

Add users to a gallery in your video portal and set their permissions

Last Modified on 07/29/2025 2:01 pm IDT

 This article is designated for administrators.

About

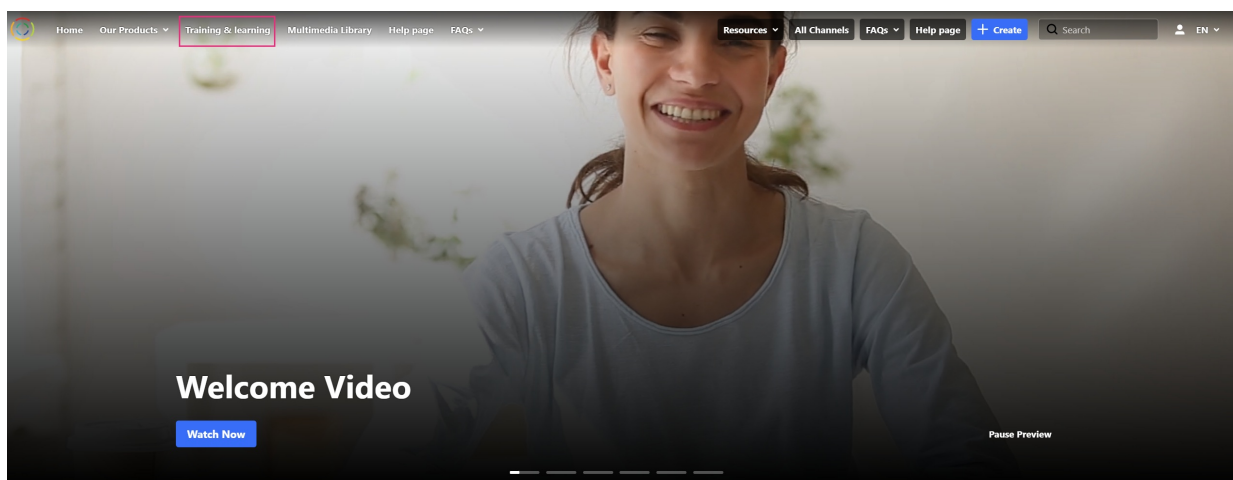
This article walks you through how to add users to a gallery in your Video Portal and assign them the appropriate permission levels.



These instructions are for Theming users. If you want to learn more about Theming, check out our article [Video Portal Theming tour](#).

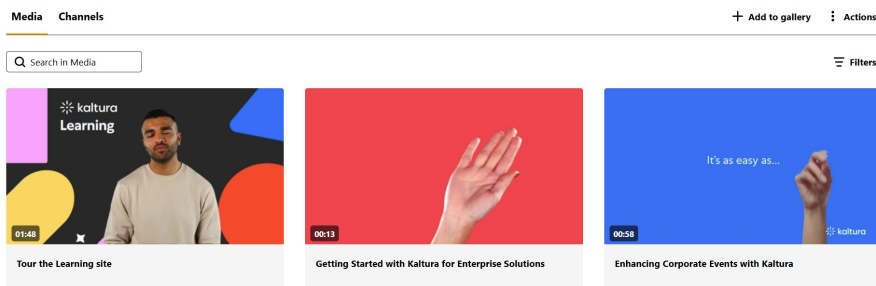
Access the gallery configuration

1. In your Video Portal, select the desired gallery from the navigation bar.



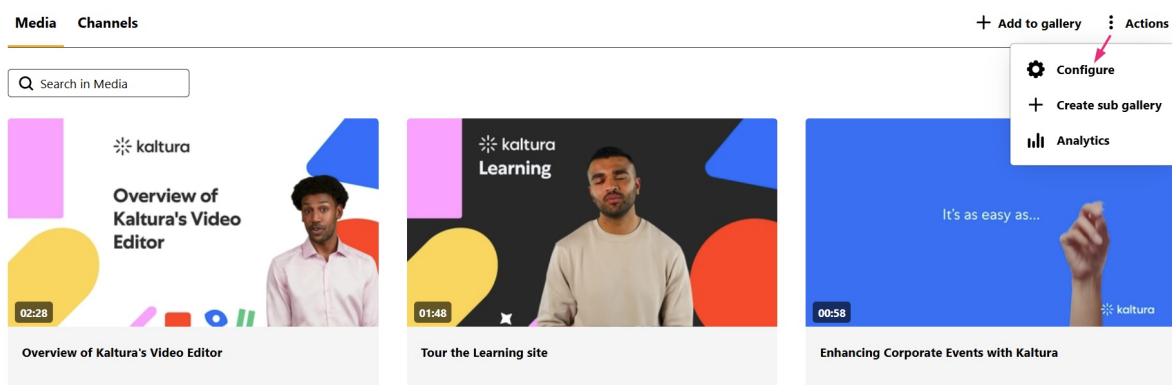
The gallery page displays.

Training & learning



- On the gallery page, click the **Actions** menu at the far right and select **Configure**.

Training & learning



The edit page displays.

Edit Training & learning

Details Advanced Settings Theme Users

Name:

Description: Black ▼ Bold *Italic* Underline      

Enter Description...

Tags:

Reference ID:

Privacy

- Privacy:
- ☒ **Open** - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content.
 - ☐ **Restricted** - All logged in users can view content but only Category members can contribute content.
 - ☐ **Private** - Only Category members can view and contribute content.
- Note:** Sub categories under a private category will be visible only to members of those sub categories

Options

Add users

1. On the edit page, click the **Users** tab.

Edit Training & learning

Details Advanced Settings Theme **Users**

View All Permissions ▼ 3 Users

  **+ Add Users**

User/Group Name	User/Group ID	Permission	Actions
Louise Smith	■■■■■■■■■■@kaltura.com	Manager	You, Owner
Tal ■■■■	■■■■■■■■■■@kaltura.com	Member	  
Ruby Manual	8dceefd36c1f4102047e759579527692	Contributor	  

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2. On the Users page, click **Add Users** at the far right.

View All Permissions ▼ 3 Users

  **+ Add Users**

User/Group Name	User/Group ID	Permission	Actions
Louise Smith	■■■■■■■■■■@kaltura.com	Manager	You, Owner
Tal ■■■■	■■■■■■■■■■@kaltura.com	Member	  
Ruby Manual	8dceefd36c1f4102047e759579527692	Contributor	  

3. Begin typing a user or group name, then select the correct entry from the dropdown list.

Add Users

?

e0be464cf59cd2dc45246ec8a9aa9536 (Brian Dean)

☒ Member
☐ Contributor
☐ Moderator
☐ Manager

Cancel
Add

4. Choose the user's permission level:

- **Member** – Can view gallery content.
- **Contributor** – Can view and upload content.
- **Moderator** – Can upload and moderate content.
- **Manager** – Can manage content, update settings, invite users, and delete the gallery.

5. Click **Add** to save the new user.

The new user appears in the list.

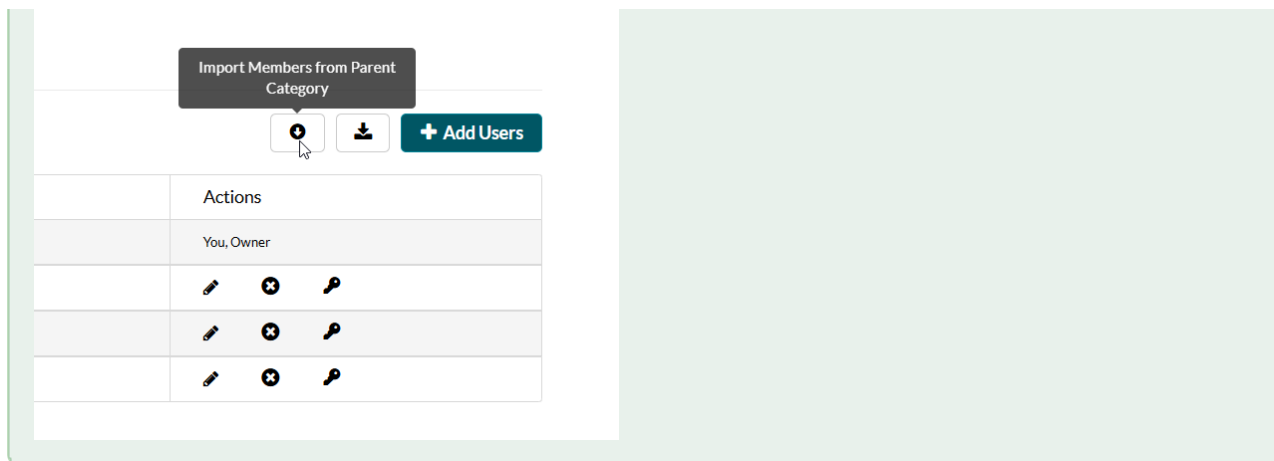
View All Permissions ▾ 4 Users

+ Add Users

User/Group Name	User/Group ID	Permission	Actions
Louise Smith	████████@kaltura.com	Manager	You, Owner
Tal █████	████████@kaltura.com	Member	
Ruby Manual	8dcefd36c1f4102d47e759579527692	Contributor	
Brian Dean	e0be464cf59cd2dc45246ec8a9aa9536	Moderator	









If you are in a sub-gallery, you can click the arrow icon to quickly copy users from the parent gallery.









Edit a user's role

1. To change a user's role, click the pencil icon in the **Actions** column.



Ruby Manual	8dceefd36c1f4102d47e759579527692	Contributor	  
Brian Dean	e0be464cf59cd2dc45246ec8a9aa9536	Moderator	  

2. A drop-down menu displays in the **Permission** column. Select a new role from the dropdown.

Ruby Manual	8dceefd36c1f4102d47e759579527692	Contributor	  
Brian Dean	e0be464cf59cd2dc45246ec8a9aa9536	Member	  







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3. Click the **save** icon to save your changes.

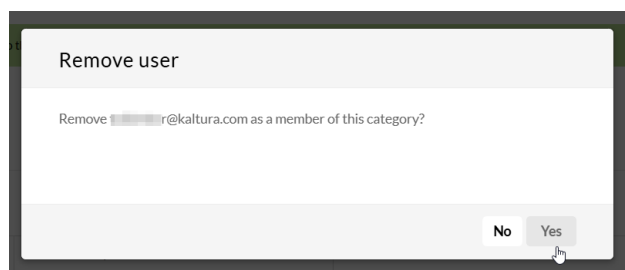
Ruby Manual	8dceefd36c1f4102d47e759579527692	Moderator	  
Brian Dean	e0be464cf59cd2dc45246ec8a9aa9536	Moderator	  

Remove a user

In the **Actions** column, click the **X** icon to remove a user from the gallery.







Ruby Manual	8dceefd36c1f4102d47e759579527692	Moderator	  
Brian Dean	e0be464cf59cd2dc45246ec8a9aa9536	Moderator	  


A confirmation box displays. Click **Yes** to continue.



Transfer ownership

If you're the current owner, you can click the **key** icon in the **Actions** column to assign ownership to that user.

Ruby Manual	8dceefd36c1f4102d47e759579527692	Moderator	   <div>Set as Owner</div>
Brian Dean	e0be464cf59cd2dc45246ec8a9aa9536	Moderator	  

 A gallery can only have one owner at a time.