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Security: Configure User Accounts: Change Roles Assigned to a User

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Note: To edit any user account information, permission to View Users must be checked.

To change the security roles assigned to a user, you must be a Global Admin or have the following privileges:

- View Users
 - Edit User Roles (Note: This will only allow you to edit the Security Roles tab in the user accounts section. This does not allow you to edit the Rights or the account information, such as the user password)
1. Log in to the Desktop application with administrative privileges.
 2. Under the Admin tab, click User Accounts.
 3. Highlight the appropriate user.
 4. Click the Change button.
 5. Click the Security Roles tab.

Security Roles

A list of all security roles will display on the left window pane.

Member of

The current security roles that the user is a member of will display in the right window pane.

1. Use the left and right arrow buttons to add or delete the security roles associated to the user.
2. Click OK when you have finished with your changes.

