

# Give a user the Editor role

Northwind - October 4, 2026

|                      |                                                                                                             |
|----------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>       | Let a colleague edit records once their access is approved.                                                 |
| <b>Scope</b>         | Viewer to Editor only. Roles above Editor need a second approval and have their own SOP.                    |
| <b>Owner</b>         | Sam, IT owner. Review: 31 March 2027                                                                        |
| <b>Version</b>       | 1.0                                                                                                         |
| <b>Prerequisites</b> | Admin account in the Corpdire console; the access ticket approved by the IT owner, open beside the console. |

- 1 In the menu on the left, click **Users**.

corpdir Admin

Search for users, groups or settings

SO

Home

Directory

Users

Groups

Organizational units

Security

Authentication

Audit log

1

Users

| Name           | Email address | Department | Role   |
|----------------|---------------|------------|--------|
| JW Jonas Weber |               | Content    | Viewer |
| PN Priya Nair  |               | Sales      | Editor |
| TB Tom Becker  |               | Sales      | Editor |
| LH Lena Hoff   |               | Content    | Viewer |

- 2 In **Search by email**, type the colleague's email from the ticket. Only their row stays in the list.

corpdir Admin  SO

Home  
Directory  
**Users**  
Groups  
Organizational units  
Security  
Authentication  
Audit log

### Users

2

| Name                                                                                             | Email address | Department | Role   |
|--------------------------------------------------------------------------------------------------|---------------|------------|--------|
|  JW Jonas Weber |               | Content    | Viewer |

- 3 Click the colleague's name. Their user page opens.

corpdir Admin  SO

Home  
Directory  
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### Users

3

| Name                                                                                               | Email address | Department | Role   |
|----------------------------------------------------------------------------------------------------|---------------|------------|--------|
|  JW Jonas Weber |               | Content    | Viewer |

4 In **Role**, choose **Editor**.

The screenshot shows the 'corpdir Admin' interface. On the left is a sidebar with navigation links: Home, Directory, Users (highlighted), Groups, Organizational units, Security, Authentication, and Audit log. At the top right is a search bar labeled 'Search for users, groups or settings' and a green 'SO' button. The main content area is titled 'Users' and contains a 'User information' form. The form has fields for 'Department', 'Content', and 'Role'. The 'Role' field is a dropdown menu with 'Editor' selected. A yellow box and a yellow circle with the number 4 highlight the 'Role' dropdown menu. Below the form is a blue 'Save changes' button.

5 Click **Save changes**. A message at the bottom left reads "Role updated".

The screenshot shows the 'corpdir Admin' interface after clicking the 'Save changes' button. The 'Role' dropdown menu is still highlighted with a yellow box and a yellow circle with the number 5. A message at the bottom left reads 'Role updated'. The 'Save changes' button is still visible and highlighted with a yellow box.