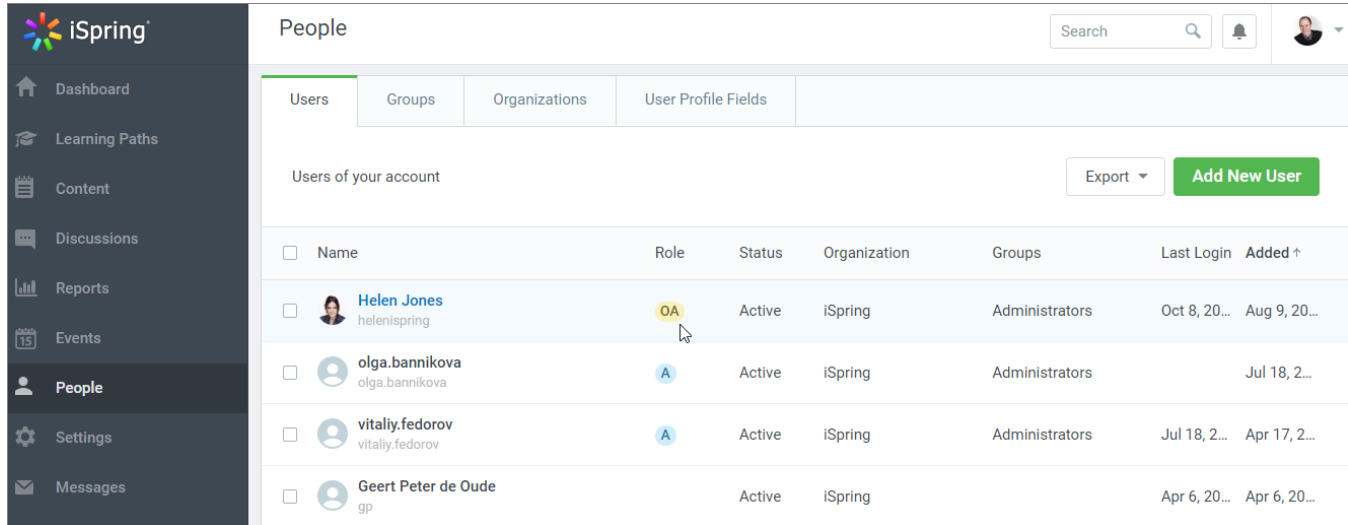# User Roles and Permissions

All users of iSpring Learn are assigned to one of 5 roles and each has its own permissions and restrictions. This makes the account strictly organized and takes apart one organization from another.

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General Info on User Roles

iSpring LMS has five user roles:

- **Account Owner (AO)**
- **Administrators (A)**
- **Organization Administrators (OA)**
- **Publishers (P)**
- **Users**

Account Owner — a user with the broadest permissions who has full access to account settings, billing information, content, and users.

Administrator — a user who helps the account owner to manage the system. Admins have the same set of permissions as the account owner but don't have access to billing options and the membership.

Organization Administrator — a user who has a full access to user profiles within their own organization. There, they can add, remove, or edit user profiles that are assigned to the roles to organization administrators, publishers, and regular users.

Publisher — a user who can add/remove content items within the account and assign content to students within an organization.

User — a user who has access to courses assigned to them by publishers, administrators, organization administrators or the account owner. Users also can check their score and see the progress of other users and groups in this organization.

Table 1. User roles and permissions

Permission	Users	Publishers	Organization Administrators	Administrators	Account Owner
Change personal settings (email, password)	Yes	Yes	Yes	Yes	Yes
View Content	Only permitted	All content	All content	All content	All content
Access Reports	Only personal history, reports within their own organization if permitted	Reports within their own organization	Reports within their own organization	All reports	All reports
Publish, manage and delete content	No	Yes	Yes	Yes	Yes
Manage users	No	No	Yes (within their own organization)	Yes	Yes

Manage groups	No	No	Yes (within their own organization)	Yes	Yes
Manage publishers and administrators	No	No	Yes (within their own organization)	Yes	Yes
Change account settings	No	No	No	Yes	Yes
Account membership	No	No	No	No	Yes

Assigning Roles

You can assign to a user any role except for the account owner.

1. In the **People** section of the admin portal, open the **Users** tab. Click the user you want to assign to a new role.

2. On the **Edit User** page, select a role in the **Role** drop-down.

3. Click **Save**.
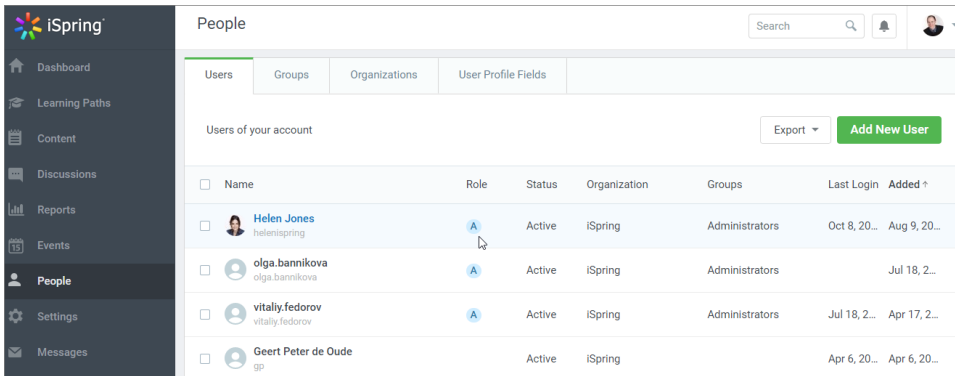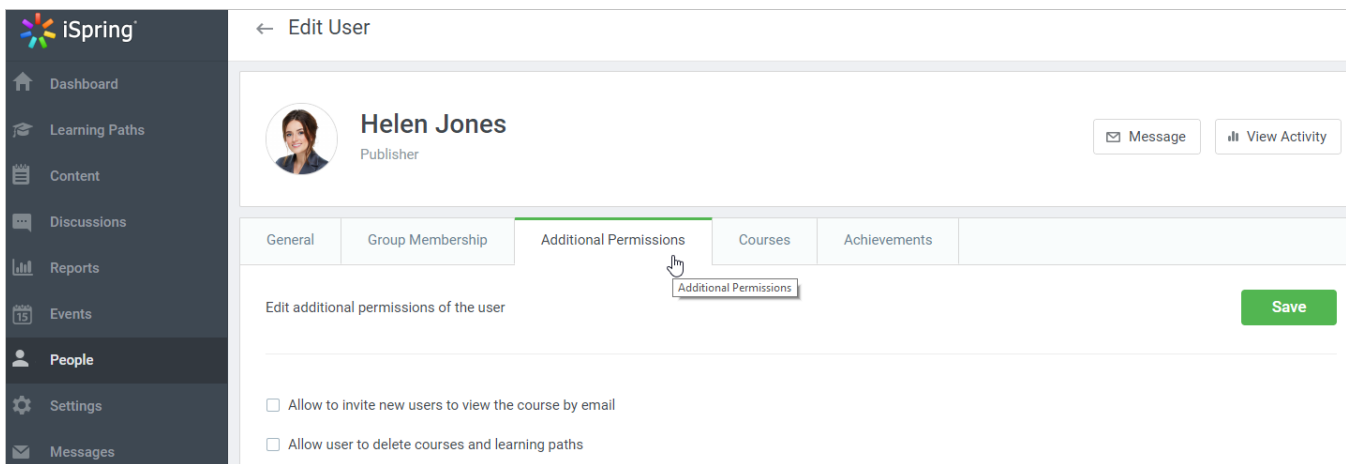
4. The new role will be displayed in the **Users** list under the **Role** column.

Additional Permissions

The profiles of regular users and publishers have an extra **Additional Permissions** tab. The permission sets for these two user roles are different.

User Additional Permissions

1. Open a user's profile and select the **Additional Permissions** tab.

2. Check **Allow to run reports for specified organization or groups** to let users generating reports on other students.
Read more about selecting an organization, a group and content items for a report in the Allowing Users to Run Reports article.
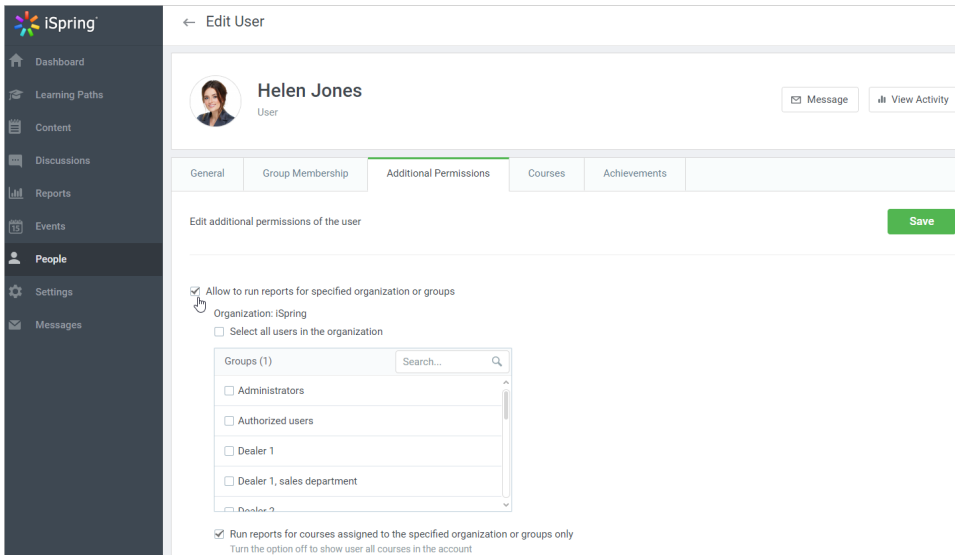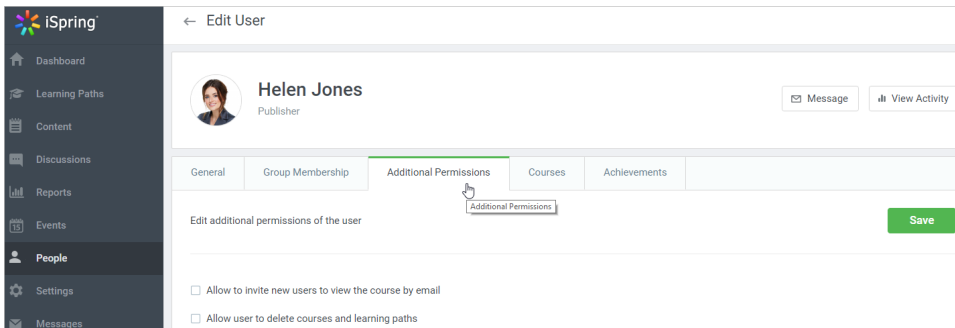
3. To apply the changes, click **Save**.
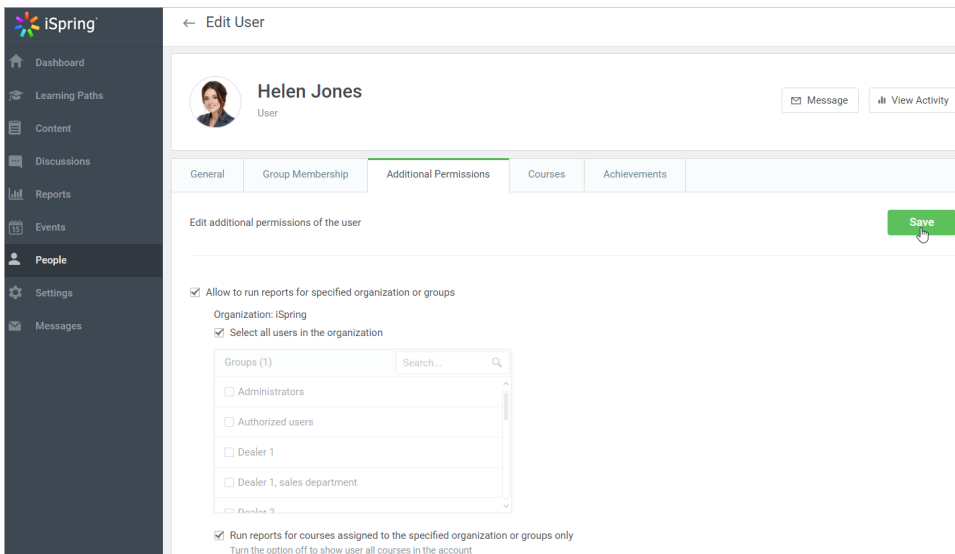
Publisher Additional Permissions

1. Open a publisher's profile and select the **Additional Permissions** tab.

2. You can enable two extra options for publishers.

   Inviting New Users by Email

   To give publishers an opportunity to invite learners to take their course, check to **Allow to invite new users to view the course by email**.

Click **Save** to apply the changes.

Deleting Courses

If you want to allow publishers removing the content items, check **Allow a user to delete courses and learning paths**.

After you enable this setting, publishers will be able to delete any course they have access to.

To get the changes applied, click **Save**.

iSpring

- Dashboard
- Learning Paths
- Content
- Discussions
- Reports
- Events
- **People**
- Settings
- Messages

← Edit User

Helen Jones
Publisher

[✉ Message] [▮ View Activity]

| General | Group Membership | **Additional Permissions** | Courses | Achievements |

Edit additional permissions of the user   [Save]
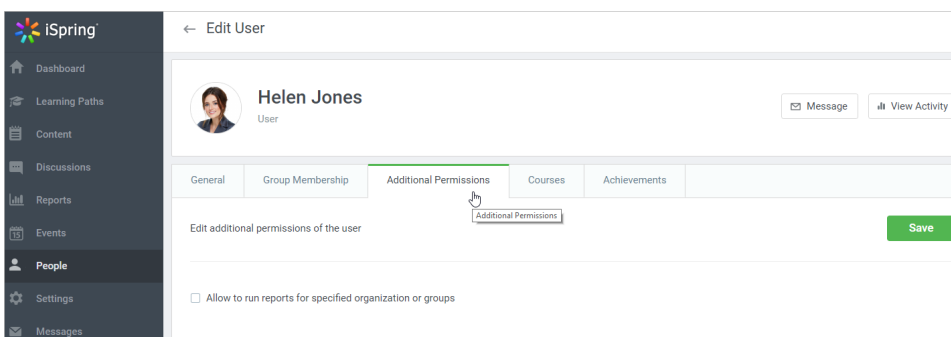
☐ Allow to invite new users to view the course by email
☑ Allow user to delete courses and learning paths