administrators or the account owner. Users also can check their score and see the progress of other users and groups in this organization.

Table 1. User roles and permissions

Permission	Users	Publishers	Organization Administrators	Administrators	Account Owner
Change personal settings (email, password)	Yes	Yes	Yes	Yes	Yes
View Content	Only permitted	All content	All content	All content	All content
Access Reports	Only personal history, reports within their own organization if permitted	Reports within their own organization	Reports within their own organization	All reports	All reports
Publish, manage and delete content	No	Yes	Yes	Yes	Yes
Manage users	No	No	Yes (within their own organization)	Yes	Yes

Manage groups	No	No	Yes (within their own organization)	Yes	Yes
Manage publishers and administrators	No	No	Yes (within their own organization)	Yes	Yes
Change account settings	No	No	No	Yes	Yes
Account membership	No	No	No	No	Yes

Assigning Roles

You can assign to a user any role except for the account owner.

1. In the **People** section of the admin portal, open the **Users** tab. Click the user you want to assign to a new role.

The screenshot shows the 'People' section of the iSpring admin portal. The 'Users' tab is active, displaying a table of users. Helen Jones is selected, and a tooltip 'Edit helenispring' is visible over her name.

Name	Role	Status	Organization	Groups	Last Login	Added
Helen Jones helenispring	OA	Active	iSpring	Administrators	Oct 8, 20...	Aug 9, 20...
olga.bannikova olga.bannikova	A	Active	iSpring	Administrators		Jul 18, 2...
vitaliy.fedorov vitaliy.fedorov	A	Active	iSpring	Administrators	Jul 18, 2...	Apr 17, 2...
Geert Peter de Oude gp		Active	iSpring		Apr 6, 20...	Apr 6, 20...

2. On the **Edit User** page, select a role in the **Role** drop-down.

The screenshot shows the 'Edit User' page for Helen Jones. The 'Role' dropdown menu is open, and 'Administrator' is selected. The 'Save' button is visible.

Role options: User, Publisher, Organization Administrator, Administrator (selected), Administrator.

Active User: Last login was on Oct 8, 2018 01:09 PM

3. Click **Save**.

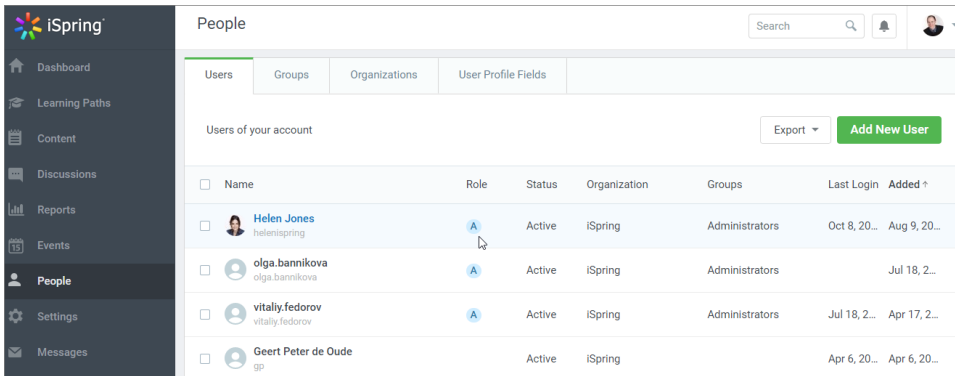
The screenshot shows the 'Edit User' page for Helen Jones. The 'Save' button is highlighted, indicating the user's role has been updated to Administrator.

*** Login:** helenispring

*** Role:** Administrator

Active User: Last login was on Oct 8, 2018 01:09 PM

4. The new role will be displayed in the **Users** list under the **Role** column.

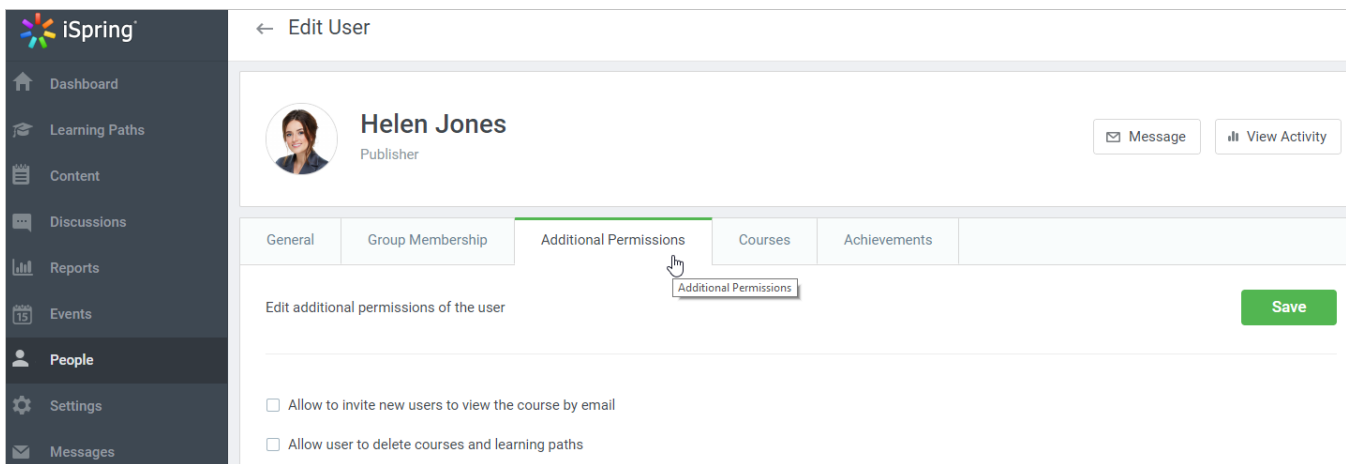


The screenshot shows the 'People' page in the iSpring interface. It features a sidebar with navigation options like Dashboard, Learning Paths, Content, Discussions, Reports, Events, People, Settings, and Messages. The main content area is titled 'People' and includes a search bar, a notification bell, and a user profile icon. Below this, there are tabs for 'Users', 'Groups', 'Organizations', and 'User Profile Fields'. The 'Users' tab is active, displaying a table of users with columns for Name, Role, Status, Organization, Groups, Last Login, and Added. A green 'Add New User' button is visible in the top right of the table area.

<input type="checkbox"/>	Name	Role	Status	Organization	Groups	Last Login	Added +
<input type="checkbox"/>	Helen Jones helen@spring	A	Active	iSpring	Administrators	Oct 8, 20...	Aug 9, 20...
<input type="checkbox"/>	Olga Bannikova olga.bannikova	A	Active	iSpring	Administrators		Jul 18, 2...
<input type="checkbox"/>	Vitaly Fedorov vitaly.fedorov	A	Active	iSpring	Administrators	Jul 18, 2...	Apr 17, 2...
<input type="checkbox"/>	Geert Peter de Oude gp		Active	iSpring		Apr 6, 20...	Apr 6, 20...

Additional Permissions

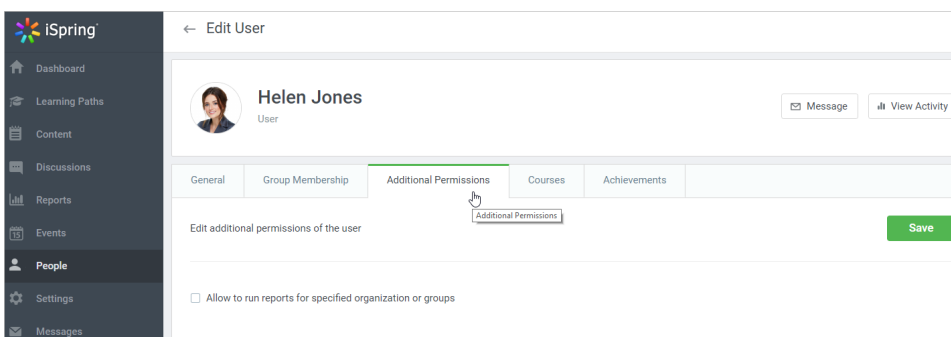
The profiles of regular users and publishers have an extra **Additional Permissions** tab. The permission sets for these two user roles are different.



The screenshot shows the 'Edit User' page for Helen Jones, who is a Publisher. The page has a sidebar with navigation options. The main content area is titled 'Edit User' and includes a user profile picture, name, and role. There are buttons for 'Message' and 'View Activity'. Below this, there are tabs for 'General', 'Group Membership', 'Additional Permissions', 'Courses', and 'Achievements'. The 'Additional Permissions' tab is active, showing a section titled 'Edit additional permissions of the user' with a 'Save' button. Two permission options are listed: 'Allow to invite new users to view the course by email' and 'Allow user to delete courses and learning paths', both with unchecked checkboxes.

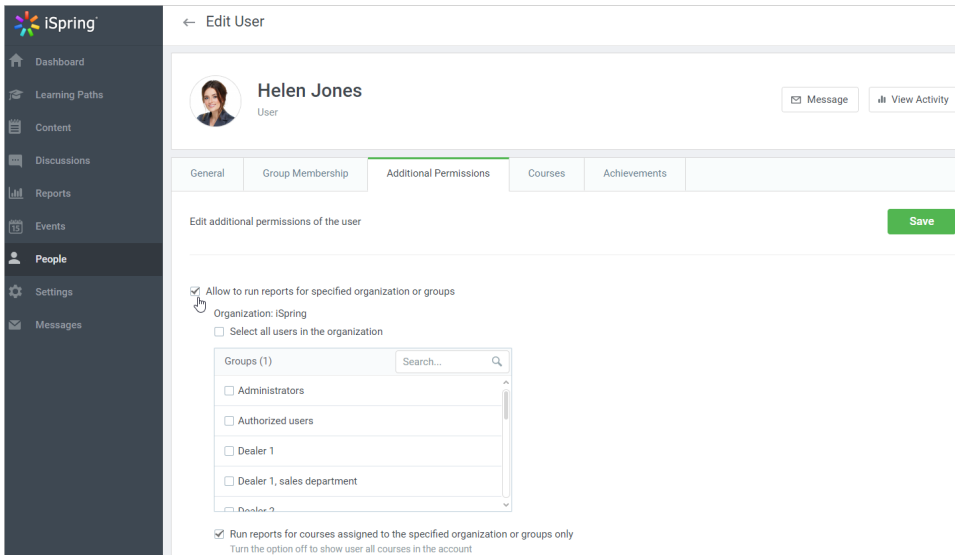
User Additional Permissions

1. Open a user's profile and select the **Additional Permissions** tab.

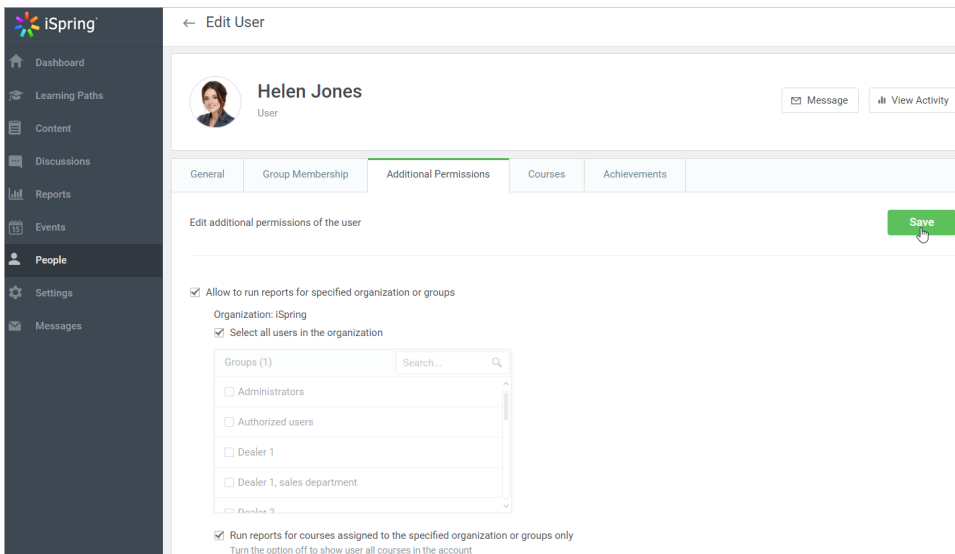


The screenshot shows the 'Edit User' page for Helen Jones, who is a User. The page has a sidebar with navigation options. The main content area is titled 'Edit User' and includes a user profile picture, name, and role. There are buttons for 'Message' and 'View Activity'. Below this, there are tabs for 'General', 'Group Membership', 'Additional Permissions', 'Courses', and 'Achievements'. The 'Additional Permissions' tab is active, showing a section titled 'Edit additional permissions of the user' with a 'Save' button. One permission option is listed: 'Allow to run reports for specified organization or groups', with an unchecked checkbox.

2. Check **Allow to run reports for specified organization or groups** to let users generating reports on other students. Read more about selecting an organization, a group and content items for a report in the [Allowing Users to Run Reports](#) article.

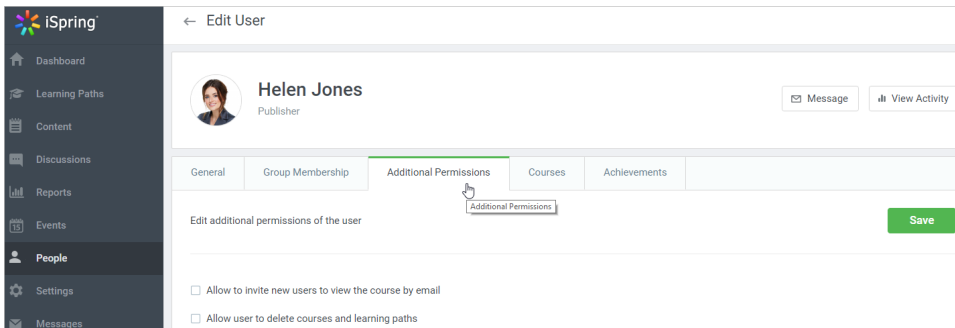


3. To apply the changes, click **Save**.



Publisher Additional Permissions

1. Open a publisher's profile and select the **Additional Permissions** tab.



2. You can enable two extra options for publishers.

Inviting New Users by Email

To give publishers an opportunity to [invite learners to take their course](#), check to **Allow to invite new users to view the course by email**.

← Edit User

Helen Jones
Publisher

Message View Activity

General Group Membership **Additional Permissions** Courses Achievements

Edit additional permissions of the user Save

Allow to invite new users to view the course by email
 Allow user to delete courses and learning paths

Click **Save** to apply the changes.

← Edit User

Helen Jones
Publisher

Message View Activity

General Group Membership **Additional Permissions** Courses Achievements

Edit additional permissions of the user Save

Allow to invite new users to view the course by email
 Allow user to delete courses and learning paths

Deleting Courses

If you want to allow publishers [removing the content items](#), check **Allow a user to delete courses and learning paths**.

← Edit User

Helen Jones
Publisher

Message View Activity

General Group Membership **Additional Permissions** Courses Achievements

Edit additional permissions of the user Save

Allow to invite new users to view the course by email
 Allow user to delete courses and learning paths

After you enable this setting, publishers will be able to delete any course they have access to.

iSpring Content List

List of courses in your account New Folder Add Course

1 item selected Manage View Copy Move Add to Catalog Delete

<input type="checkbox"/>	Solar System - wiki	0	public	2	Feb 07, 2018
<input checked="" type="checkbox"/>	Webinar "Reseller training - Manage Online Corporation - Nadya" Oct 26, 2018...	0	public	3	Oct 26, 2018
<input type="checkbox"/>	Bank Customer Service	0	assigned	7	Aug 29, 2018
<input type="checkbox"/>	How to Allow Students to Run Reports	3 3 new	assigned	8	Nov 13, 2017

To get the changes applied, click **Save**.

- Dashboard
- Learning Paths
- Content
- Discussions
- Reports
- Events
- People**
- Settings
- Messages



Helen Jones
Publisher

Message

View Activity

General

Group Membership

Additional Permissions

Courses

Achievements

Edit additional permissions of the user

Save

- Allow to invite new users to view the course by email
- Allow user to delete courses and learning paths