

How to Assign Users to Roles in a Organizational Hierarchy

- On the **Dashboard**, open the **side drawer**, click on **User**, and select **Manage Organizational Hierarchy**.
- Click on the **Organizational Hierarchy** name you want to edit, then click the **Roles** tab.

Program Management > Manage User Sets > Melbourne Campus (AU) > Roles

User Set: Melbourne Campus (AU)

Detail Edit User Subsets Tracks Users Programs **Roles**

NAME	DESCRIPTION	USERS
Manager		0

Assigning Users to a Role:

- Review the list of available roles.
- Click on the **role** to which you want to assign users.

Program Management > Manage User Sets > Melbourne Campus (AU) > Roles

User Set: Melbourne Campus (AU)

Detail Edit User Subsets Tracks Users Programs **Roles**

NAME	DESCRIPTION	USERS
Manager		0

- A page will open displaying all users currently assigned to the selected role.
- To assign additional users, click the **Unassigned** button. This will display all users who are currently unassigned to the selected role.
- Select the user(s) you want to assign.
- Scroll down and click **Assign Roles**.

Program Management > Manage User Sets > Melbourne Campus (AU) > Roles >

User Set: Melbourne Campus (AU)

Detail Edit User Subsets Tracks Users Programs **Roles**

Assigned **Unassigned**

Select

▼ **New filter**

Full name contains

Show more...

Email address contains

Username contains

Add filter

1 2 3 >

Select all Deselect all 82 users found

SELECT	ID NUMBER	FIRST NAME / LAST NAME ↓
☒	student1@gmail.com	student 2
☒	qa_test_user	q a
☒	demoadmissiongmailcom_1775016991	Demo Admission
☒	danain.aftab@paktaleem.net	danain aftab
☒	muhammad-ali	Muhammad Ali
☐	malaika	malaika ashraf

	Username	Full Name
☐	dr-marium-khan	Dr. Marium Khan
☐	paktaleem_kid	Paktaleem Kids
☐	user243	User243 Lname243
☐	ayesha-malik	Ayesha Malik
☐	ayeshamalikmalik	Ayesha Malik Malik

5 currently selected
☐ Show selected items only

Note: Users with no Learnexify account are not shown in this listing.

Assign roles

Using Filters:

If you cannot find the required user:

1. Use the **Filter option**.
2. Add a filter using **Email Address, Username, Full Name** or Other available user profile fields .
3. Click **Add Filter**.
4. Select the required user from the **filtered results**.
5. Scroll down and click **Assign Roles** to complete the assignment.

User Set: Melbourne Campus (AU)

Detail Edit User Subsets Tracks Users Programs **Roles**

Assigned Unassigned

Select

▼ New filter

Full name contains

Show more...

Email address contains

Username contains

Replace filters

Add filter

▼ Active filters

☐ Full name contains "student"

Remove selected

Remove all filters

Select all Deselect all

20 users found

SELECT	ID NUMBER	FIRST NAME / LAST NAME ↓
☐	student1@gmail.com	student 2
☐	student1@paktaleem.net	Test student1
☐	student10@paktaleem.net	Test student10
☐	student11@paktaleem.net	Test student11



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