



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 . 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.

Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Security Administration - Manage	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

Learning Administrator

Role Details

Name: Learning Administrator

Description: Learning Rights and Permissions Roles


Permissions: [Show Permissions](#)

Dynamic Assignment: None

Search:

First Name:

Last Name:

 Search



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Role Users

NAME	ORGANIZATIONAL UNITS	USER MAY DELEGATE ROLE	EDIT PERMISSION CONSTRAINTS
Admin , Lucy	Cornerstone Administration Division (Division)	No	
Mullen , Lori	Cornerstone Administration Division (Division) Cornerstone Administrator Position (Position)	Yes	

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.