# Managing User Roles in the Program

As a program administrator, you have the responsibility of managing user roles effectively within the system. Here's a step-by-step guide on how to do it:

**Accessing User Roles:**

* Log in to the system and navigate to the Program Details section from either the dashboard or the left-hand hamburger menu.  
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* Click on "User Roles"   
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**Viewing Roles:**

* Within the User Roles section, you'll find two tabs: "By Role" and "By Name".  
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* Select "By Role" to view all roles assigned to the program, along with their details and the total number of users with access.
* You can determine if the assigned access is standard or custom.  
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**Viewing Users Assigned to Roles:**

* To see the users assigned to a particular role, click on the numeric value under the "Total Users" column.  
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* his action will unfold a drawer, revealing user details such as names, usernames, email addresses, and last login time.  
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**Managing Roles by Name:**

* If you prefer to track users by their names, select the "By Name" tab.  
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* Here, you can find all individuals with access, along with their user details and the number of roles they are assigned to. Select the number  
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* Utilize the search bar to find specific users by their names.  
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**Assigning and Unassigning User Roles:**

* To assign or unassign roles to users:
  + Navigate to Program Details > User Roles > By Name > Manage Roles.  
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  + Under the "Assign" section, view all roles assigned to an individual and unassign any unnecessary roles.  
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  + Under the "Unassigned" section, view available roles and assign them to users as needed.  
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* If you wish to unassign roles for a group of users assigned to one role:
  + Go to Program Details > User Roles > By Role > Manage Users.
  + Select the role you want to manage.  
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  + Under the "Assigned" tab, you'll see the names of all individuals assigned to the role. Click on "Unassign" to remove any users.  
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  + Under the "Unassigned" tab, select the "Assign" button to assign new roles to users.  
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