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Adding or removing administrator

Ester Andersson - 2024-02-16 - [Roles](#)

Administrators are users who have access to setting up projects, inviting/removing participants, building courses and managing communications, etc. Administrators have full access to all project data and details within the client portal in Learnifier.

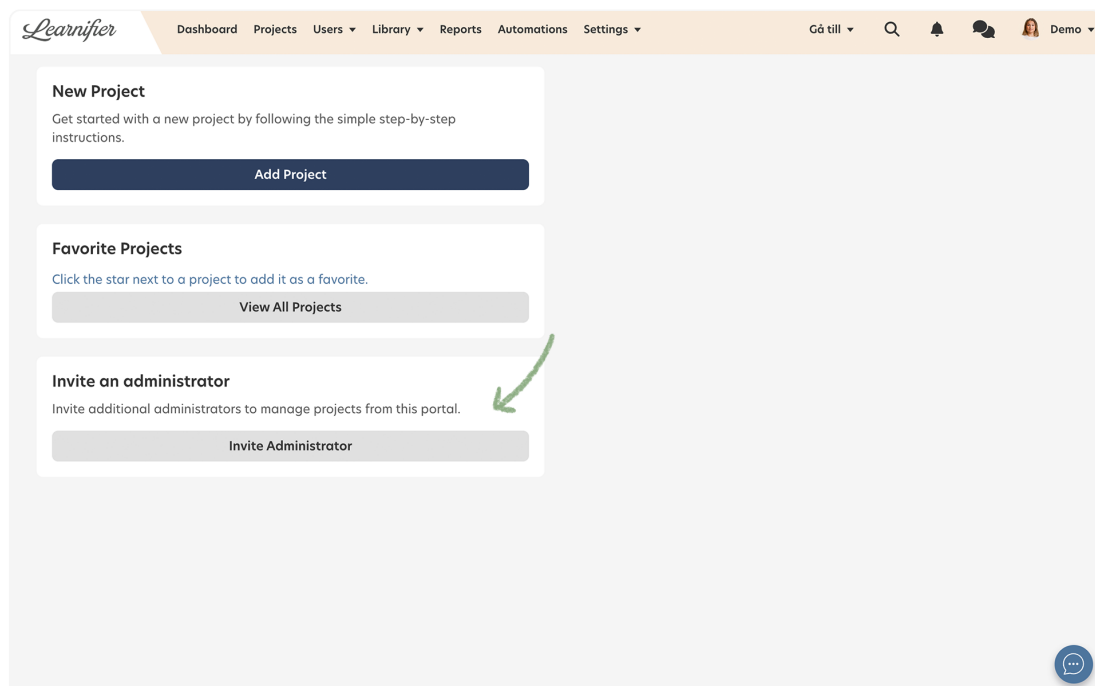
Note

- [Adding administrators](#)
- [Removing administrators](#)

Adding administrators

Alternative 1 (if the administrator is not already a user):

1. Go to "Dashboard" in the main menu.
2. Go to "Invite an administrator" and click "Invite administrator".
3. Enter the user's information and click "Save user details".
4. Click "Send email".



Alternative 2 (if the administrator is already a user):

1. Go to the user profile.
2. Under "Roles", click "Add role".
3. Choose "Administrator" and click "Assign".

The screenshot shows the Learnifier user profile for 'Demo Ester'. The page has a navigation bar at the top with links to Dashboard, Projects, Users, Library, Reports, Automations, and Settings. The user profile section includes a profile picture, name, and buttons for 'Edit User', 'Resend invitation', 'Set Password', and 'Delete'. Below this is a table of user details. A green arrow points to the 'Add Role' button in the 'ROLES' tab.

USER	
Email	ester.andersson+demo@learnifier.com
Email verified	Yes
Language	svenska
Username	Not set
API User Id	6d2d8e10-6ffe-44dc-91c1-28a64ab1a41a
Organization	Not set
Locked	No
Last login	onsdag 16 augusti 2023 11:46:55 centraleuropeisk sommartid

ROLES	
Mobile Phone	+46791008191
Company	Learnifier
Department	Customer Success
Country	Sweden

ROLES

[Add Role](#)

ROLE 1:

Administrator	Delete
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Showing 1 to 1 of 1 entries

Removing administrators:

1. Go to the "Users" tab.
2. Search for the person you want to remove as an administrator and click on their name.
3. Go into the tab "Roles" and click on "Delete" to the right of "Administrator".
4. Click on "OK" when a new window appears.

Learnifier

Dashboard

Projects

Users

Library

Reports

Automations

Settings

Gå till

Q

Demo

USER

Demo Ester

Edit User

Resend invitation

Set Password

Delete

Email

ester.andersson+demo@learnifier.com

Email verified

Yes

Language

svenska

Username

Not set

API User Id

6d2d8e10-6ffe-44dc-91c1-28a64ab1a41a

Organization

Not set

Locked

No

Last login

onsdag 16 augusti 2023 11:46:55 centraleuropeisk sommartid

Mobile Phone

+46791008191

Company

Learnifier

Department

Customer Success

Country

Sweden

PARTICIPATIONS

ORG DETAILS

ROLES

PROJECT ROLES

GROUPS

NOTIFICATION SETTINGS

AWARDS

Add Role

ROLE

1:

Administrator

Delete

Showing 1 to 1 of 1 entries

Waiting for demo.learnifier.se...