

# Manage Space: Set User Space Roles

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User roles help you organize people into groups and assign permissions. These roles are most commonly used for controlling permissions and for workflow approval steps. Space roles and permissions are the security settings for space and space content. Space roles and permissions allow you to give users access to content and to space administration features.

To set a single user's space roles:

1. From the space, click **Manage Space > People**.
2. For the user, click Set Role.
3. Check or uncheck roles.
4. Click Save.

To set multiple users' space roles:

1. From the space, click **Manage Space > People**.
2. Check users.
3. Click **Set Role**.
4. Check or uncheck roles.

Note: The users will have only the roles that are checked once you save roles. If a user has a role that isn't checked, that role will be removed from the user once you save roles.

5. Click **Save**.

## How to Mass Assign Space Roles with Bulk Import

You can mass assign space roles to existing users by using bulk import. Bulk import provides a way to quickly assign a space role to many people at once.

## Step 1: Create a CSV file of users

You'll need a CSV file of users with columns for username and email. To create the CSV file, you can download user data from the Control Panel, then modify the CSV file and bulk import it.

1. Go to **Control Panel > People > Manage People**.
2. Click **Options > Download CSV**.
3. Save the file.
4. Open the file in Excel or a similar program.
5. Delete all the rows containing users whose roles you don't want to update.
6. Delete all columns except for username and email.
7. Save the file.

## Step 2: Import the CSV file

1. In Manage People, click **Options > Bulk Import People**.
2. Click **Choose File**.
3. Select the CSV file.
4. Click **Upload**.
5. A preview of the first few rows will appear.
6. Click **Continue**.
7. Skip step 3 of the bulk import. This step is for top level roles.
8. In the **Add to spaces** step, check the space, then select the space role to assign to the users.

Notes:

- If the users already have other space roles, those roles will not be removed from the users. The bulk import will only assign a new space role to the users.
  - If you need to assign multiple space roles to the same users, you can bulk import the same file multiple times.
9. Click **Bulk Import People**.

The bulk import will begin. A progress bar will appear on the page. You can stay on the page or leave the page.

To confirm space roles have been updated, you can go to the space, then go to **Manage Space > People**. Filter the list by the role.

tags : member