

# Set User Role

Version 16

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User roles help you organize people into groups and assign permissions. These roles are most commonly used for controlling permissions, for automatic space assignment using [User Space Assignment Rules](#) , and for workflow approval steps. Top level roles allow you to give Control Panel access to users. Set a user's top level roles to fine-tune access to people and settings management.

You have two options to set a Top Level / Site User Role:

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## Automated: Assign Through Persona

For details on how to automatically assign a Role, please see [Personas - Include Actions](#).

**Note:** *If your Communifire version is 8.0.8532.27993 or higher, persona actions will not override manually assigned user roles. If you are using an earlier version of Communifire, manual role assignments will get overwritten each time the persona is run.*

## Manual: Individually Assign a User to a Role

To set a user's roles:

1. Click the gear icon > **Control Panel** > **People** > **Manage People**.

2. Search for the user.
3. For the user, click the gear icon > **Set Role**.
4. Check roles.
5. Click **Save**.

To set multiple users' roles:

1. Click the gear icon > **Control Panel > People > Manage People**.
2. Check the users.
3. Click **Set User Role**.
4. Check 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**.

Note: Each space has its own roles, independent of top level roles, and system permissions are independent of space permissions. To give space permissions to users, you must set their space role in Manage Space. See [Manage Space: Set User Space Roles](#).

## Manual: How to Mass Assign Roles with Bulk Import

You can mass assign roles to existing users by using bulk import. Bulk import provides a way to quickly assign a 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. In step 3 of the bulk import, select the top level role to assign to users.

Notes:

- If the users have other top level roles, those roles will not be removed from the users. The bulk import will only assign a new role to the users.
  - If you need to assign multiple roles to the same users, you can bulk import the same file multiple times.
8. Skip step 4 of the bulk import. This step is for adding people to spaces and assigning space roles.
  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 users' roles have been updated, you can go to **Manage People > People**, and filter the list by the role.

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