

Custom Admin Privileges

Introduction to Exercise

In this lesson, you will practice creating custom roles that have a custom set of privileges.

Exercise Scenario

A little later you receive a request from the Project Manager, Lars Ericsson.

Hello Admin,

I would like to understand more about how our users are interacting with our cloud-based applications. That way I can create a customized training plan for the company. Is there any way I can run reports that track apps usage and user behaviors?

Regards, Lars Ericsson

You decide that, rather than giving him a pre-built role with extra privileges he doesn't need, it's best to create a custom role. That way you can delegate the ability to run reports, but not give Lars any other administrator privileges.

Note: *You can assign more than one administrator role to a user. Creating multiple roles with fewer privileges is, therefore, more versatile than one role with many privileges. If a user handles multiple tasks, just assign multiple roles.*

Exercise Directions

1. [Sign into your Google Admin console](#) as the administrator user using your **administrator account name and password**.
2. 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.

3. Click **Create a new role**.

4. In the Create New Role dialog box, enter the **Reporting Role name**, give a **description for the role**, and click **Create**.

5. In the **Privileges tab**, you can select the privileges you want users to have with this role.

- Assigning a custom role to a user grants them access to the Admin console. The privileges determine which dashboard controls are in their console, what information the user can access, and which management tasks they can perform. Learn more about [administrator privilege definitions](#).
- Investigate here exactly what Lars has access to once he's given Reports privileges in this role.

6. Because you want this custom role to just assign privileges for reporting only, check the **Reports box**, and click **Save**.

- You should now see **Reporting Role** in the **User Created Roles list**.

7. Creating the role is the first step in this process, but for Lars to be assigned the privileges, we must also [assign the administrator role to his user account](#).

- In the **Users section**, go to Lars' user account page, scroll to the bottom of the page, and click **Show more > Admin roles and privileges**.
- Choose the **Reporting Role role** from the list and click **Save**. The Admin roles page lists the user's current privileges, and you should now see the new role assigned to Lars.
- Scroll down to **Privileges** in order to view combined privileges granted by all the user's roles.

Congratulations! You've now built and assigned a custom administrator role to one of your users, which allows you to better delegate administrator tasks in your domain.

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