

Admin Roles and Privileges

Introduction to Exercise

In this exercise, you'll grant the super administrator role to Alexa Bell, the IT Manager. The super administrator role is an example of a pre-built administrator role that's standard in the Admin console and where you can create custom roles to suit your needs.

NOTE: *To grant the super administrator role and privileges to a user*

You can assign an administrator role to a user on the Users account information page, or on the Admin roles page where you define the administrator roles. On the Admin roles page, you can assign a role to multiple users at the same time. Because we're adding a role to just one user, we'll use the Users method.

Exercise Directions

1. [Sign into your Google Admin console](#) as the administrator user using **your administrator account name and password**
2. Click the **Users icon**
3. Locate **Alexa Bell** and click to enter her **user page**
4. Scroll down and select the **Admin roles and privileges option**. (You may need to click **Show more at the bottom of the profile**.)
 - The user currently has no Admin roles assigned
5. In the **Manage roles list**, select the predefined **Super Admin role** and click **Save**
 - In the Admin roles and privileges section, you should now see the super administrator role for all organizations.
 - Now you can investigate the specific privileges you have granted to the user.
6. Go to to the main **Admin console dashboard** and click the **Admin Roles icon**.

- If you don't see this icon on your dashboard, click the **More controls pull-down option** (at the bottom of the page), and then click the Admin Roles icon.

7. Click the **Super Admin link** to view the current users with Super Admin role.

- At this point, this should only be your initial administrator account, plus Alexa Bell's account. You can always see this list by going to Admin Roles control.

8. In the **Super Admin list of users**, select the **Privileges tab** and review the assigned privileges.

- Because this is a pre-defined role, note how the Super Admin has all possible privileges selected and how these privileges aren't customizable.
- Now that you've granted the super administrator role to Alexa, she can sign in to the Admin console with full administrator privileges.

Further Notes:

- *When Alexa signs in to the Admin console, she'll see the default dashboard. Any previous customizations you made as your own administrator account aren't visible. Your customizations only apply to your administrator account.*
- *Creating more than three super administrators for your domain can affect some [administrator account recovery options](#). At least one user in a domain must be a super administrator, and only a super administrator can assign administrator roles to other users.*
- *In some cases you may want to create custom user roles. For example, you want your help desk person to do only password resets. This is not necessarily in-scope for this particular training, but if you're interested in learning more [check out this article](#).*

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