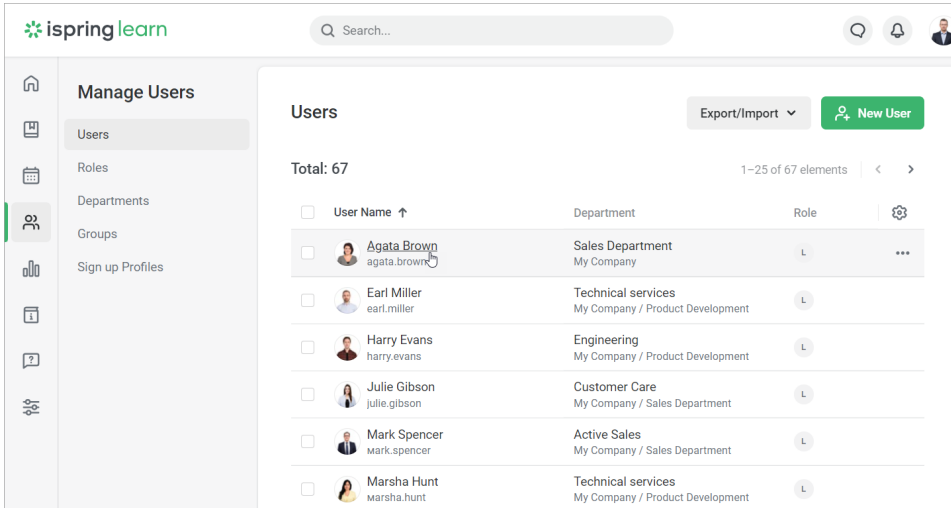


Changing User Role

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.



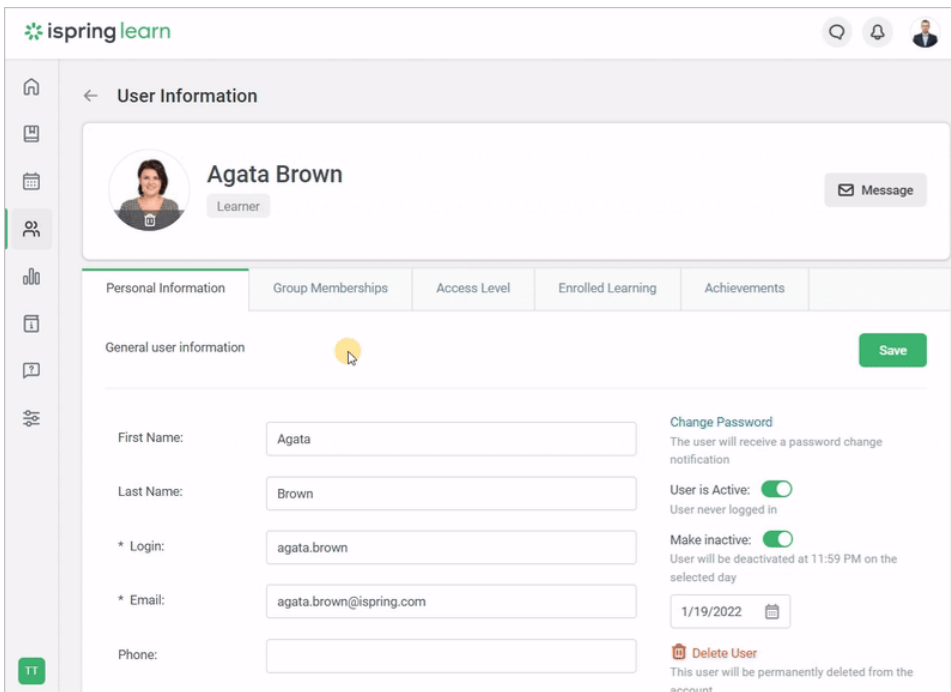
User Name	Department	Role
Agata Brown agata.brown	Sales Department My Company	L
Earl Miller earl.miller	Technical services My Company / Product Development	L
Harry Evans harry.evans	Engineering My Company / Product Development	L
Julie Gibson julie.gibson	Customer Care My Company / Sales Department	L
Mark Spencer mark.spencer	Active Sales My Company / Sales Department	L
Marsha Hunt marsha.hunt	Technical services My Company / Product Development	L

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**.



User Information

Agata Brown
Learner

Message

Personal Information | Group Memberships | **Access Level** | Enrolled Learning | Achievements

General user information

First Name: Agata

Last Name: Brown

* Login: agata.brown

* Email: agata.brown@ispring.com

Phone:

Change Password
The user will receive a password change notification

User is Active: ☒
User never logged in

Make inactive: ☒
User will be deactivated at 11:59 PM on the selected day

1/19/2022

Delete User
This user will be permanently deleted from the account

Save



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.

ispring learn

← Edit User

Agata Brown
Department Administrator Course Author

Message

Personal Information Group Memberships Access Level Enrolled Learning Achievements

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

Save

* Role: Department Administrator Course Author Learner

+ Add role Show User Permissions

* Manage users: My Company Select Department

- 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.

* Role: System Administrator Department Administrator Course Author Learner

+ Add role Show User Permissions

* Manage users: Accounting and Finance Customer Service Select Department