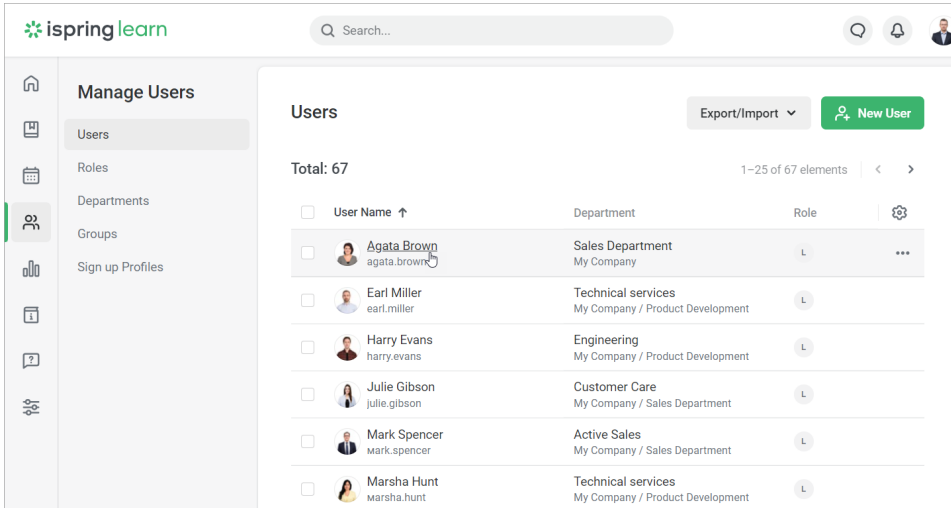# Changing User Role

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

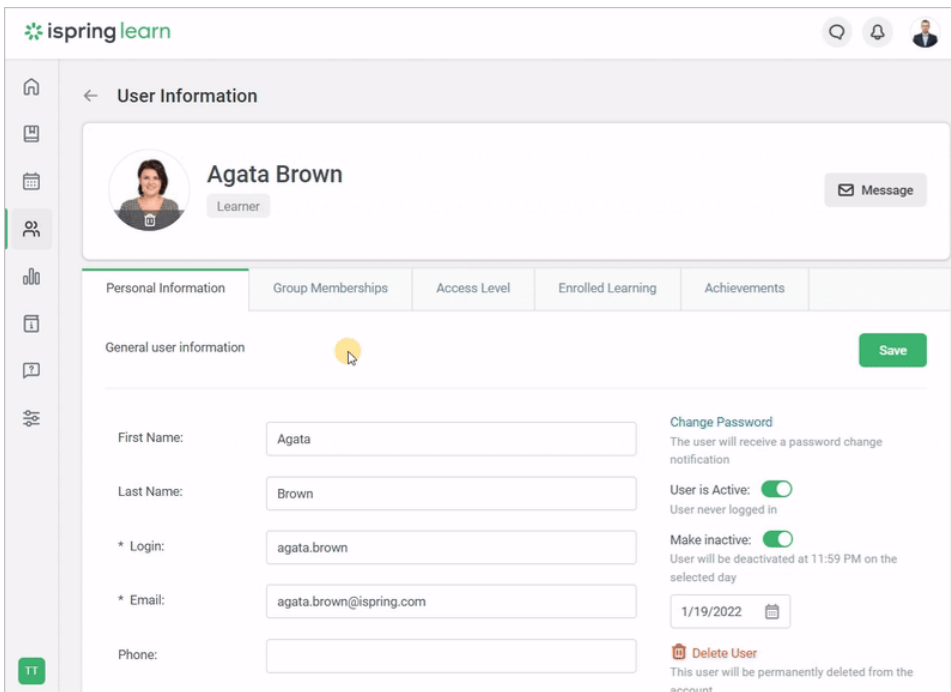1. Go to the **Users** section and click on the user whose role you would like to change.

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**.

(i) **Notes:**

a. 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.

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

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