

Assigning user roles

A user's **role and permissions** can be **modified** by:

1. Navigating to “**Users**” on the main menu.
2. **Search** for a user.
3. Click on “**Actions**” > “**Manage**” from the drop down at the end of the row.
4. On the **user's profile page** there is a “**User Role**” option. **Click** on the drop down and assign the **appropriate role** to the user.

