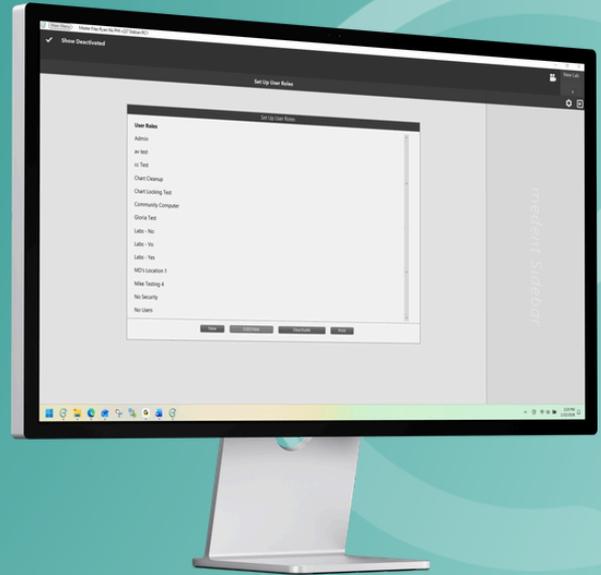# So you need to create and assign user roles in medent.

What's next?

You can create user roles that pertain to your practice, such as Clinicians, Admin or Reception. Users can be assigned to multiple user roles.

Create User Roles

Practice Management Setup > Users/Depts/Security > User Roles

- Click **New** to create a new user role.
  - **User Role Name**: Enter Name of User Role
  - Click the checkmark ✔ in the upper left corner.
- Click **Assign Security Privileges** at the top of the screen.
  - Manually assign a security privilege by checking the box to the right of the item.
  - Click **Copy Settings** to copy Security Settings from another user or another user role.

> When using the **Copy Settings** feature, the following privileges will not be copied and must be added manually:
> - Signing privileges (prescriptions, orders, documents, etc.)
> - CCS only privileges
> - Create Send Package/HIE Export, Sign and Transmit EPCS
> - Cloud Authenticate Own Device Setup

- Once security privileges have been assigned, click the checkmark ✔ to return to the Select Users screen.
- At the bottom of the Select Users screen, click **Add** to assign users to this role or **Remove** to remove users from this role.
- Click the checkmark ✔ in the top left to save.

Add User Roles to Individual User's Security

Practice Management Setup > Users/Depts/Security > Users > Select User >

- **Option 1**: Click the ➕ to the right of the User Roles div to assign the user to one or more User Roles.
  - Click on the role(s) from the left column to add them to the right column.
  - A popup will state the security privileges will be overwritten by the user role security privileges. Click **Yes**.
- **Option 2**: Click **Security Privileges** at the top.
  - Click **Assign User Role**. *NOTE: Only one role can be assigned to the user on this screen.*
  - Once a User Role has been assigned, **Assign User Role** will be replaced with **Remove User Role**. **Activate Individual User Role** will also display. This option allows individual securities that are not associated with the User Roles to be assigned to the user.

> If the user has been assigned to multiple roles, the user will have security for all items each user role has security for.

Questions? Submit a support request at **medent.com**.