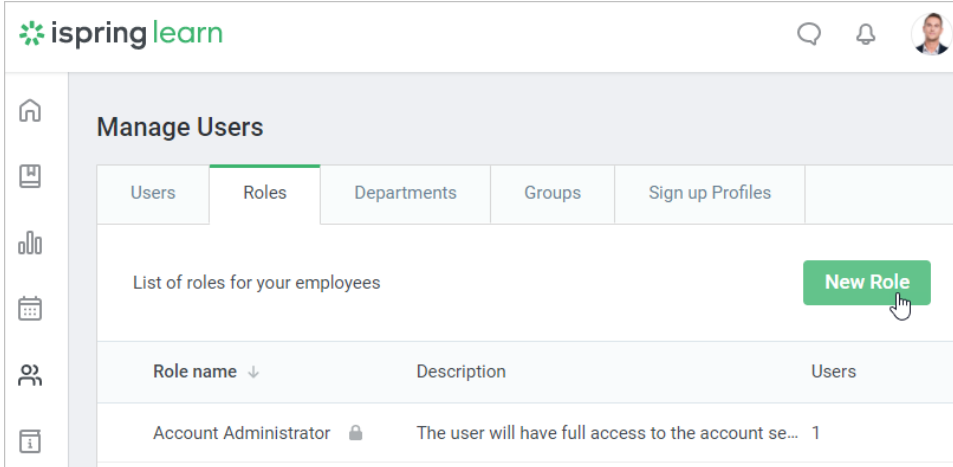


Custom Roles

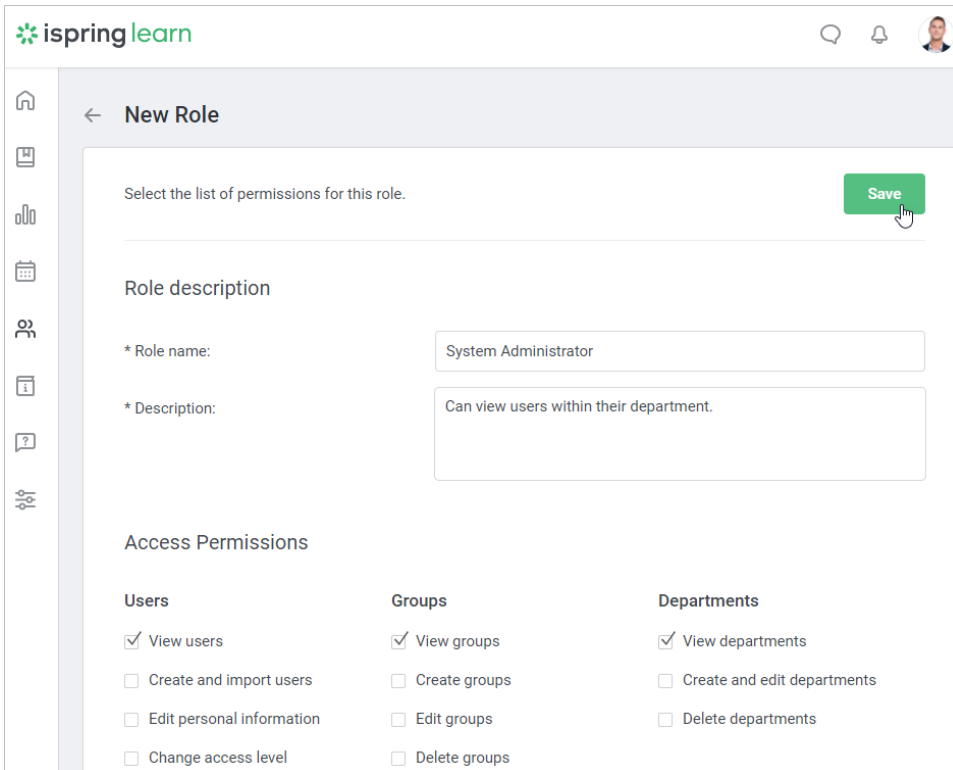
Besides the standard roles, you can create roles with individual limitations and permissions. Custom roles can be created by the *Account Owner* and *Account Administrators*.

To add a custom role:

1. Head to **Users**, open the **Roles** tab, and 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 to view the list of users.



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

Users	Roles	Departments	Groups	Sign up Profiles	
List of roles for your employees					New Role
Role name ↓	Description	Users			
Account Administrator	The user will have full access to the account settings	1			
Account Owner	Account Owner has full account access	1			
Department Administrator	The user will manage other users from the departments th...	0			
Learner	The user will have access to the learning portal	1			
Course Author	The user will get access to the "Courses" section where th...	2			
System Administrator	Can view users within their department.	1			

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

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Manage Users

Users

Search Export

<input type="checkbox"/>	User Name ↓	Status	Department	Groups	Role
<input type="checkbox"/>	Bella Stone bella.stone		Sales My Company	1	SA
<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	AD CA

Note:

- Users who, according to their role settings, have access to the list of courses, see all available courses, no matter who added it or who it's been assigned to.
- If users don't have permission to view content according to their role parameters, they won't even see the courses they are enrolled in.