

Copy User Roles

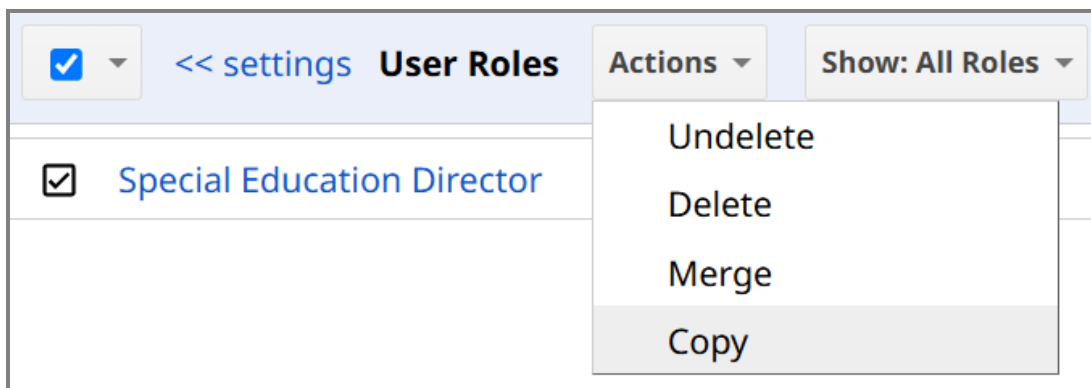
Ability to Copy User Roles Coming Soon
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At SameGoal, we're always looking for ways to increase efficiency and save our users time, and we have an update on the way that will do just that!

In the coming weeks we will be rolling out a new tool that will give administrative users the ability to create new user roles by copying an existing role. Districts often have many roles that are very similar and rather than creating each new role from scratch, users will be able to configure one role, copy it as many times as needed, and make adjustments to the copies.

Steps *To copy a user role:*

1. While logged in as an administrative user, navigate to **Settings > User Roles**.
2. Select the user role(s) you would like to copy.
3. Click **Actions > Copy**. Each selected user role will have a copy made.
4. Make updates to the new user role(s) as needed.



When a role is copied, all form and report permissions will be the same and the new user role name will have - **Copy** appended to the end. For example, if you copy the **Special Education Teacher** user role, the new user role will be named **Special Education Teacher**

- **Copy**. However, if you copy the **Special Education Teacher** user role again, the new user role name will be **Special Education Teacher - Copy 2**.

☐	Special Education Teacher
☐	Special Education Teacher - Copy
☐	Special Education Teacher - Copy 2

Tip When a user role is copied, the original user role will still be assigned to all the same users. The new user role(s) will not be assigned to any users by default. In order to apply the new user role(s) to users, it will need to be assigned manually or with a bulk users load.