

Actions on Roles

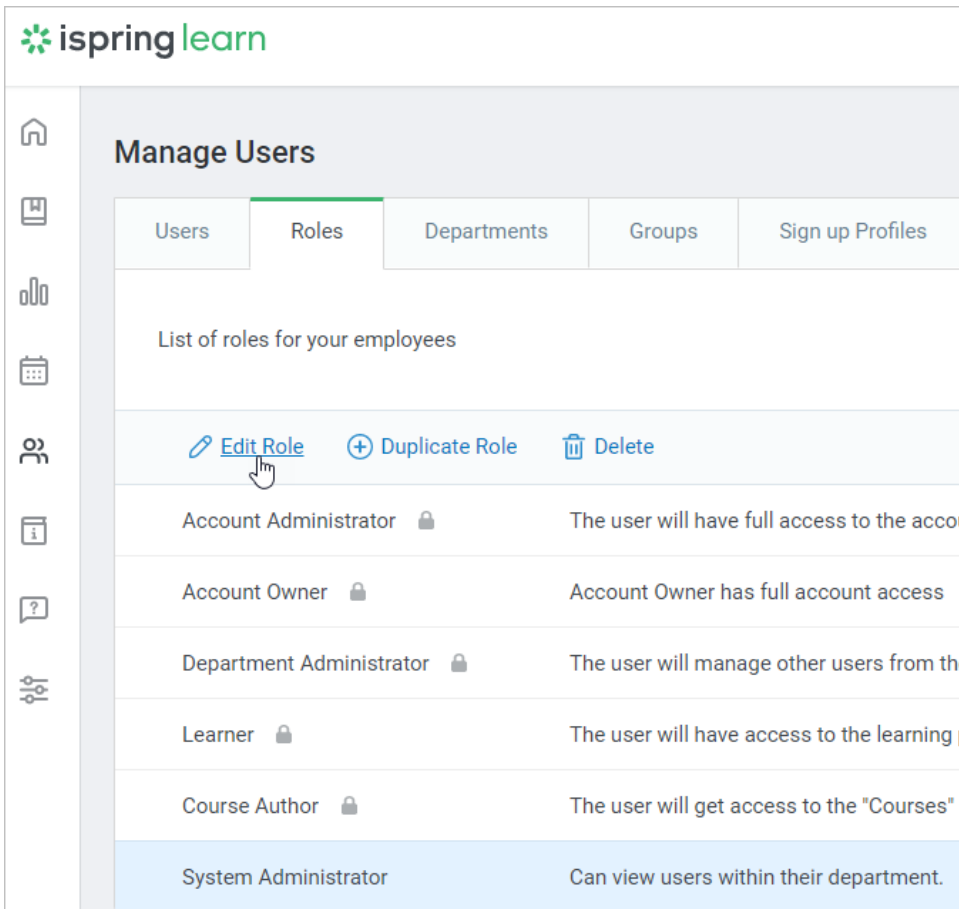
The *Account Owner* and *Account Administrators* can perform the following actions on the custom roles and the *Publisher* role:

- [Edit Role](#)
- [Copy Role](#)
- [Delete Role](#)
- [Change User Role](#)

Edit Role

To edit the title, description, or permissions of a role:

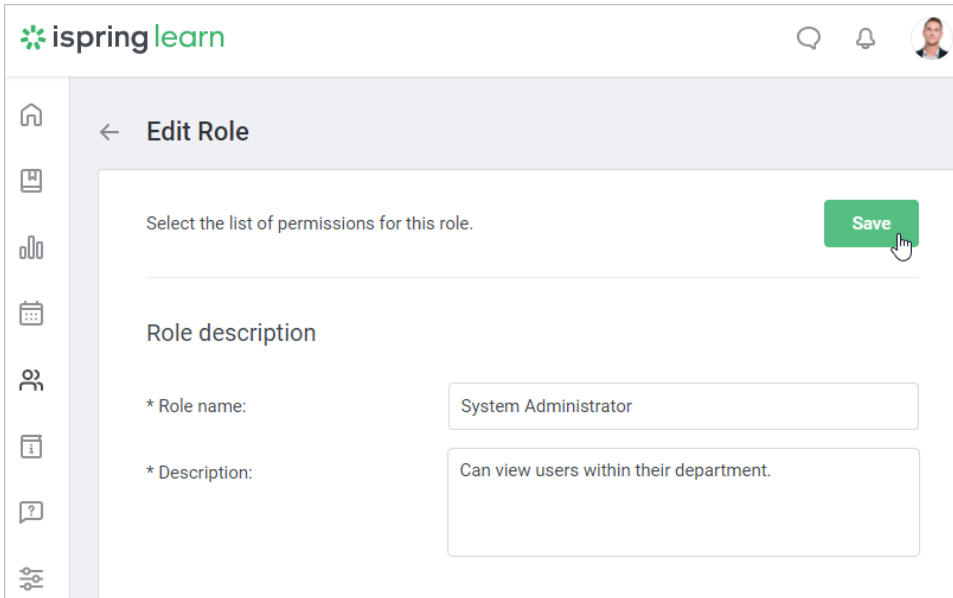
1. Start off by heading to the **Users** section and open the **Roles** tab.
2. Select the role you want to edit and click the **Edit Role** link in the upper menu.



The screenshot shows the 'ispring learn' interface. On the left is a sidebar with navigation icons. The main content area is titled 'Manage Users' and has five tabs: 'Users', 'Roles', 'Departments', 'Groups', and 'Sign up Profiles'. The 'Roles' tab is active. Below the tabs, there is a heading 'List of roles for your employees' and three action buttons: 'Edit Role' (with a pencil icon), 'Duplicate Role' (with a plus icon), and 'Delete' (with a trash icon). The 'Edit Role' button is highlighted with a mouse cursor. Below these buttons is a table of roles:

Role Name	Description
Account Administrator	The user will have full access to the account
Account Owner	Account Owner has full account access
Department Administrator	The user will manage other users from the
Learner	The user will have access to the learning p
Course Author	The user will get access to the "Courses" s
System Administrator	Can view users within their department.

3. Make changes to the role and click Save.



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← Edit Role

Select the list of permissions for this role. [Save](#)

Role description

* Role name:

* Description:



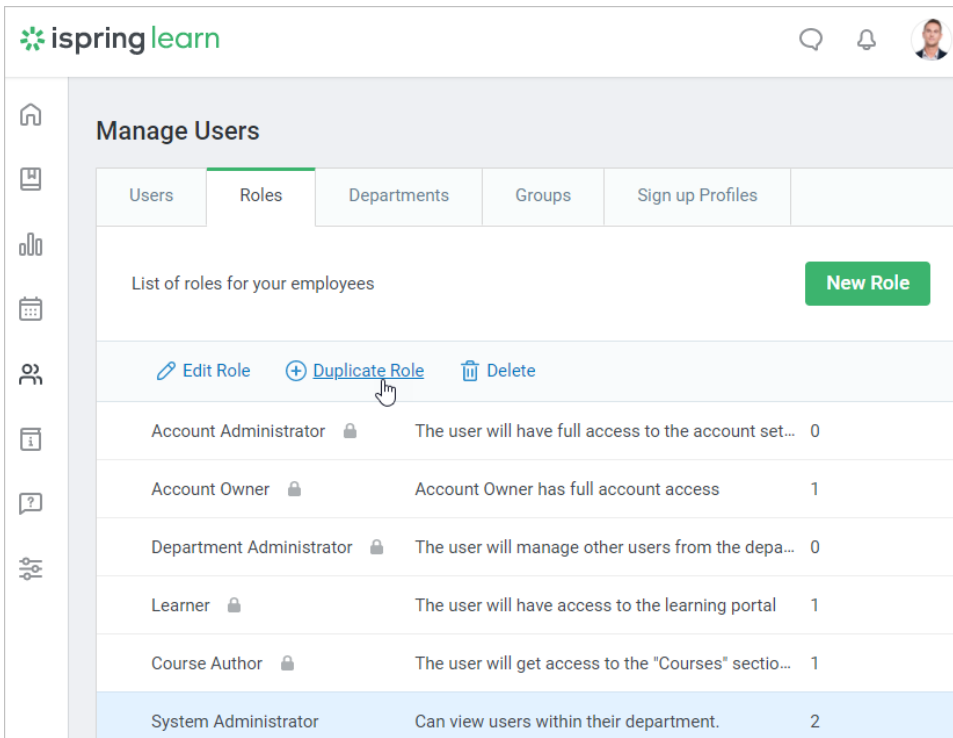
Note:

- Roles like the *Account Owner*, *Account Administrator*, *Department Administrator*, *Course Author*, and *Learner* cannot be edited.

Copy Role

To copy a role:

1. Start by going to the **Users** section and open the **Roles** tab.
2. Select the role you want to copy and click the **Duplicate Role** link.



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Manage Users

Users Roles Departments Groups Sign up Profiles

List of roles for your employees [New Role](#)

[Edit Role](#) [+ Duplicate Role](#) [Delete](#)

Account Administrator	🔒	The user will have full access to the account set...	0
Account Owner	🔒	Account Owner has full account access	1
Department Administrator	🔒	The user will manage other users from the depa...	0
Learner	🔒	The user will have access to the learning portal	1
Course Author	🔒	The user will get access to the "Courses" sectio...	1
System Administrator		Can view users within their department.	2

3. The description and permissions of the newly created role will be the same as those of the original role. Users assigned to the original role won't be transferred.

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 set...	0			
Account Owner	Account Owner has full account access	1			
Department Administrator	The user will manage other users from the depa...	0			
Learner	The user will have access to the learning portal	1			
Course Author	The user will get access to the "Courses" sectio...	1			
System Administrator	Can view users within their department.	2			
System Administrator_copy	Can view users within their department.	0			
System Administrator_copy					



Note:

- Roles like *Account Owner*, *Account Administrator*, *Department Administrator*, *Course Author*, and *Learner* cannot be duplicated.

Delete Role

To delete a role:

1. Go to the **Users** section and open the **Roles** tab.
2. Select the role you want to remove and click **Delete** in the upper menu.

The screenshot shows the 'Manage Users' interface in the ispring learn system. The 'Roles' tab is selected, displaying a table of roles. A 'Delete' button is highlighted with a mouse cursor over the 'System Administrator' role.

Users	Roles	Departments	Groups	Sign up Profiles
List of roles for your employees				New Role
Edit Role + Duplicate Role Delete				
Account Administrator	🔒	The user will have full access to the account set...	0	
Account Owner	🔒	Account Owner has full account access	1	
Department Administrator	🔒	The user will manage other users from the depa...	0	
Learner	🔒	The user will have access to the learning portal	1	
Course Author	🔒	The user will get access to the "Courses" sectio...	1	
System Administrator		Can view users within their department.	2	

3. The role has now been deleted.

Notes:

1. Roles like the *Account Owner*, *Account Administrator*, *Department Administrator*, *Course Author*, and *Learner* cannot be deleted.
2. If you remove a role, it will be unassigned from the users that this role was previously assigned to.

Change User Role

You can assign users to any other role or multiple roles except for the role of *Account Owner*.

1. Go to the **Users** section and click on the user whose role you would like to change.

The screenshot shows the 'Manage Users' page in the ispring learn system. The interface includes a navigation sidebar on the left, a top header with the ispring learn logo and user profile, and a main content area with tabs for 'Users', 'Roles', 'Departments', 'Groups', and 'Sign up Profiles'. Below the tabs is a search bar, an 'Export/Import' dropdown, and a 'New User' button. The user list table has the following data:

<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	AO CA

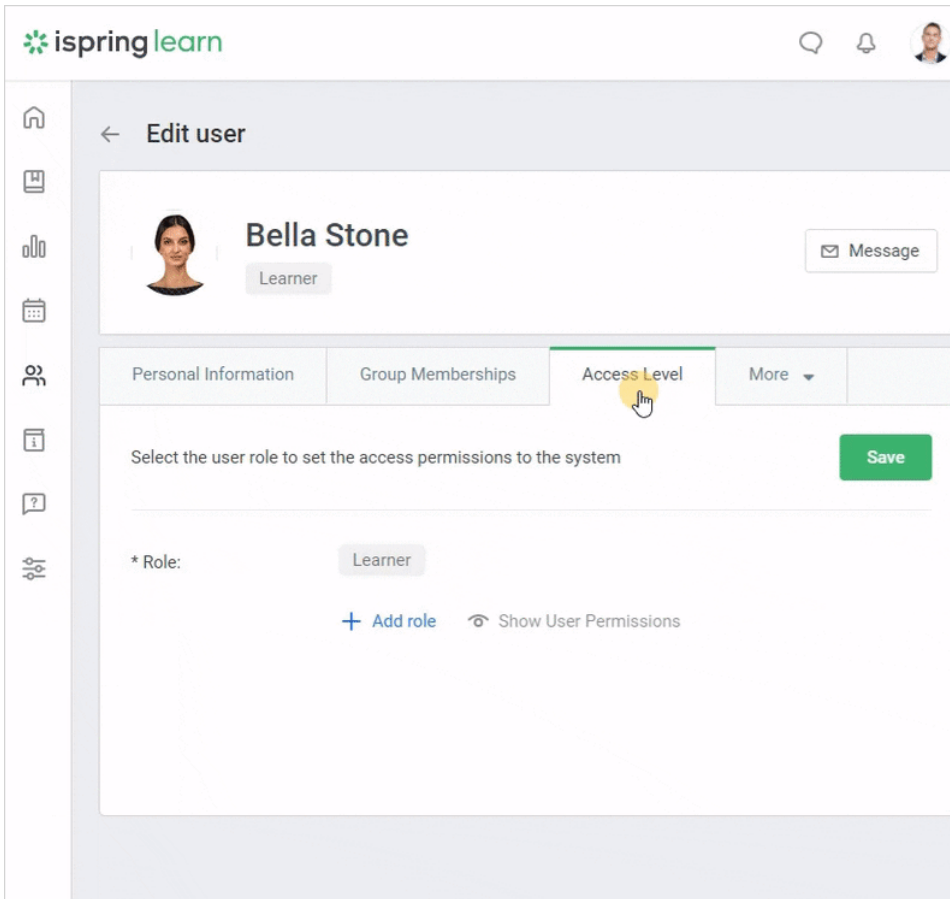
2. Then, open the **Access Level** tab.

3. By default, all users are assigned to the *Learner* role. This means that a user has access to a portal where he or she can study courses.

Besides the *Learner* role, you can select other roles for a user: *Account Administrator*, *Department Administrator*, *Course Author*, or one of the [custom roles](#).

To do this, click the **Add role** link and select one or more roles. If you assign the role of *Department Administrator* or one of the custom roles, specify the departments the user will manage.

Finally, click **Save**.




The screenshot shows the 'ispring learn' interface for editing a user. The user is 'Bella Stone' with the role 'Learner'. The 'Access Level' tab is selected, and a yellow circle highlights the 'Access Level' tab. Below the tabs, there is a 'Save' button and a 'Role' dropdown menu set to 'Learner'. There are also '+ Add role' and 'Show User Permissions' options.

i Notes:

1. 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.
2. To find out which permissions a user possesses, click on the **Show User Permissions** button.

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← Edit user

 **Bella Stone** Message

Department Administrator Course Author +1

Personal Information Group Memberships **Access Level** More

Select the user role to set the access permissions to the system Save

* Role: System Administrator x Department Administrator x
Course Author x Learner

+ Add role Show User Permissions

* Manage users: Accounting and Finance x
Select Department

3. If you assign a user to the *Department Administrator* role or to a custom role, select one or more departments that they will manage.

* Role: System Administrator x Department Administrator x
Course Author x Learner

+ Add role Show User Permissions

* Manage users: Accounting and Finance x
Customer Service x
Select Department