

# 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.

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Manage Users

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Users

Export/Import

New User

Total: 67

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<input type="checkbox"/>	User Name ↑	Status	Department	Groups	Role	
<input type="checkbox"/>	<div><div></div><div>Agata Brown</div><div>agata.brown</div></div>		Sales Department My Company	1	L	
<input type="checkbox"/>	<div><div></div><div>Earl Miller</div><div>earl.miller</div></div>		Technical services My Company / Product Development	1	L	
<input type="checkbox"/>	<div><div></div><div>Harry Evans</div><div>harry.evans</div></div>		Engineering My Company / Product Development	2	L	
<input type="checkbox"/>	<div><div></div><div>Julie Gibson</div><div>julie.gibson</div></div>		Customer Care My Company / Sales Department	1	L	
<input type="checkbox"/>	<div><div></div><div>Mark Spencer</div><div>mark.spencer</div></div>		Active Sales My Company / Sales Department	1	L	

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"><li>Account Owner</li><li>Account Administrator</li><li>Department Administrator</li><li>Course Author</li><li>Learner</li><li>Supervisor</li><li>Custom role</li></ul>