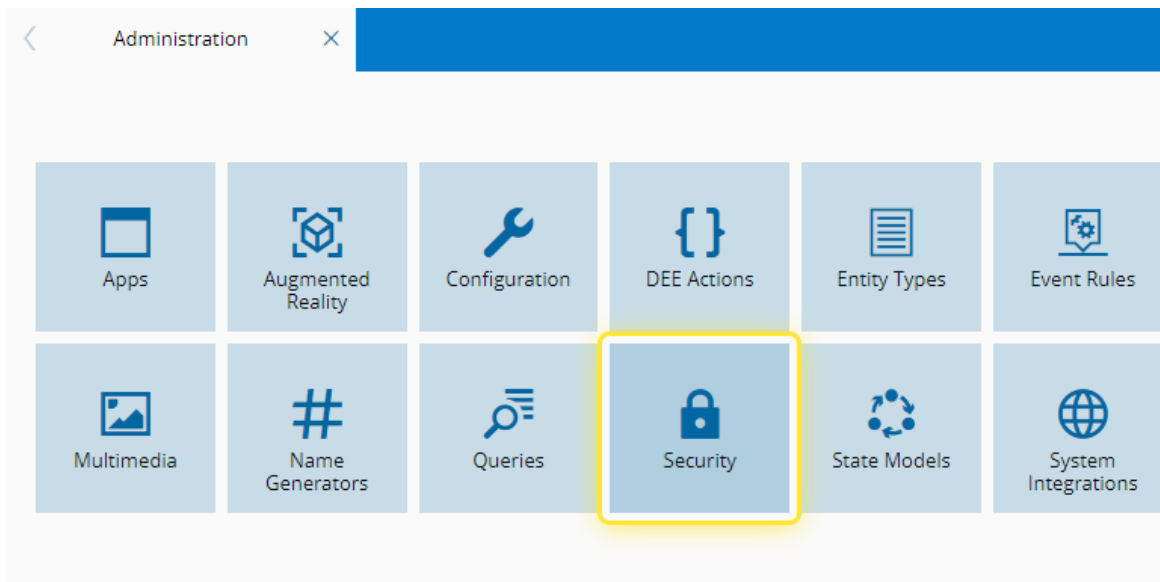


## How to: Assign Roles to a User

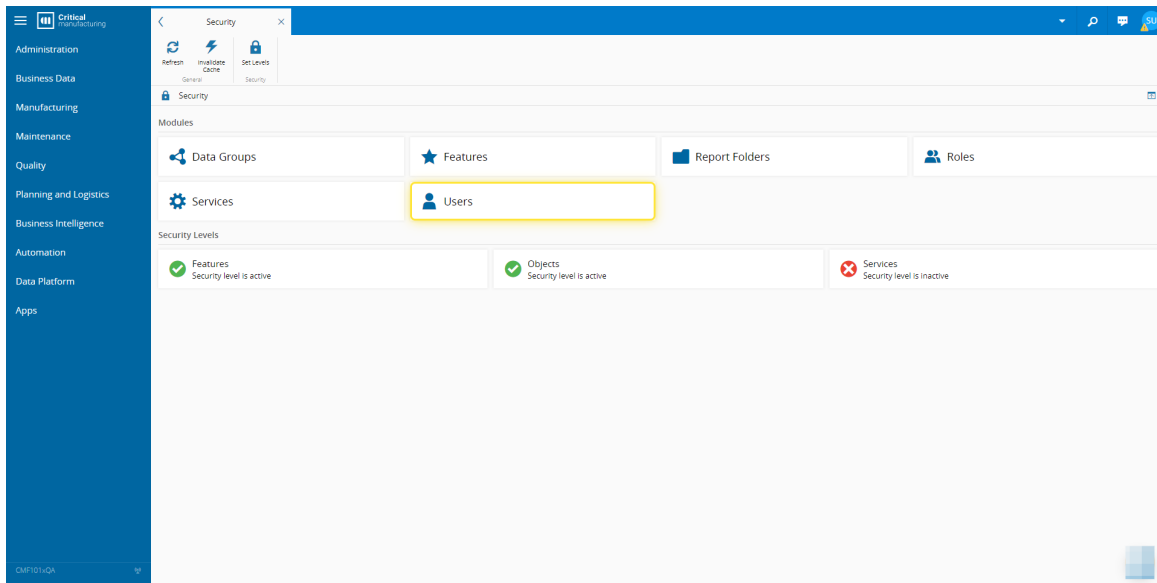
1. Go to the Administration menu.



2. Select the Security entity.

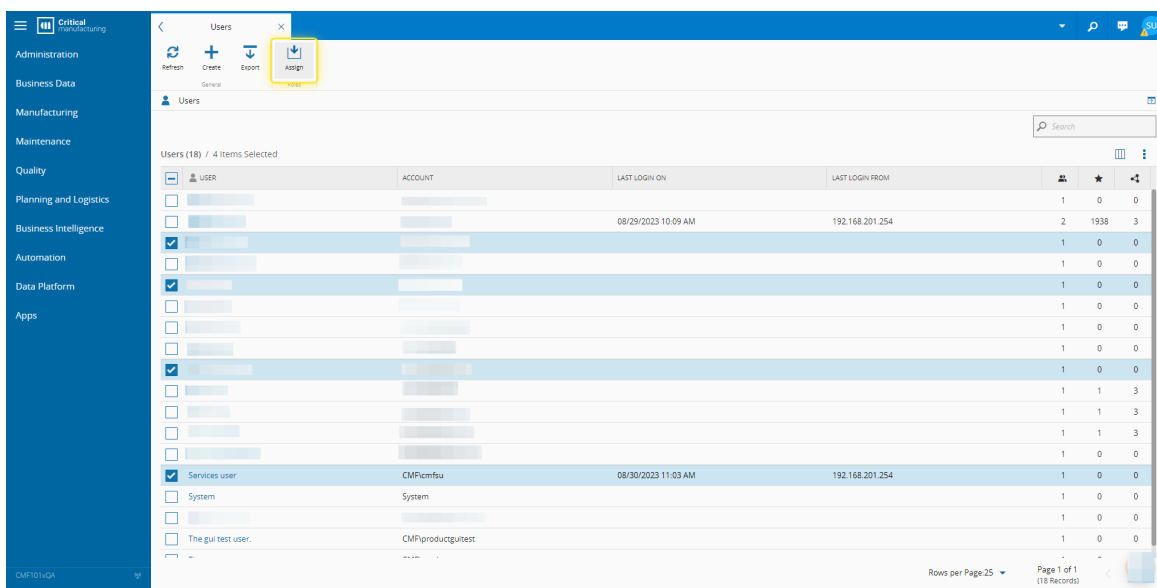


3. Select the Users option.



4. Select the users you want, and select the Assign button.

For more information, see [Users - Critical Manufacturing Documentation Portal](#)



5. Select the Roles you want, and select the Assign button.

Role assignment can also be done by going to the Details page of each User.

The screenshot displays the 'Assign Roles to Users' dialog box within the Critical Manufacturing 10.2 application. The dialog is titled 'Assign Roles to Users' and shows '4 User(s) selected'. It features a search bar and a table of available roles. Two roles are selected: 'AlmostAdmin' and 'CookieManager'. The 'Selected Roles (2)' list on the right contains 'AlmostAdmin' and 'CookieManager'. At the bottom, there are 'Cancel' and 'Assign' buttons, and a 'Comments:' field.

ROLE	DESCRIPTION
<input type="checkbox"/>	Administrators
<input checked="" type="checkbox"/>	AlmostAdmin
<input checked="" type="checkbox"/>	CookieManager

Selected Roles (2)

- AlmostAdmin
- CookieManager

Rows per Page: 25 | Page 1 of 1 (3 Records)

Comments:

Cancel Assign