Manage roles and permissions in Content Hubs

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👥 **This article is designated for all users.**

About

Use the **Roles & permissions** tab to manage who has access to your media and what they're allowed to do.

From here, you can view all users associated with the media, understand their roles and permissions, and add collaborators, moderators, and speakers, all in one place.

Who can use this

- Media owners
- Co-editors (depending on permissions)

Access the Roles & permissions tab

1. From the user menu, select My Media.

The 'My Media' page displays.

2. Click the **three dots** to the right of the desired media and select **Edit**.

My Media
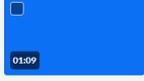
Alternatively, you can access the edit page from the media page by clicking the **three dots** below the player and selecting **Edit**.
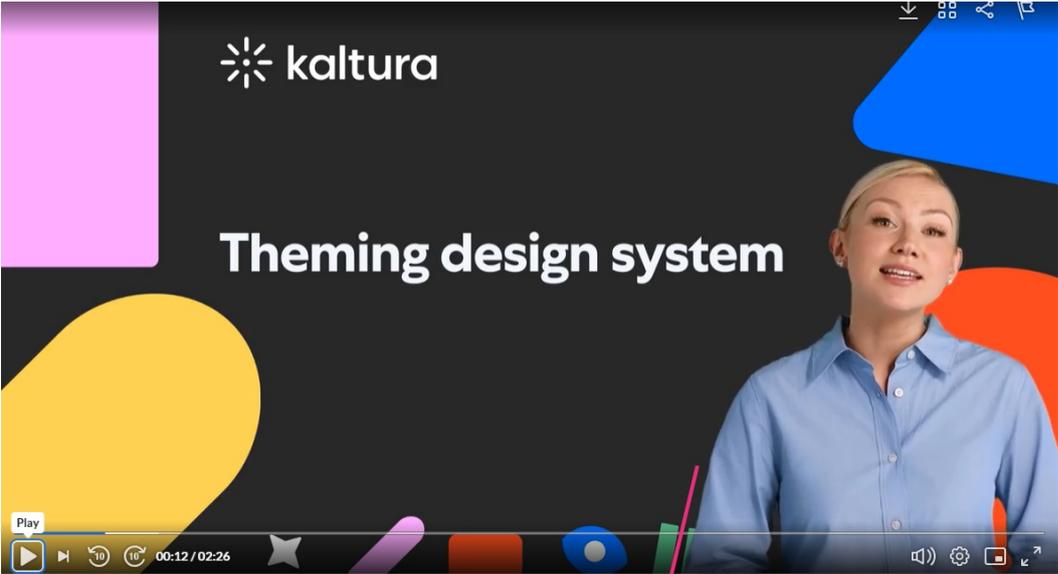
The edit page opens on the **Details** tab by default, with a left-hand navigation.
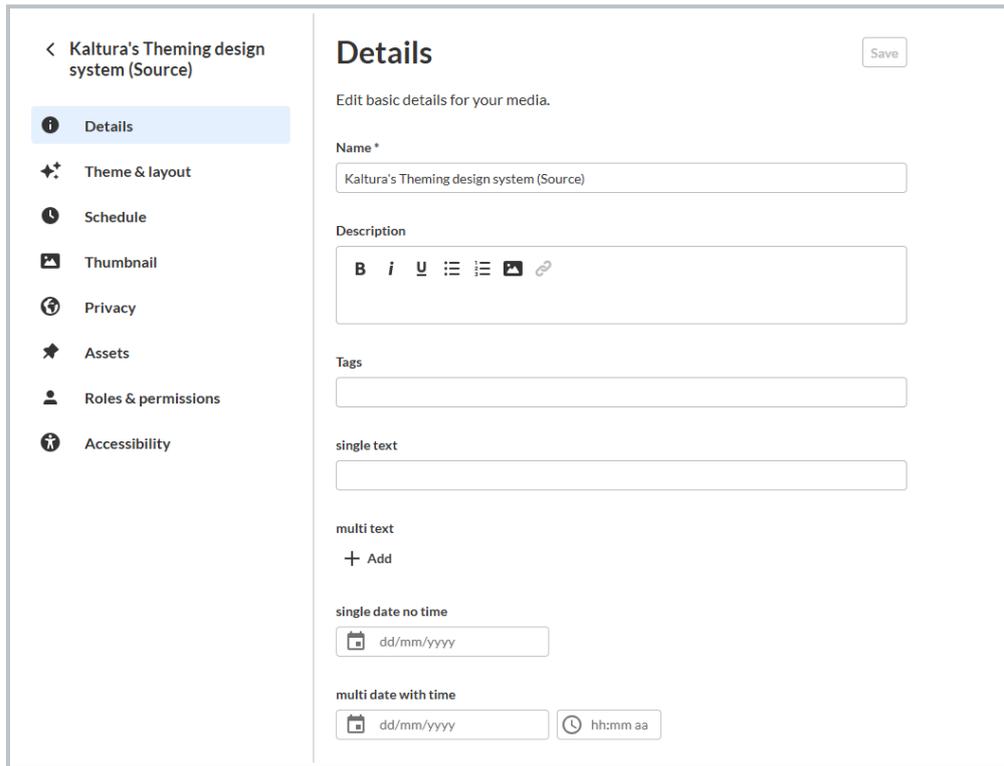
3. In the left navigation, click the **Roles & permissions** tab to display the 'Roles & permissions' page.
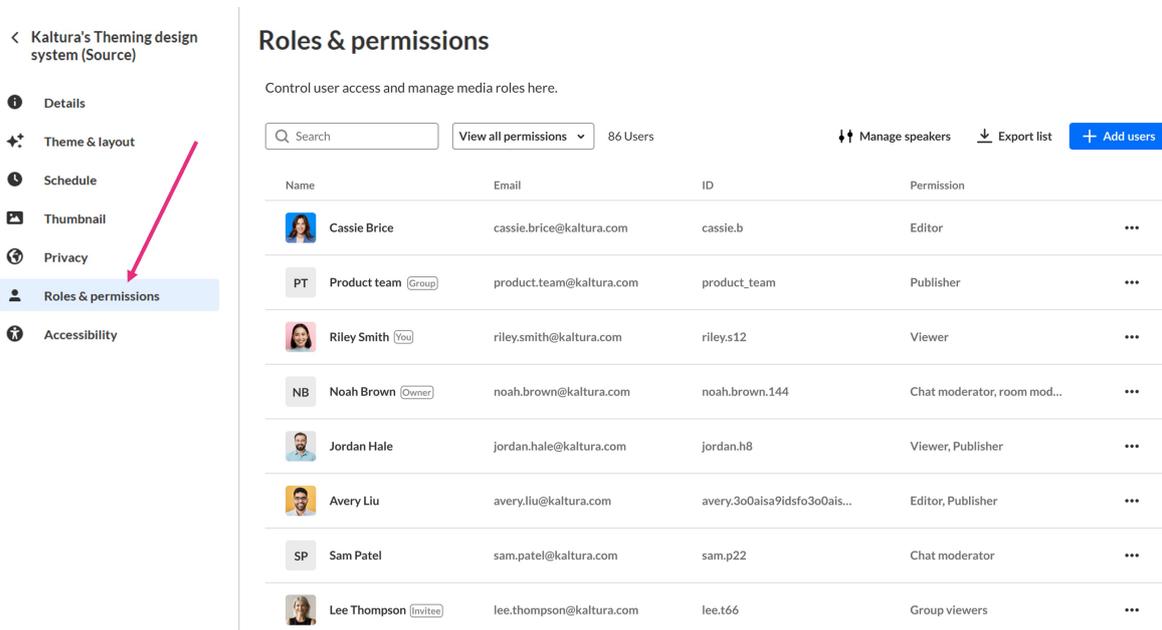
All edit actions apply immediately. There is no **Save** button on this page.

View users and permissions

All users associated with the media are displayed in a list.

Roles & permissions

Control user access and manage media roles here.

Name	Email	ID	Permission	
Cassie Brice	cassie.brice@kaltura.com	cassie.b	Editor	···
PT Product team [Group]	product.team@kaltura.com	product_team	Publisher	···
Riley Smith [You]	riley.smith@kaltura.com	riley.s12	Viewer	···
NB Noah Brown [Owner]	noah.brown@kaltura.com	noah.brown.144	Chat moderator, room mod…	···

For each user, you can see:

- **Name**, **profile picture** (or initials), and **role indicator** (for example, 'Owner' or 'You')
- **Email or user ID** (depending on system settings)
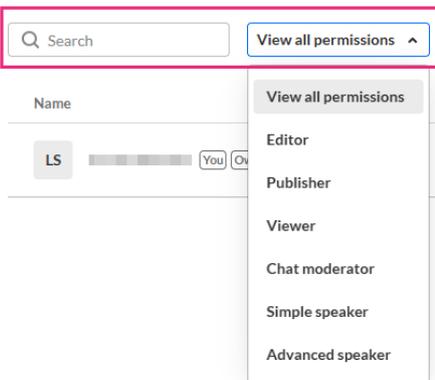- **Assigned permissions**

> ✅ If a user has multiple permissions, hover to view the full set.

At the top of the page, you can:

- Search for users by name, email, or ID
- Filter users by permission type
- See the total number of users with access

Roles & permissions

Control user access and manage media roles here.

View all permissions
Editor
Publisher
Viewer
Chat moderator
Simple speaker
Advanced speaker

Add users

1. Click **Add users** at the top right to assign people to the media.

2. You can add users as:
   - **Collaborators**
   - **Moderators**
   - **Speakers**
3. Select the type of user you want to add, then choose users and assign their roles and permissions, as follows:

Add collaborators

Collaborators are users who can access and manage the media itself.

1. From the **Add users** menu, select **Collaborators**.
   The 'Add collaborators' window opens.

2. **Select users** - Search for and select one or more users
3. **Select permissions** - Choose at least one permission:

- **Editor** - Can edit this media's details and metadata, trim media, replace media, edit captions, chapters, and slides. Co-editors can't delete media.
- **Publisher** - Can publish this media to their entitled galleries or channels.
- **Viewer** - Can only view this media and doesn't have editing or publishing permissions.

4. Click **Add** to apply your changes.

If a user already has access to the media, the selected permissions are added to their existing permissions.

Add moderators

Moderators are users who can manage interactions in sessions associated with the media (such as chat or room moderation).

1. From the **Add users** menu, select **Moderators**.
   The 'Add moderators' window opens.

2. **Select users** - Search for and select one or more users
3. **Select permissions** - Choose at least one role:
   - **Chat moderator** - Can manage chat interactions for this media, including moderating messages, Q&A, and polls. Chat moderators can remove messages, answer or dismiss questions, and manage audience interactions, but can't edit the media or its settings.
   - **Room moderator** (relevant only for Kaltura Room entries) - Can manage the live room experience for this media, including moderating participants, controlling who can speak or present, and managing in-room interactions, but can't edit the media or its settings.
4. Click **Add** to apply your changes.

If a user already exists in the list, the selected moderator roles are added to their

existing permissions.

Add and manage speakers

Speakers are users associated with the media for presentation purposes (for example, in sessions or events).

1. From the **Add users** menu, select **Speakers**.

The 'Add & manage speakers' window opens.

2. **Select users** - Search for and select one or more users.

Each selected speaker appears in a list.

You can configure the speakers settings as follows:

- Reorder speakers to control how they appear by grabbing the **six dots** to the left of the speaker and dragging to reorder.
- Change the speaker type:
  - **Simple speaker** (default) - Provides basic speaker capabilities, such as displaying speaker information.
  - **Advanced speaker** (relevant only for Kaltura Room entries) - Provides additional capabilities, such as enhanced presentation and audience interaction features.
- Show or hide the speaker on the event site using the **eye icon.**
- Remove a speaker by clicking the **x** icon.

Changes are applied immediately.

Manage existing users

All assigned users appear in a list on the 'Roles & permissions' page. Use the **three-dot menu** on the right to manage each user.

Edit user permissions

1. Click the **three-dot menu** and select **Edit user permissions**.

   The 'Edit user' window opens.

2. Select or clear the relevant permissions (for example, Viewer, Editor, Publisher, or moderator roles). At least one permission must be selected.

3. Click **Update** to apply your changes.

Changes are applied immediately.

Remove users

1. Click the **three-dot menu** and select **Remove user**.

   A confirmation message displays.

2. Click **Delete** to continue.

Once removed, the user is no longer associated with the media and is removed from all related roles (including speakers, if applicable).

Set as media owner

1. Click the **three-dot menu** and select **Set as media owner**.

   A confirmation message displays.

Only one owner can exist at a time. After transferring ownership, permissions are updated accordingly.

2. In the confirmation message popup, you can optionally select **Make myself a**

collaborator to retain access to the media after the transfer.

3. Click **Transfer ownership** to complete the transfer.

Available roles and actions may vary depending on your permissions and system configuration.