

Actions on Roles

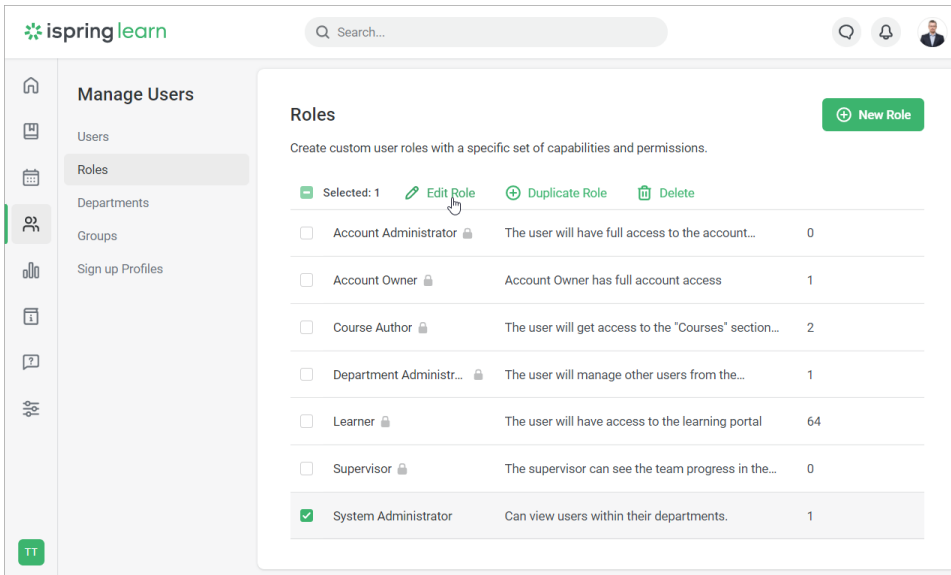
The *Account Owner* and *Account Administrators* can perform the following actions on the custom roles and the *Publisher* role:

- [Edit Role](#)

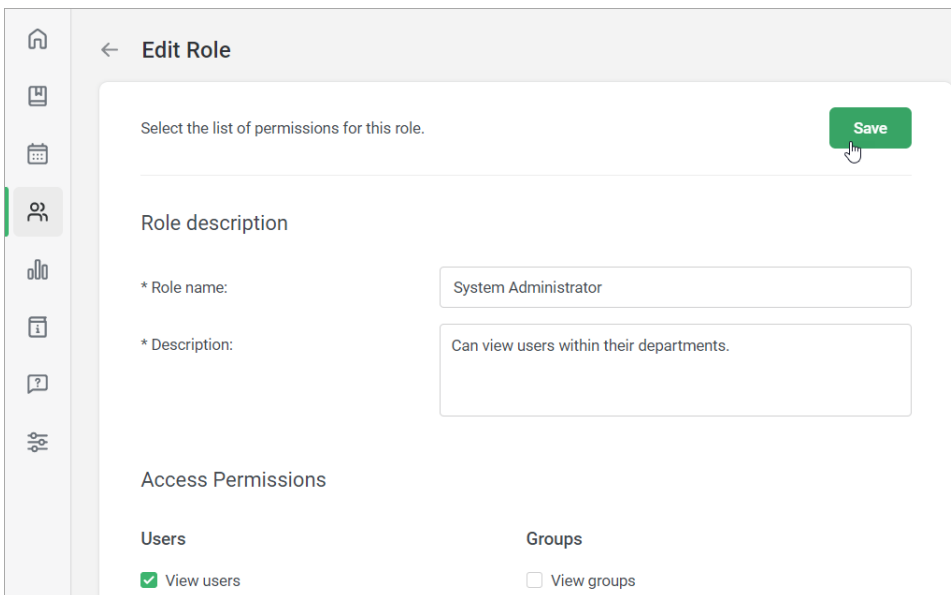
Edit Role

To edit the title, description, or permissions of a role:

1. Start off by heading to the **Users** section and open the **Roles** tab.
2. Select the role you want to edit and click the **Edit Role** link in the upper menu.



3. Make changes to the role and click **Save**.



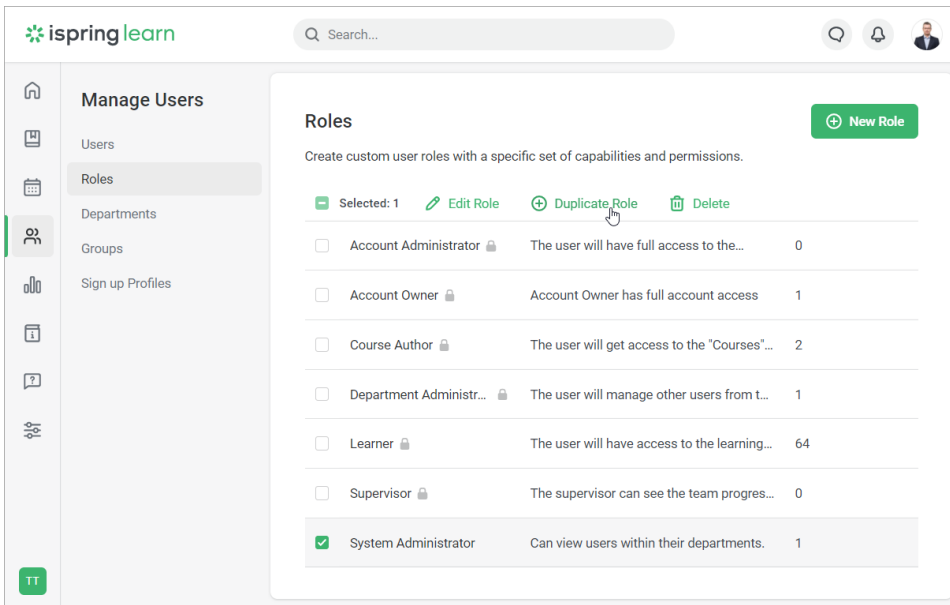
Note:

- Roles like the *Account Owner*, *Account Administrator*, *Department Administrator*, *Course Author*, and *Learner* cannot be edited.

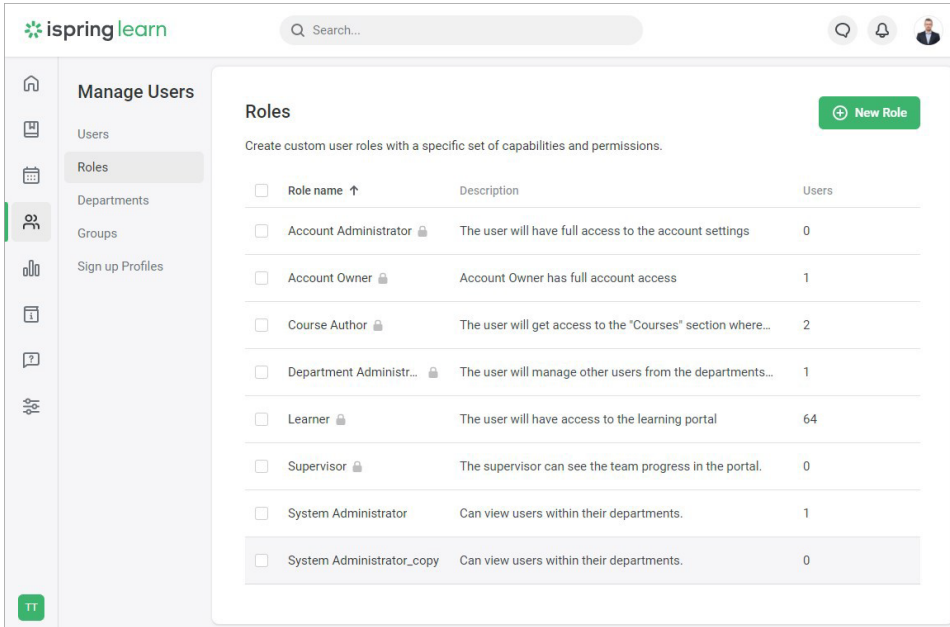
Copy Role

To copy a role:

1. Start by going to the **Users** section and open the **Roles** tab.
2. Select the role you want to copy and click **Duplicate Role**.



3. The description and permissions of the newly created role will be the same as those of the original role. Users assigned to the original role won't be transferred.



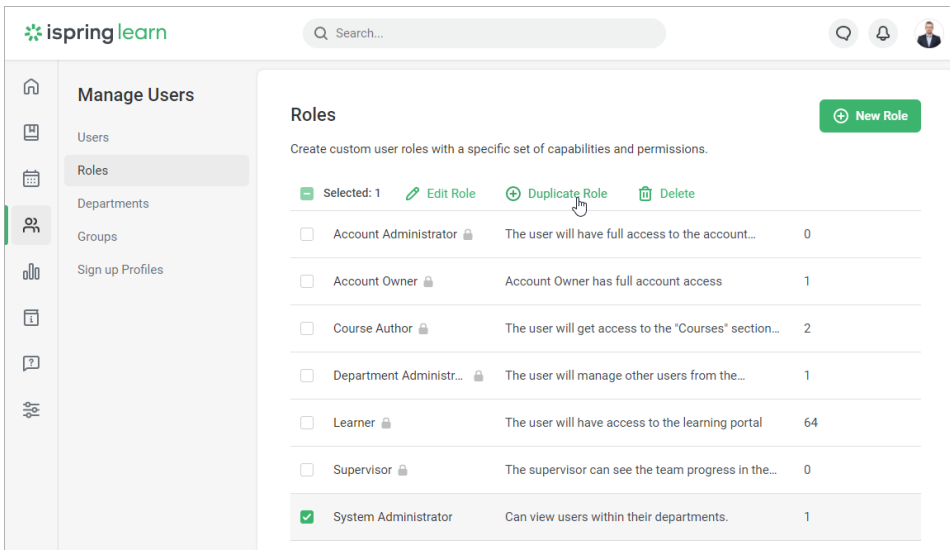
Note:

- Roles like *Account Owner*, *Account Administrator*, *Department Administrator*, *Course Author*, and *Learner* cannot be duplicated.

Delete Role

To delete a role:

1. Go to the **Users** section and open the **Roles** tab.
2. Select the role you want to remove and click **Delete** in the upper menu.



3. The role has now been deleted.



Notes:

- a. Roles like the *Account Owner*, *Account Administrator*, *Department Administrator*, *Course Author*, and *Learner* cannot be deleted.
- b. If you remove a role, it will be unassigned from the users that this role was previously assigned to.

Change 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.

4. Finally, click **Save**.

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← 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:

1. 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.

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

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← 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

* Role: Department Administrator × Course Author × Learner

+ Add role Show User Permissions

* Manage users: My Company ×

Select Department

Save

3. 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 ▼