

# Changing Multi-User Roles

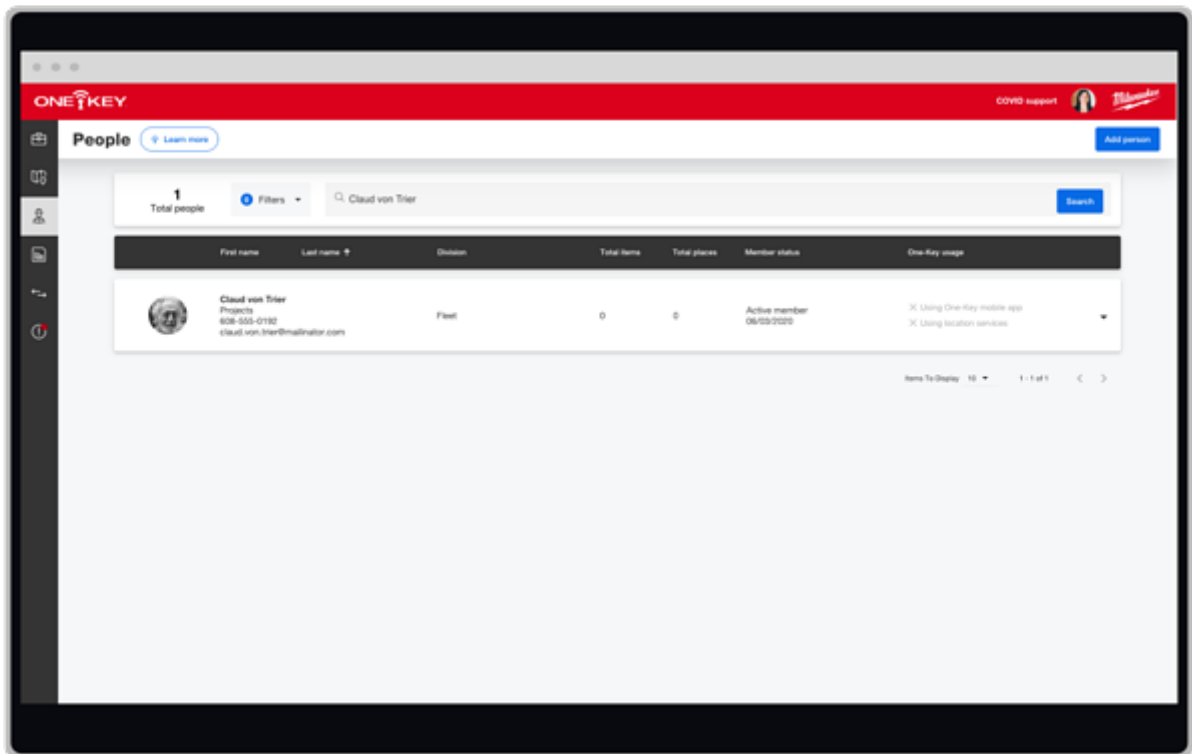
Whether you're looking to reassign a Multi-User member's responsibilities, or to edit their level of access, you can do so by changing their role.



In this article, we'll show you how to change a Multi-User member's assigned role.

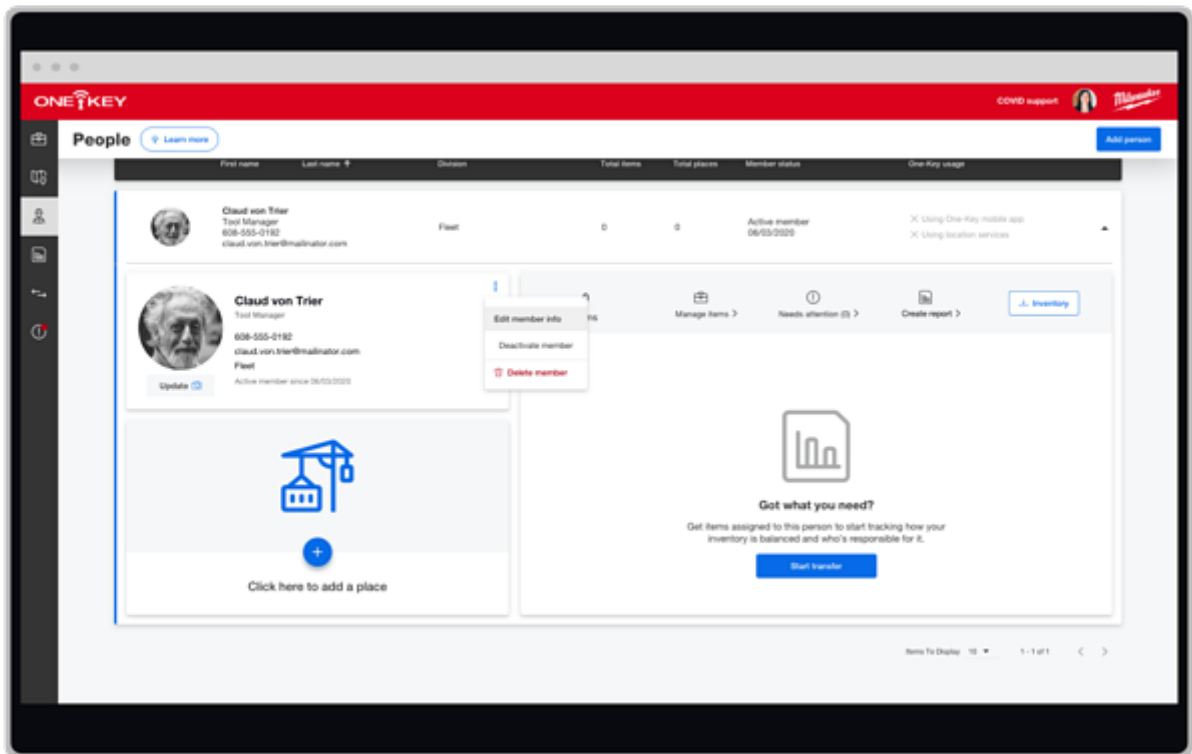
## Get Started by Launching One-Key on Your Web Browser

- Log in to [One-Key](#) using your web browser.
- Inventory Dashboard will load by default. Select **"People."**
- Your team will load. Find the person whose role you'd like to change by scrolling or using the Search Bar.

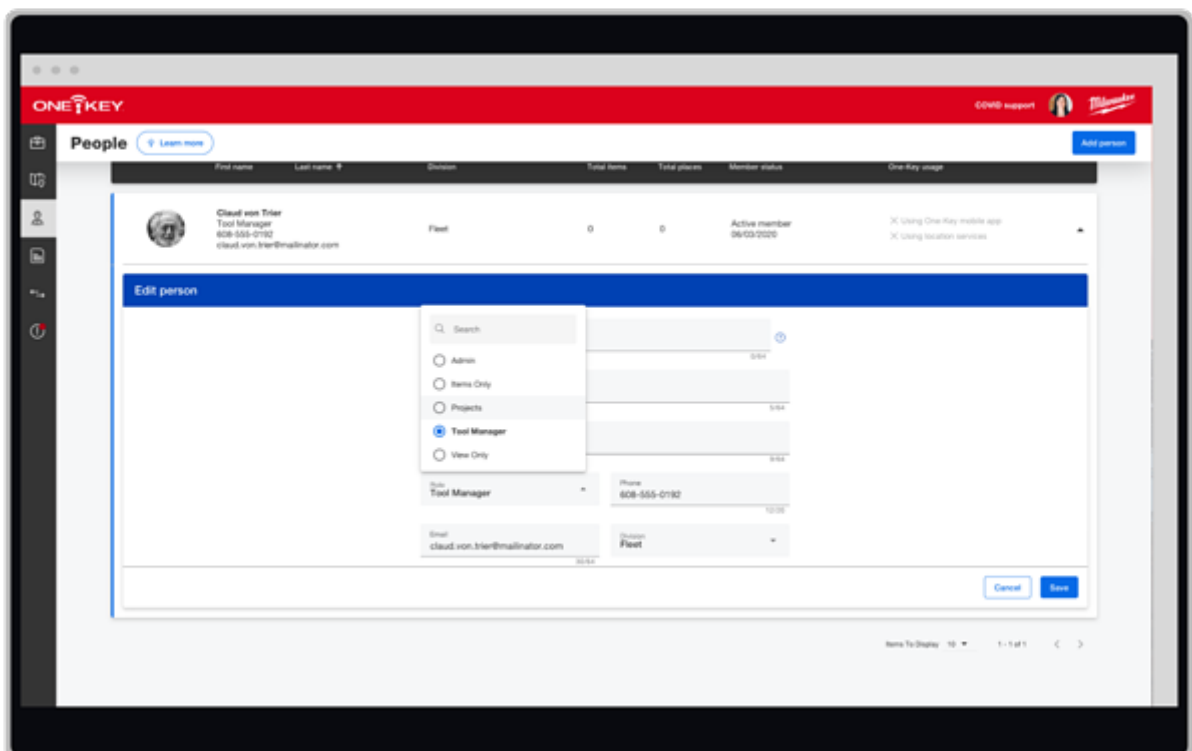


## Open Your Team Member's Info Card


- Once you've found the team member whose role you'd like to change, you'll open their info card.
- Verify they are an active member (this will allow you to change their role).



- Select the overflow icon, then “**Edit member info.**”




- Click the “**Role**” dropdown. Choose the new role you’d like to assign your team member to.
- Click “**Save.**”



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Update 

Your team member's new role will be reflected in their info page.

Your Multi-User team member's role has been changed.