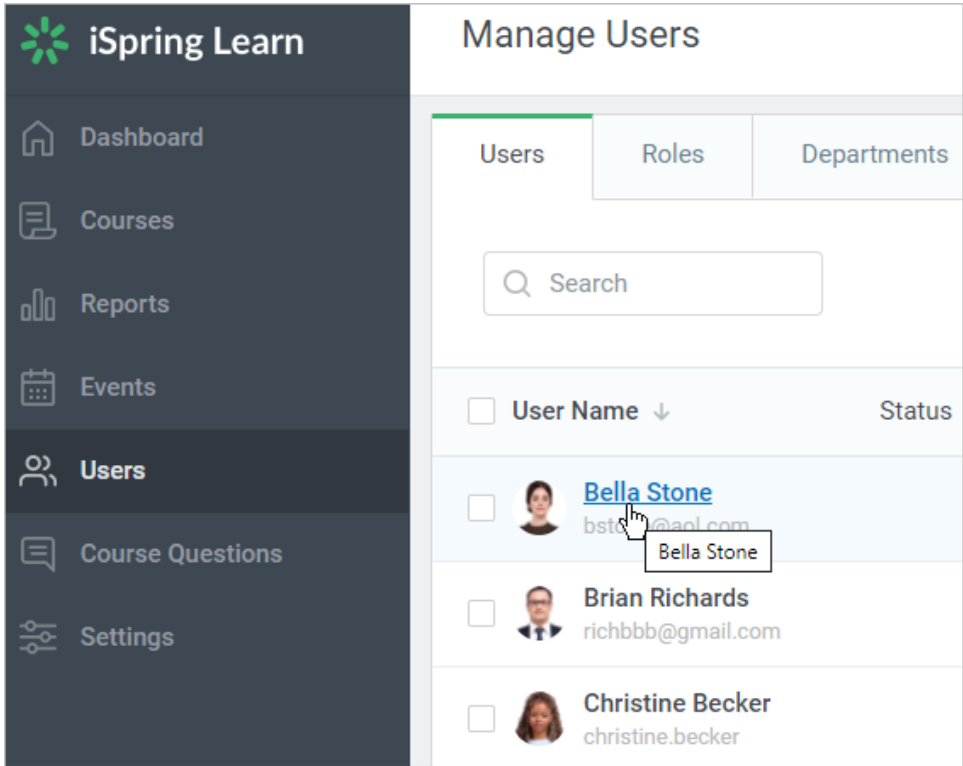


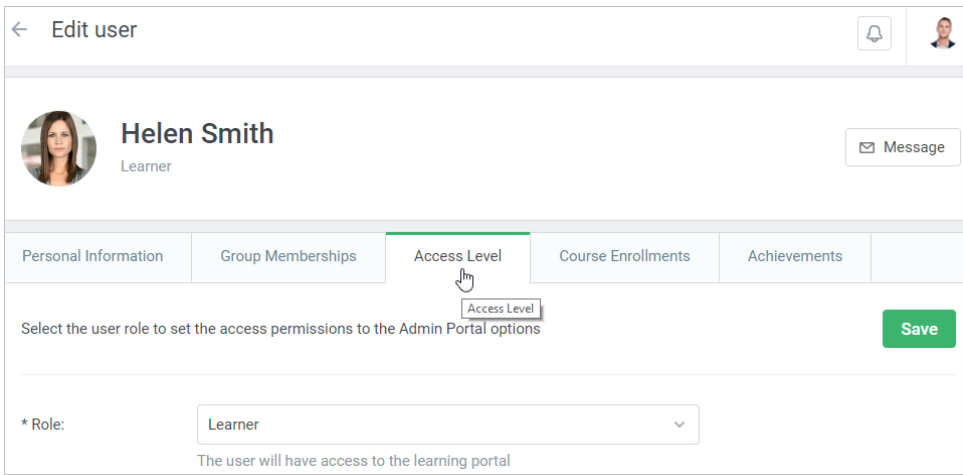
Changing User Role

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. By default, every user is assigned to the Learner role. This means that a user has access to a portal where he or she can study courses.

Besides the Learner role, you can select one more role for a user: *Account Administrator*, *Department Administrator*, *Publisher*, or one of [custom roles](#).

To do this, select the **System Administrator** option and choose the needed role in the menu. If you assign the role of *Department Administrator*, *Publisher*, or one of custom roles, specify the departments the user will manage.

Finally, click **Save**.



Alicia Bell

Learner

Message

Personal Information

Group Memberships

Access Level

Course Enrollments

More ▾

Select the user role to set the access permissions to the system

Save

* Role:

Learner

The user will have access to the learning portal

System Administrator:

Publisher ▾

Publisher

* Manage users:

Select Department ▾