

Changing a User's Roles



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Goal

Change or add roles to a given user, either by editing a single-user or by applying a bulk operation.

Prerequisite knowledge

[Concept: Users, Roles, and Permissions](#)

Site prerequisites

The user account that you want to update, and the role you want it to have, must already exist. See [Creating a User Account](#), [Creating a Role](#), and [Assigning Permissions to a Role](#).

Steps

Updating the roles using single-user editing method

- 1. In the *Manage* administrative menu, navigate to *People* (*admin/people*).
- 2. Locate the user 1 account (named "admin") to assign it the *Administrator* role. If it is not immediately visible, use the *Name or email contains* filter, or other filters, to narrow down the list.
- 3. Click *Edit* to update the user account.

Home > Administration

People

☆

List

Permissions

Roles

Role settings

+ Add user

Name or email contains

Status

Role

Permission

- Any -

- Any -

- Any -

Filter

☐	Username	Status	Roles	Member for	Last access	Operations
☐	Happy Farm	Active	• Vendor	8 seconds	never	<div>Edit</div>
☐	Sweet Honey	Active	• Vendor	10 seconds	never	<div>Edit</div>
☐	admin	Active	• Administrator	2 minutes 21 seconds	2 minutes 3 seconds ago	<div>Edit</div>

No items selected

Action: - Select -

Apply to selected items

- 4. On the *Edit* page, click *Roles* to *Roles* section. Check the *Administrator* role for the user account.

☒ Authenticated user

☐ Content editor

☒ Administrator

☐ Vendor

- 5. Click *Save* to update the user account. You should be returned to the *People* page and see a message saying that the changes have been saved.

✓

Status message

The changes have been saved.

Updating the roles using bulk editing method

- 1. If the users Happy Farm and Sweet Honey did not already have the Vendor role, here is how you would add it. In the *Manage* administrative menu, navigate to *People* (*admin/people*).
- 2. Locate Vendor user accounts *Sweet Honey* and *Happy Farm* and check them. If they are not immediately visible, use the *Name or email contains* filter, or other filters, to narrow down the list.
- 3. Select *Add the Vendor role to the selected user(s)* from the *Action* select list.

+ Add user

☐	Username	Status	Roles	Member for	Last access	Operations
☒	Happy Farm	Active	<ul style="list-style-type: none">Vendor	10 seconds	never	<div>Edit</div>
☒	Sweet Honey	Active	<ul style="list-style-type: none">Vendor	12 seconds	never	<div>Edit</div>
☐	admin	Active	<ul style="list-style-type: none">Administrator	2 minutes 23 seconds	2 minutes 5 seconds ago	<div>Edit</div>

No items selected

Action:

Add the Vendor role to the selected user(s)

Apply to selected items

- 4. Click *Apply to selected items*. You should see a message indicating that the desired changes were made.

✓

Status message

Add the Vendor role to the selected user(s) was applied to 2 items.

Videos

[Changing a User](#)

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2026-10-28 16:15:32 UTC

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