

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

<input type="checkbox"/>	User Name ↓	Status	Department	Groups	Role
<input type="checkbox"/>	Bella Stone bella.stone		Sales My Company	1	DA CA +1
<input type="checkbox"/>	Brian Richards brian.richards		Sales My Company	0	SA
<input type="checkbox"/>	Marsha Hunt marsha.hunt		Sales My Company	1	L
<input type="checkbox"/>	Nick Moore nick.moore		Sales My Company	3	AO CA

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

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