Change a User's Role

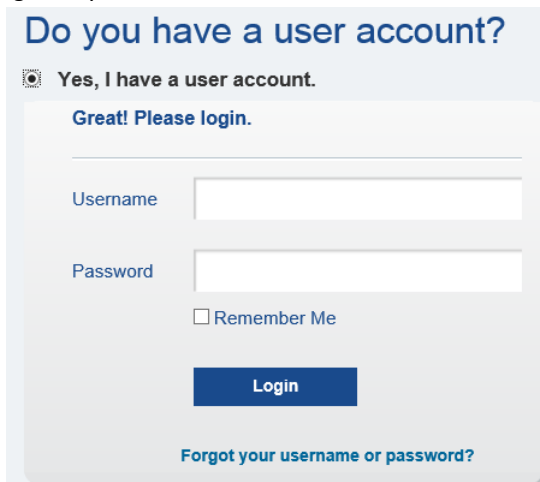*Last Updated: 11-January-17*

About Changing a User's Role

Through the CUSO home page, administrators can change the role of a CUSO account to one of the following roles:

- **CUSO Viewer**: An individual who can view the CUSO's complete filing, but cannot file or edit the registration or add other users.
- **CUSO Contributor**: An individual who can input and file registration information, but cannot add other users.
- **CUSO Administrator**: An individual who can add, re-move, and modify access privileges of other users from their CUSO organization, except for themselves, and who can input and file registration information.

Step 1: Navigate to CUSO List

To begin, log in to your CUSO Admin account and locate the appropriate CUSO.

1. Open a Web browser and navigate to the CUSO Registry.
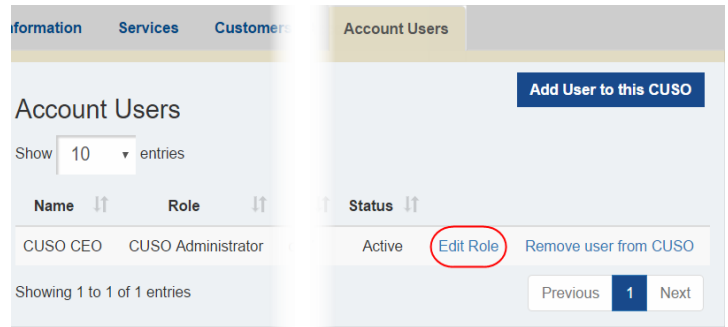2. Log in to your CUSO Admin account.

Do you have a user account?

⦿ **Yes, I have a user account.**

Great! Please login.

Username [   ]

Password [   ]

☐ Remember Me

[**Login**]

Forgot your username or password?

3. From the CUSO list, select the desired CUSO.

CUSOs

Show [10 ▼] entries

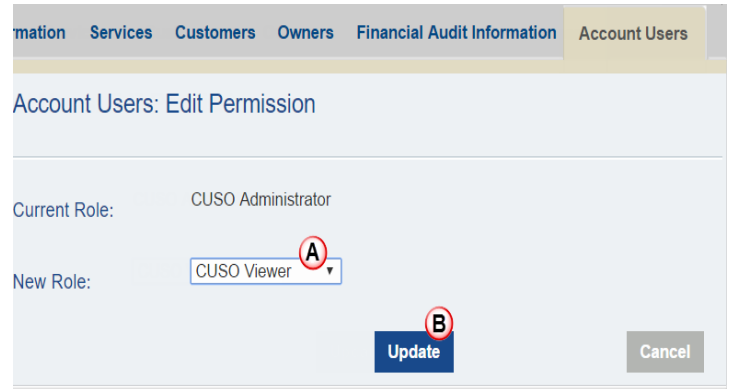| CUSO	Registry Number	City	State	Region	Status
CUSO Example	111-0000055	Stafford	VA	2	Registered

Showing 1 to 1 of 1 entries

Step 2: Update Account Role

From the CUSO's details page, click the **Account Users** tab. A list of users associated to the CUSO account will display. Locate the desired user record and then click **Edit Role**.

nformation	Services	Customers	Account Users

Account Users

[**Add User to this CUSO**]

Show [10 ▼] entries

Name	Role	Status		
CUSO CEO	CUSO Administrator	Active	Edit Role	Remove user from CUSO

Showing 1 to 1 of 1 entries

[Previous] [1] [Next]

Step 3: Select New Role for the User

From the Account Users: Edit Permission page, perform the following actions:

rmation	Services	Customers	Owners	Financial Audit Information	Account Users

Account Users: Edit Permission

Current Role: CUSO Administrator

New Role: (A) [CUSO Viewer ▼]

(B) [**Update**] [Cancel]

A. Select the desired user role (e.g., CUSO Viewer, CUSO Contributor, or CUSO Administrator) from the New Role drop-down menu.

B. Click **Update** to save the change and return to the Account Users list.