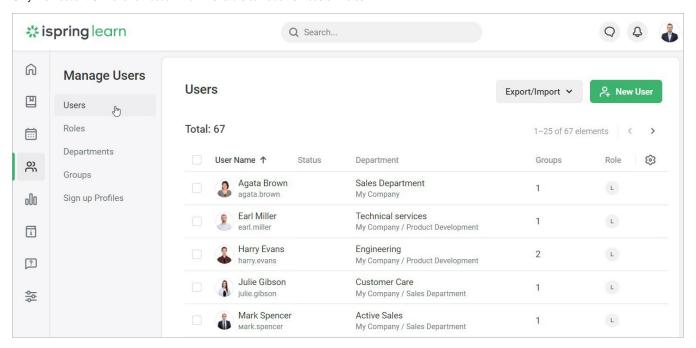
Managing Users

In the **Users** section, *Account Owner*, *Account Administrators*, *Department Administrators*, and users who have access to these actions according to their c ustom roles permissions, can manage users, their groups, and departments.

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



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: • Account Owner • Account Administrator • Department Administrator • Course Author • Learner • Supervisor • Custom role |