How do I set or change a user's permissions?

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This article explains how to assign or update user permissions, expiration dates, and welcome messages in Big Think+.

Roles and permissions in Big Think+ determine what each user can do — whether that's managing comments, curating content, accessing analytics, or managing other users. You can set these roles when inviting a user or update them at any time from the User Management dashboard.

How do I assign permissions when inviting a new user?

When inviting a new user, you'll be prompted to select one or more permissions:

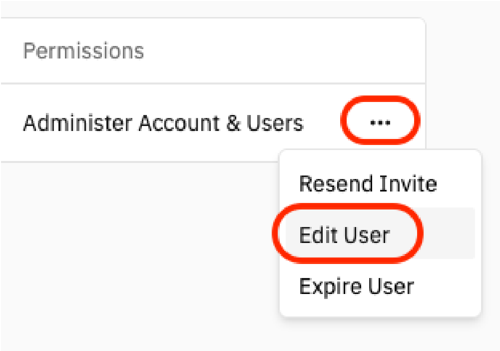
- **Manage Comments** – Allows deleting and pinning comments in discussion posts.
- **Manage Curations** – Allows publishing and unpublishing curated content across the organization.
- **Manage Users** – Grants access to the User Management dashboard, including inviting and removing users.
- **View Analytics** – Grants read-only access to analytics dashboards and data exports.

Each permission is optional and can be selected based on the user's responsibilities.

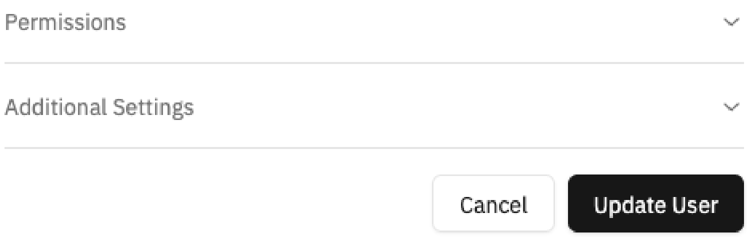
How do I edit an existing user's permissions?

To update an existing user, you need permission to Manage Users. When your account has the correct permissions:

1. Go to the **User Management** dashboard.
2. Find the user by scrolling or using the search bar to filter by email or name.
3. Click the ••• (More) button next to their name.
4. Select **Edit User**.



5. Adjust the permissions, expiration date, or welcome text to be included in their next invitation as needed.



6. Click **Update User**.