A walkthrough

1 Welcome to this tutorial on how to change a user's role in Impact Evaluator. Admins and Owners have the ability to update any user's role within their organization. This feature is helpful when a user's responsibilities change, such as moving from a participant to a coordinator role.

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2 To begin, click on Users in the left menu.

3 From here, navigate to the tab for the category of user you want to update. In this demo, we'll start on the Participants page to change a participant's role.

4 Locate the participant whose role you want to change, then click on their name. A popup will appear with the user's details.

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5 In the popup, you'll see the Change account type option. Click this text.

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6 A dropdown will appear with all available roles. You can see that this user is currently a participant.

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7 Select the new role for the user—in this case, we'll change the user from Participant to Coordinator.

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8 Once you've selected the role, click 'Save.

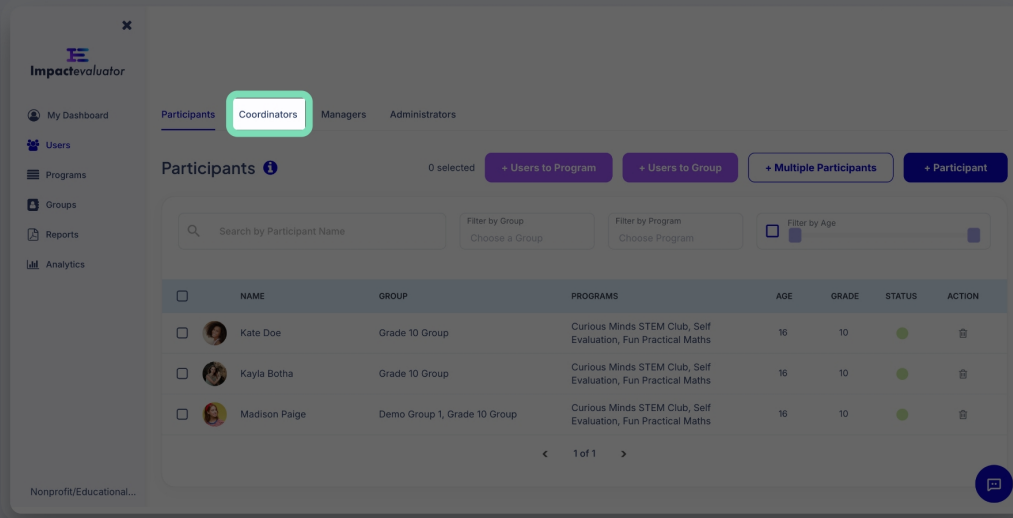**9** The popup will close, and you'll notice that the user, John Doe, no longer appears in the Participants list.
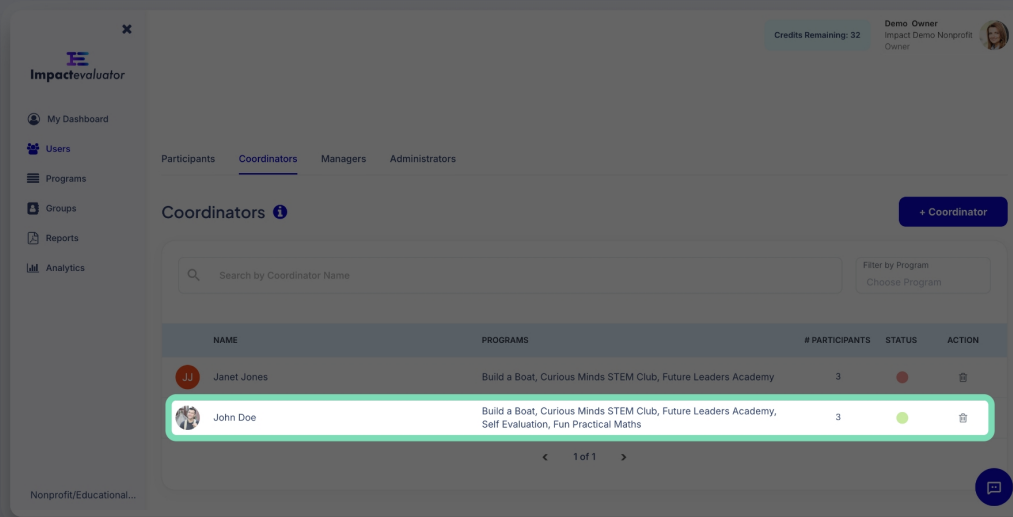
10

To confirm the role change, go to the Coordinators tab in the top menu.

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11

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