Cornerstone HR

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General Features (Core) > Security Roles & Permissions > Security Role Administration > Add/Remove Users in Security Role

## Add or Remove Users in a Security Role

Once security roles have been created and constraints are applied to the role, users must be added to the role. This can be done by adding individual users to a role or by adding a particular OU or group to a role.

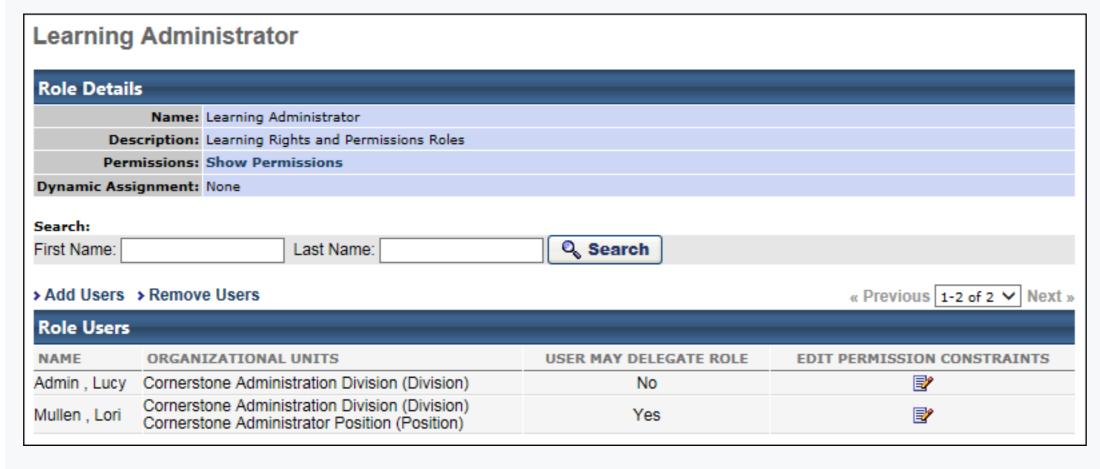
- Manual Assignment of Users Users can be added manually to give a particular user permissions
- Dynamic Assignment of OUs or Groups Users can be added dynamically, where the system automatically assigns a role based on set criteria. For example, all users in a position can be added to a security role. As soon as a user meets the selected criteria, they are added to the security role. Also, a security role can be assigned to a dynamic group, in which the group criterion dynamically assigns users to the group.

To add or remove users in a security role, go to Admin > Tools > Core Functions > Security Role Administration. Next to the appropriate security role, select the Users icon 5. Then, select the Add Users or Remove Users link.

**Troubleshooting Note:** The Add Users icon is only available for security roles that are not system-defined, such as the Manager role. Any security role that is system-defined is automatically managed by the system. For example, a user is automatically added to the Manager role if they are listed in the Manager role for at least one user. Users cannot be manually added to the Manager role from Security Role Administration.

## 

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
	Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission.	Core Administration



## **Role Details**

The following information is displayed in the *Role Details* section:

- Name
- Description
- Permissions Click the **Show Permissions** link to view the permissions contained within the role.
- Dynamic Assignment If the security role is dynamically assigned, the dynamic assignment criteria is displayed here.