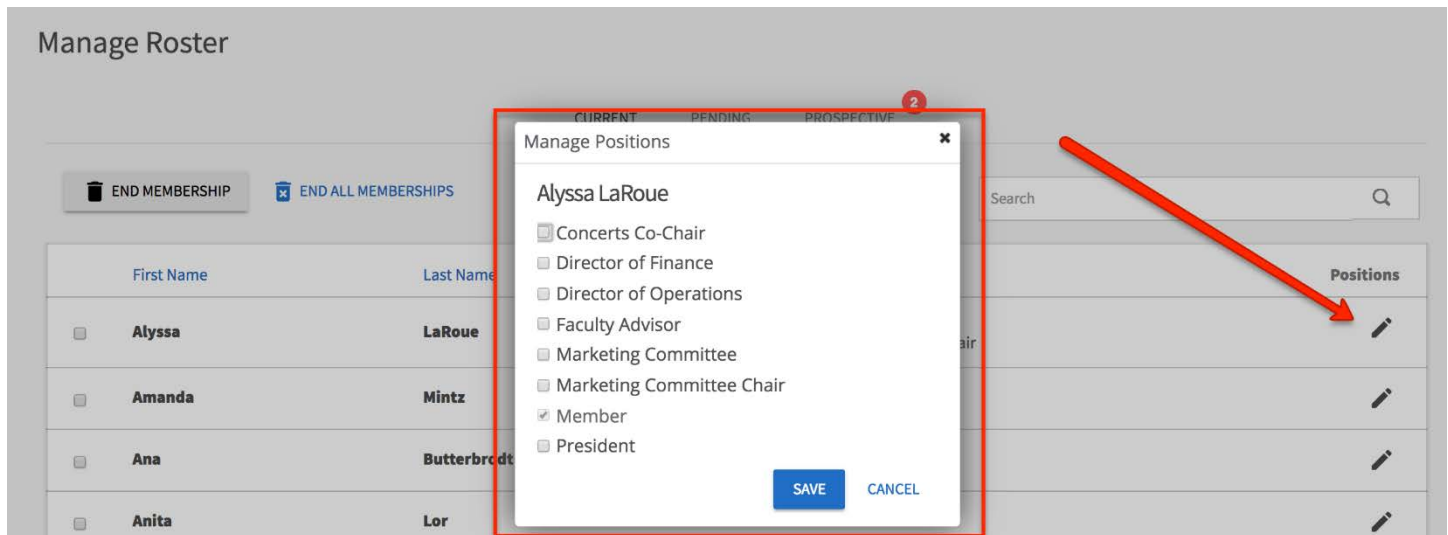# Assigning People to and Changing Positions in Your Org

Once you've got your organization's Positions created, you'll want to edit who holds those Positions. To do that, navigate to your organization's Action Center and click on the *Roster* tool in the Organization Tool Drawer (see "Action Center Quick Tips" here for more information). Keep in mind you will need the appropriate level of access to be able to manage the Roster.

Note: if you need to create a **new Position**, see "Creating Positions and Assigning Org Tool Drawer Access" here.

On the Roster page, find the member for which you would like to add, change, or remove a Position. Click the edit pencil to the far right of that member's name.

A list of all available Positions will populate. Click the check box next to the position you would like to add or remove from that member, and then select *Save*. The user's permissions within the organization's portal will be updated based on the access level given to the Position. If a user holds more than one position within your organization, you can select more than one Position.