Unite Education Program v7.2
Job Aid: 5435

Edit a User Role

Once a user role is added to Unite, you can change the name of the role, deactivate the role, reactivate the role, and configure permissions to better align with your needs. When you edit a user role, all user accounts assigned the role are impacted unless there is an individual user account for which you have customized permissions. If you customize permissions for a user account, you break the link to the assigned user role and Unite no longer keeps permissions updated for the user account.

To edit a user role

1. Open a browser and log on to Unite.

2. Click and expand your username to display the system configuration menu.

3. Click **Users & Roles**.

4. Verify you are on the *Roles* tab.

5. On the *Roles* grid, click the name of the user role you want to edit.

Note

   You may need to sort or filter to find the user role.

6. If you want to change the name of the role, click and then enter a new name.

7. If needed, configure permissions for the user role.

8. Click .

9. When prompted, verify the impact the edits have on current users, if any.

10. Click .

11. Click **X** to close the *LSAC Unite Setup* window.

Related resources

- 5473 – About User Roles

- 5521 – About Starter User Roles

- 5430 – Configure Permissions for a User Role

- 5675 – Customize Permissions for a User Account