

**Getting to Know Alma: User Roles and Profiles**

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| 1. Log into Alma with the AlmaAdmin user |  |
| 1. Go to ***Alma Configuration*** (click on the gear icon) |  |
| 1. Go to ***User Management > Roles and Registration > Profiles*** |  |
| 1. Mouse over the “Included Roles” column. 2. Note that you can see the full list of roles that are included in each profile. 3. Click on the Back arrow to go back to the Configuration Menu |  |
| 1. Go to ***User Management > Roles and Registration > Role Assignment Rules*** |  |
| 1. Click on the ellipses icon on one of the rules to see the actions available 2. Click on “Edit” |  |
| 1. Note that the way the rule is written, when the Job Category is set to a specific value, a previously configured profile will be assigned to the user. 2. Go Back to Alma |  |
| 1. Sign out of Alma by clicking on the person icon in the Alma Main Menu, then selecting “Sign Out” |  |
| 1. Log in with the AlmaUser01 user |  |
| 1. Note that the functional areas in the Main Menu may be slightly different 2. Also note that the default location is different 3. Click on the Alma Configuration gear icon |  |
| 1. Note that there are no configuration options available to this user 2. Go Back to Alma |  |
| 1. Sign out of Alma by clicking on the person icon in the Alma Main Menu, then selecting “Sign Out” |  |
| 1. Log back into Alma using the Alma Cataloging Operator |  |
| 1. Note that the functions in the Main Menu are even more limited for this user. |  |