

Power users

The article aims to show the Power Users feature in the People application. This feature will allow you to give certain users access to the People Admin panel on a more restrictive level.

The information below is outlined in the video.

What is a power user?

Power users are specific users who are not necessarily People Admins but have limited access to the back-end of the People application.

You can configure these users to create new and edit existing accounts while alerting administrators to any change they apply.

To view a list of Power Users & their permissions, navigate to **Admin > People > Power users**.

Admin / People Control Panel

Users Power users Roles Groups Password policy

Power users have limited access to manage various areas in the People admin control panel. To give power to a user go to the User properties page and click "Edit power user rights" in the "Other settings" tab.

Full name ▲	Permissions	
Alison Kelly	Add new groups Add new roles	Edit permissions
Pippa Fraser	Add new groups Add new roles	Edit permissions

Delete selected

How to set up a power user

1. Head to **Admin > People**, and select the user you wish to make a Power user.
2. Navigate to the **Other settings** tab and click on the **Edit power user rights** option.

Admin / People Control Panel / Edit user info

[Edit user information](#)
[Role](#)
[Group](#)
[Org chart](#)
[Other settings](#)

Password policy

☐ User must change password on next login
☐ Use default settings.
☒ Require strong password
☐ Maximum password age: days
 Notify user days before expiration.

Subscribe to news

☐ Subscribe to all news channels

Other settings

[Edit power user rights](#)
[Edit user's expertise](#)

Two-factor status

Disabled

Update

3. You can determine what the user can do by checking the appropriate boxes and applying the permissions accordingly.

Admin / People Control Panel / Edit user info / Edit power user rights

This power user can

☐ Add new users
 (has no effect if the power user can't assign to at least one extranet area)
☒ Add new roles
☒ Add new groups
☐ Alert global People Administrators when a power user makes a change

This power user can manage the following

Permissions

☐ View users
☐ Edit/delete users in selected groups/roles/extranet
☐ Assign/unassign users to selected group/role/extranet
☐ Edit/delete role/group properties
[View effective permissions...](#)

Save

You can control permissions for power users even more by allowing them to only manage specific Users/Roles/Groups and not all users in your system.

Key points for Power users:

- Do not assign Power user rights to the 'All Registered' group. This group includes every user on the site, while Power users should be responsible only for specific groups

- If a user needs to manage all users, they should be assigned as an Application Administrator for the People application instead of being made a Power user
- Power users must have 'Assign' permission for at least one Extranet area to add new users

e.g. In this scenario, the Power user will be able to add new users, edit and manage users within the 'Marketing' group, but no one else. Their power user rights mean they can navigate to the admin side to perform these duties, and only those in the 'Marketing/' group will appear and be editable.

The screenshot shows the 'Edit power user rights' page in the People Control Panel. The breadcrumb trail is 'Admin > People Control Panel > Edit user info > Edit power user rights'. The page is titled 'This power user can' and lists several permissions: 'Add new users' (checked), 'Add new roles' (unchecked), 'Add new groups' (unchecked), and 'Alert global People Administrators when a power user makes a change' (unchecked). A note states: '(has no effect if the power user can't assign to at least one extranet area)'. Below this, the section 'This power user can manage the following' is shown. It includes a 'Permissions' section with a search bar 'Start typing to add...', a 'Browse' button, and a 'Remove' button. A dropdown menu is open, showing 'Group[+]: Marketing' and 'Extranet area: Primary Area'. Below the dropdown, there are four checked permissions: 'View users', 'Edit/delete users in selected groups/roles/extranet', 'Assign/unassign users to selected group/role/extranet', and 'Edit/delete role/group properties'. A link 'View effective permissions...' is also present. At the bottom, there is a 'Save' button.

Admin > People Control Panel > Edit user info > Edit power user rights

This power user can

- ☒ Add new users
(has no effect if the power user can't assign to at least one extranet area)
- ☐ Add new roles
- ☐ Add new groups
- ☐ Alert global People Administrators when a power user makes a change

This power user can manage the following

Permissions

Start typing to add... Browse Remove

Group[+]: Marketing
Extranet area: Primary Area

- ☒ View users
- ☒ Edit/delete users in selected groups/roles/extranet
- ☒ Assign/unassign users to selected group/role/extranet
- ☒ Edit/delete role/group properties

[View effective permissions...](#)

Save

Last modified on 23 June 2025 by [Veronica Kim](#)

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