

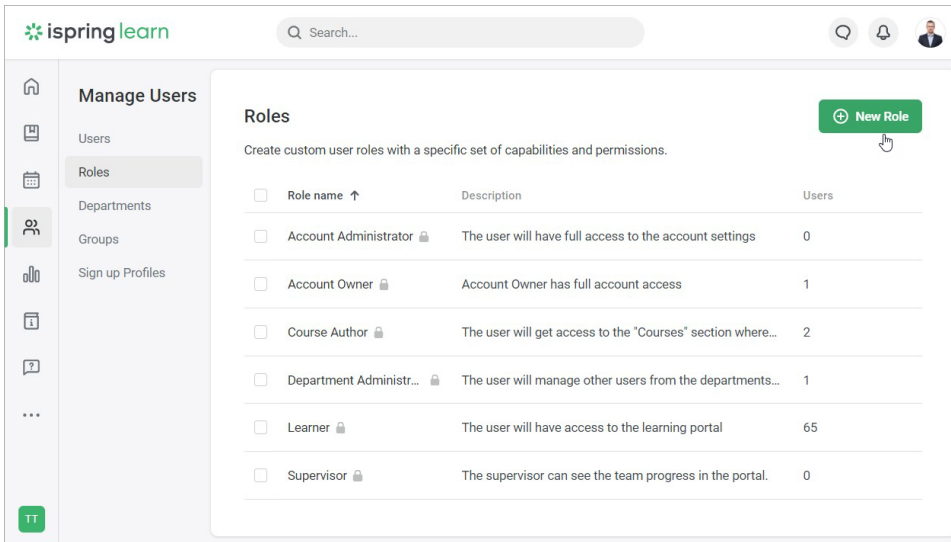
Custom Roles

AVAILABLE WITH BUSINESS SUBSCRIPTION

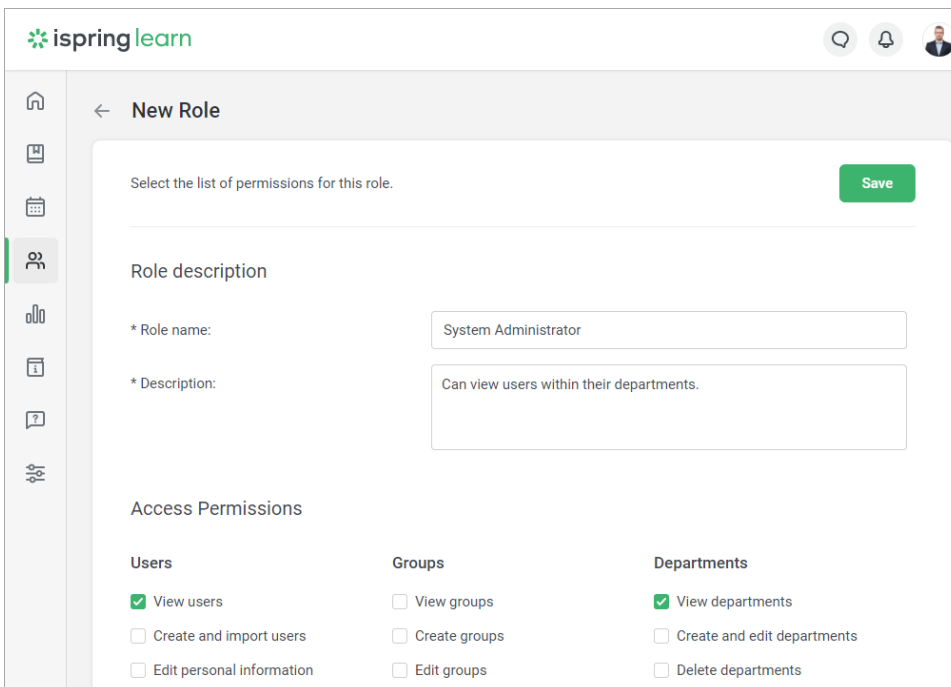
Besides the standard roles, you can create roles with individual limitations and permissions. Custom roles can be created by the *Account Owner* and *Account Administrators*.

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.

Manage Users

Users

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Roles

Create custom user roles with a specific set of capabilities and permissions.

New Role

<input type="checkbox"/> Role name ↑	Description	Users
<input type="checkbox"/> Account Administrator	The user will have full access to the account...	0
<input type="checkbox"/> Account Owner	Account Owner has full account access	1
<input type="checkbox"/> Course Author	The user will get access to the "Courses" section...	2
<input type="checkbox"/> Department Administr...	The user will manage other users from the...	1
<input type="checkbox"/> Learner	The user will have access to the learning portal	65
<input type="checkbox"/> Supervisor	The supervisor can see the team progress in the...	0
<input type="checkbox"/> System Administrator	Can view users within their departments.	0

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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Users

Export/Import

New User

Total: 67

1-25 of 67 elements

<input type="checkbox"/> User Name ↑	Department	Role	
<input type="checkbox"/> Agata Brown agata.brown	Sales Department My Company	DA CA	
<input type="checkbox"/> Earl Miller earl.miller	Technical services My Company / Product Development	SA	...
<input type="checkbox"/> Harry Evans harry.evans	Engineering My Company / Product Development	L	
<input type="checkbox"/> Julie Gibson julie.gibson	Customer Care My Company / Sales Department	L	
<input type="checkbox"/> Mark Spencer mark.spencer	Active Sales My Company / Sales Department	L	
<input type="checkbox"/> Marsha Hunt marsha.hunt	Technical services My Company / Product Development	L	