How To Create Custom Profiles And Assign Permissions

The system comes with seven default profiles as shown below:



A user with the correct permission, like a SuperAdmin or School Admin can create any number of profiles based on an existing profile.

Click **+Add Custom Profile**

Add the name of the profile, the user type based on which you are creating the custom profile, and a short description. When you select the user type the new profile inherits all the permission properties from that user type. You have to adjust the permissions by turning off some View-Edit capabilities to create the new profile.

Once this new profile is created, you can assign this profile during Staff, Student, or Parent data entry.

In the example below, a new profile for a Registrar is created and some permissions are tuned off.







You can click on the down arrow keys at the extreme right and make granular adjustments to permission for different sub-menus.

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