

# How to: Change Roles and Permissions on aim·va

## What is a Role?

- A role on the AIM-VA site is a title that describes what a person can or cannot do on the online portal. The roles are as follows:
  - Division Admin.
  - Lead Digital Rights Manager
  - Certifying Digital Rights Manager
  - Digital Rights Manager
  - Student

Only Div. Admins and LDRMs can change another user's role.

## Changing a user's role:

- Click User Management (under the Users tab)
- Find the users for which you wish you change the role
  - You can change multiple user's roles at a time
- Using the dropdown menu, select a new role
- Click Update Role at the bottom of the screen to update all changed roles

## What are Permissions?

- Permissions on the AIM-VA site are what schools a user has access to. By changing their permissions, you are either granting user access to or revoking user access to multiple schools within the division. This will change what students and orders the user can see, create, or modify.

Only Div. Admins and LDRMs can change another user's role.

## Changing a user's permissions:

- Click User Management (under the Users tab)
- Find the user you wish to change permissions for
- Click the Change School Permissions button (shaped like a padlock)
- Put a check mark next to all the schools that user need access to
- Click update

Need help? Please contact us at: [AIMVA@gmu.edu](mailto:AIMVA@gmu.edu) or call 866-926-1879