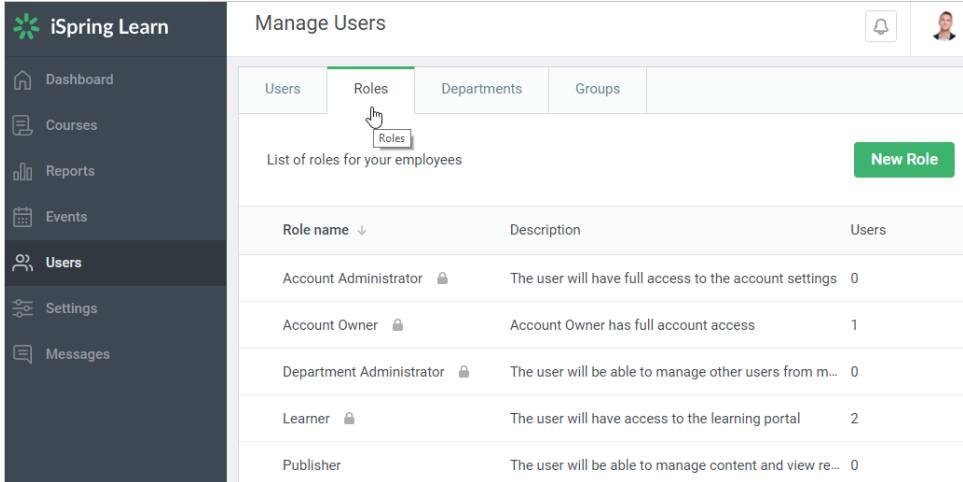


Custom Roles

Apart from the standard roles, feel free to create roles with individual limitations and permissions. Custom roles can be created by the *Account Owner* and *Account Administrators*.

To add a custom role:

1. Head to **Users** and open the **Roles** tab. There, click **New Role**.



2. On the **New Role** page, enter its name and a brief description of what users within this role will be permitted to do.
3. Then, you can choose which sections the users will have access to by selecting the options under **Access Permissions**. For example, you can add a new *System Administrator* role and permit users assigned to this role viewing the users' list.

Role description

* Role name:

* Description:

Access Permissions

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

4. The new custom role will appear in the roles list and you can assign it to your users.

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 settings	0
Account Owner	Account Owner has full account access	1
Department Administrator	The user will be able to manage other users from m...	0
Learner	The user will have access to the learning portal	3
Publisher	The user will be able to manage content and view re...	0
System Administrator	Responsible for the upkeep, configuration, and relia...	0

When a user with the System Administrator role logs in to the account, they will see only a list of users belonging to their department, as well as the messages option, which is needed for chatting with them.

iSpring Learn Manage Users

Users

Search Export

<input type="checkbox"/>	User Name ↓	Status	Department	Groups	Role
<input type="checkbox"/>	Glenda Johnson glenda.johnson		Sales My Company	1	Learner
<input type="checkbox"/>	Helen Smith helen.smith		My Company	0	System ...
<input type="checkbox"/>	Kurt Hicks kurt.hicks		Sales My Company	2	Learner
<input type="checkbox"/>	Nick Moore nick.moore		Sales My Company	1	Account ...



Users who, according to their role settings, have access to the list of courses, see all available courses, no matter who added it or whom it's been assigned.

If users don't have permissions to view content according to their role parameters, they won't see even the courses they are enrolled into.