# Creating & Editing Custom Roles

You can create and edit custom roles from the Roles page in the Portal (available under Provisioning & Configurations from the Navigation bar). Custom Roles are useful when fleets require users to manage certain operations that are different from the standard user role permissions.

> **Note.** You must be a Tenant Super User to create and/or edit custom roles. See more about available roles here.

Creating a Custom Role

A custom roles is created by disabling one or more privileges from any of the pre-defined standard User Roles. When a custom role is created, it becomes available as a Role option when creating or editing users.
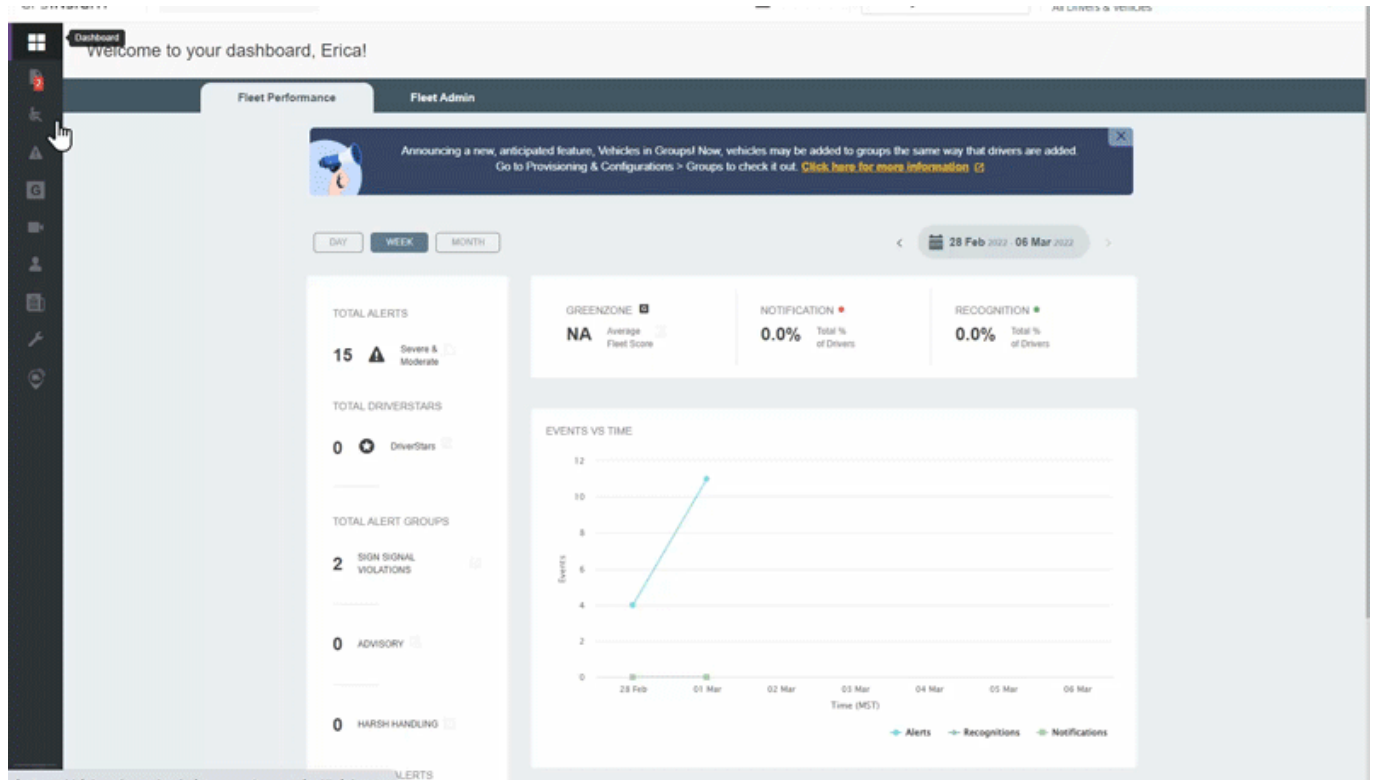
▶ **How to create a custom role:**

1. From the Navigation Bar, click **Provisioning & Configurations** (wrench icon).

   A pop-up menu appears.

2. Click **Roles**.

   The Roles page appears.

3. Click **Create Custom Role**.

   The Create Role dialog box is displayed.

4. In the Name field, enter the name of the role. optional description for the role.

5. (Optional) In the Description field, enter a description for the role.

6. Use the drop-down menu under **Select the Base Role** to select the role that the custom role should be modeled after.

7. Select the privileges to be provided to this role and click **Review Changes**.

   The Review Summary page of the custom role displays changes made to the access settings.

8. Review the changes and click **Save Changes**.

Editing a Custom Role

Only the custom roles can be edited. All the predefined user roles and custom roles can be viewed in detail.
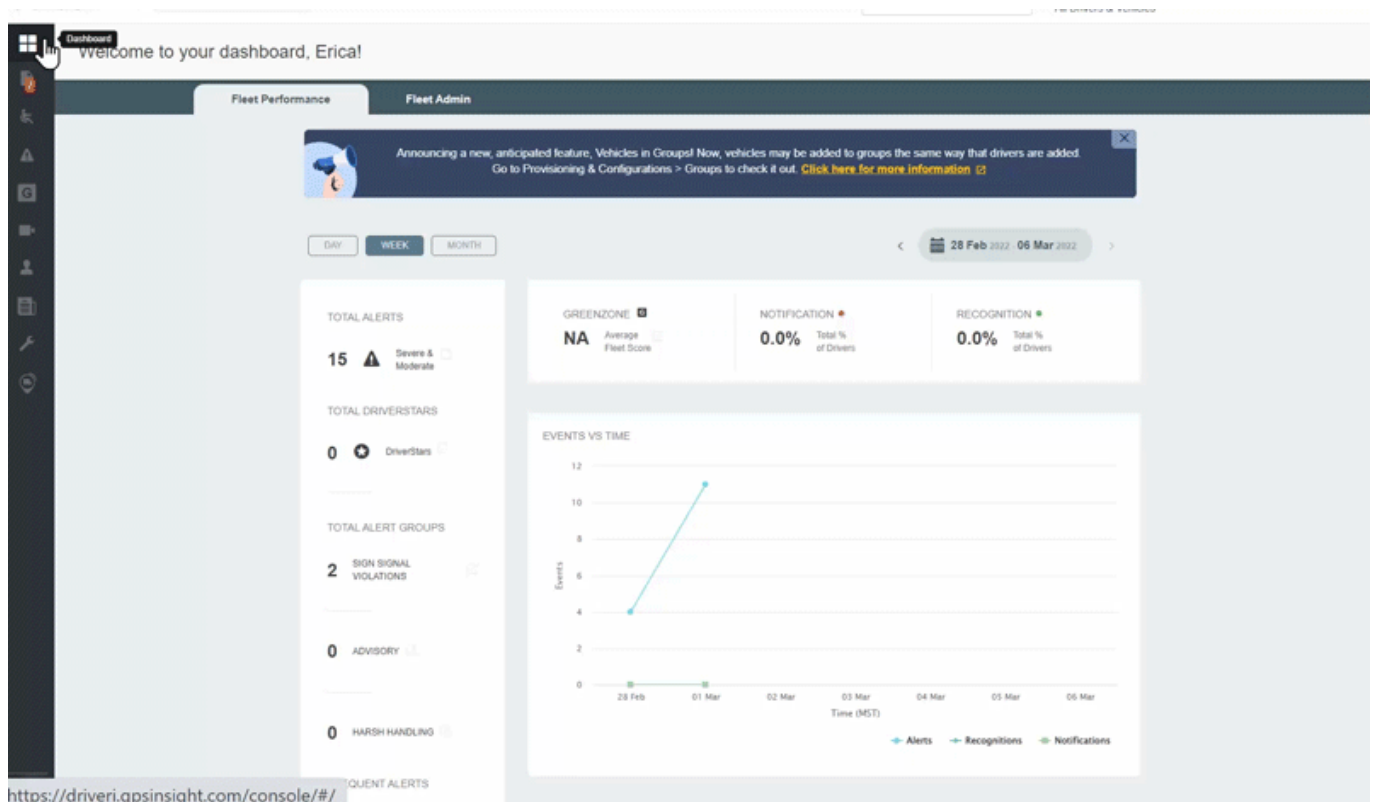
▶ **How to edit a custom role:**

1. From the Navigation Bar, click **Provisioning & Configurations** (wrench icon).

   A pop-up menu appears.

2. Click **Roles**.

   The Roles page appears.

3. Click **Edit** next to the custom role that you want to update.

   The Edit Role dialog box is displayed.

4. Make the required changes to the access settings.

> **Note.** You cannot change the base role from which this custom role was created. The drop-down list to select the Base Role is disabled.

5. Click **Review Changes**.

6. Review the changes and click **Save Changes**.