# When creating a new Role, can I copy another Role or do I have to start from scratch?

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Roles can be copied so that individual permissions can be added or taken away. To copy a Role, navigate to **OP Practice Portal > User Administration > Roles** Then, complete the following:

1. Select the Role that will be copied.
2. Click the **Duplicate Role** button located in the upper right-hand corner of the window.
3. Give the new Role a Name and Description in the appropriate fields.
4. Select or deselect the permissions that are applicable to the new Role.
5. Review the members of the new Role.

   - If a member is listed that should not be carried over to the new Role, click the **Remove** button. To remove more than one member at a time, select the checkbox to the left of each member's name, and select **Remove** from the Action drop-down menu.
   - To add a member that is not already listed in the new Role, search for and select them using the **Add User** search field.

6. Click the **Save** button to save the new Role.