How do I change administrator roles in EBSCOadmin?

If you are an EBSCOadmin administrator and have EBSCOadmin Security rights, you are able to assign and change roles for other administrators in your institution's account.

This can be useful, for example, if an administrator has changed positions and needs a different set of permissions in EBSCOadmin.

To change the role of an administrator:


2. From the Utility Toolbar, click the EBSCOadmin Security Link.

3. To change the role of an individual administrator, click the Go link to the right of the administrator's user name.

4. Mark the functions for which the administrators have read only access, write access, or no access.

5. Click Submit. The changes are applied to the administrator you selected.

If you are a consortium administrator, you can change all administrator roles at the same time.

To change roles globally:

1. From the Utility Toolbar, click the EBSCOadmin Security Link.

2. If you want to change roles for all administrators at the same time, click Change Roles Globally.

3. Mark the functions for which the administrators have read only or write access. From the Target Administrators drop-down list for each role you are changing, select either All Admins of this Site, or All Admins of All Sites.
4. Click **Submit**. Your changes are applied to the administrators you indicated.

If you are a library administrator with access to EBSCOadmin Security:

1. From the Utility Toolbar, click the **EBSCOadmin Security** Link.

2. If you want to change roles for all administrators for your site, click **Change Roles Globally**.

3. Mark the functions for which the administrators have read only or write access.

4. Click **Submit**. Your changes are applied to administrators for your site.