

# [VIDEO] Set User Permissions

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CST

User permissions and user roles allow you to control who on your staff can access certain information. KidKare comes with a standard set of user roles that include the following:

- Director
- Administrator
- Teacher
- Nutrition

Each user role is a combination of certain permissions settings that you can customize. If you customize one of the existing user roles, the word -Custom is added to the end of the role to designate that you have edited the permissions for that role. For example, if you customize the permissions for the Teacher role, the role becomes Teacher - Custom. You can also add new user roles that you can then assign to new and existing users.

**Required Permissions:** You must have the **Staff** permission enabled on your account to modify user roles.

## Adding New User Roles

1. Log in to [app.kidkare.com](http://app.kidkare.com).
2. From the menu to the left, click **Administration**.
3. Click **User Permissions**. The User Permissions page opens.
4. Click **Add Role**.

Center Administration		Food Program & Purchases		Reporting	
Site Details	No	Plan Menu	Yes	Meal & Attendance (Reports)	Yes
Staff	No	Record Attendance	Yes	Financial Reports	No
Child Details	No	Milk Audit	No	Child Reports	No
Child Enrollment	No	Vendor/Receipts	No		
Import Kids	No	Claims	No		
Online Enrollment	No	Estimate Attendance	No		
Send Messages (KidKare only)	No				
Teacher		Food Program & Purchases		Reporting	
Site Details	No	Plan Menu	No	Meal & Attendance (Reports)	No
Staff	No	Record Attendance	Yes	Financial Reports	No
Child Details	No	Milk Audit	No	Child Reports	No
Child Enrollment	No	Vendor/Receipts	No		
Import Kids	No	Claims	No		

5. Click the **Role Name** box and enter the name of the role.
6. Click **Save**. The role is added to the displayed table. All permissions for the new role are set to No by default.

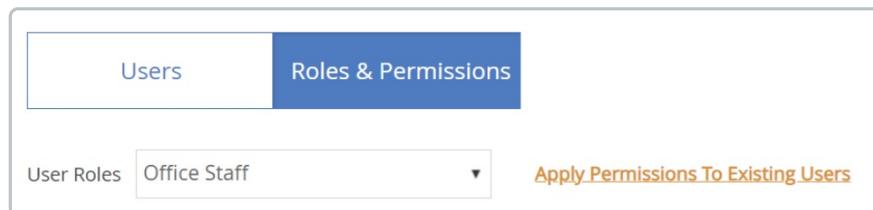
**Note:** You can edit the role name at any time. To do so, click the **pencil icon** next to the role to change.

## Edit Roles

1. From the menu to the left, click **Administration**.
2. Select **User Permissions**.
3. Click the **Roles & Permissions** tab.
4. Scroll down to find the role you need to edit permissions for.
5. Make adjustments to the role permissions by toggling permissions to **Yes or No** based on the changes needed.



6. Once adjustments have been made, they will automatically save for all **future** center staff that get assigned this role.
7. In order to apply the permissions updated to all staff at the selected center that are **currently** assigned this role, click the [Apply Permissions To Existing Users](#) button the the right of the **User Roles** drop down.



8. A confirmation pop up appears. Click **Yes**.

## Customizing User Roles

1. Log in to [app.kidkare.com](http://app.kidkare.com).
2. From the menu to the left, click **Administration**.
3. Click **User Permissions**. The User Permissions page opens.
4. Click the **Roles & Permissions** tab. The standard roles and their permissions display. All roles are expanded by default, but you can click **Collapse (v)** to collapse them and click **Expand (^)** to expand them again.
  - o Each set of permissions is divided into the following categories:
    - Center Administration
    - Food Program & Purchases
    - Reporting
5. Click the **Switch** next to each permission to enable or disable in each category. Your changes are saved automatically.