Standard Roles

In iSpring Learn, there are 5 standard roles:

- *Account Owner*
- *Account Administrator*
- *Department Administrator*
- *Course Author*
- *Learner*

The *Account Owner* is a user with the broadest permissions. The owner cannot be edited or deleted, and is in full control of the account, including access to billing options. If you create an iSpring Learn account, you are automatically assigned as the *Account Owner*.

Account Administrators are users who help the owner manage the system. Admins have the same set of permissions as the *Account Owner* but don't have access to billing options.

Department Administrators are users who have full access to user management within their own department.

Course Authors can add, edit, or remove modules and courses.

Learners are regular users with minimal permissions. They can pass courses and check their activity history.

Permission	Account Owner	Account Administrators	Department Administrators	Course Authors	Learners
View Courses	Yes	Yes	Yes	Yes	Only assigned courses
Create and Edit Courses	Yes	Yes (if they are assigned to the Course Author role)	Yes (if they are assigned to the Course Author role)	Yes	No

Create and View Reports	Yes	Yes	Yes (within the departments they manage)	No	No
Manage Users	Yes	Yes	Yes (within the departments they manage)	No	No
Manage Groups	Yes	Yes	Yes (within the departments they manage)	No	No
Manage Events	Yes	Yes	Yes	No	No
Change Account Settings	Yes	Yes	No	No	No
Manage Billing	Yes	No	No	No	No

ⓘ **Note:**

1. The *Account Owner*, *Account Administrators*, *Department Administrators*, *Course Authors*, and *Learners* cannot be edited, duplicated, or removed.

2. Prior to March 2021, there was one additional role: *Publisher*.

   If the *Publisher* role was assigned to at least one user, it would remain in your account along with the *Course Author* role. The users who were assigned to the *Publisher* role would retain the same permissions as before.

   The *Publisher* role will now be labeled with the This role is outdated message.

   If the *Publisher* role wasn't assigned to any user, it will disappear from the account

Publisher	(This role is outdated) The user will be able to manage content and view reports o...	1

3. The This role is outdated message will be also added to the custom roles that had permission to create/edit/delete courses.

4. All users whose role allowed them to create and edit courses will also be assigned to the *Course Author* role.

5. If you assign a user to the *Account Administrator* or the *Department Administrator* roles, the *Course Author* role will be assigned to them automatically.

   If you unassign the *Account Administrator* or the *Department Administrator* from the *Course Author* role, they won't be able to create courses any longer.