



# Managing Users

In the **Users** section, *Account Owner*, *Account Administrators*, *Department Administrators* and users, who have access to these actions according to their custom roles permissions, can manage users, their groups and departments.

Only *Account Owner* and *Account Administrators* can add new custom roles.

## Manage Users

Users





Roles

Departments

Groups

Export/Import ▾

New User

<input type="checkbox"/>	User Name ↓	Status	Department	Groups	Role
<input type="checkbox"/>	 <b>Glenda Johnson</b> glenda.johnson		Sales My Company	2	Learner
<input type="checkbox"/>	 <b>Helen Smith</b> helen.smith		My Company	0	Learner
<input type="checkbox"/>	 <b>Kurt Hicks</b> kurt.hicks		Sales My Company	3	Learner
<input type="checkbox"/>	 <b>Nick Moore</b> nick.moore		Sales My Company	2	Account O...

Under the **Users** tab, the following information is available:

Title	Description
<b>Name</b>	A user's name, last name and login.
<b>Status</b>	Active or inactive.  Inactive users are not allowed to log in to their accounts.
<b>Department</b>	A department which a user belongs to.
<b>Groups</b>	A list of the groups which a user is assigned to.
<b>Role</b>	A user type with specific permissions and limitations: <ul style="list-style-type: none"> <li><i>Account Owner</i></li> <li><i>Administrator</i></li> <li><i>Department Administrator</i></li> <li><i>Publisher</i></li> <li><i>Learner</i></li> <li><i>Custom role</i></li> </ul>