Access Control Protocols for LinkedIn page

There are 4 primary admin roles for a LinkedIn page. From these roles, only the Super Admin and the Content Admin are allowed to create and schedule posts for the LinkedIn page. The listing of the up to date LinkedIn company page admin roles are as follows:

- **Super Admin** – This option provides complete access to all the page admin permissions that are available. This includes the ability to edit page information, modify the page's settings, deactivate the page, and add or remove any admins on the page.

  Note: Selected individuals can be made responsible for managing the broader company   page management responsibilities and limit overall access, reducing risk.

- **Content Admin** – This role has access to create and manage content for the page, including updates, events, stories, jobs. This page is usually accessed from the Content admin view.

- **Curator** – Curators are able to recommend content for employees to post, with access to insights on performance.

  - ➜ This role can export page analytics.
  - ➜ They are allowed to create recommending content suggestions and publish it.
  - ➜ Cannot create new content posts and articles to publish.

- **Analyst** – This role provides the ability to monitor the page's performance through analytics. Analysts have limited access to the page in using third-party tools.

  - ➜ Has access only to the Analytics tab of a page.
  - ➜ Can monitor a page's performance through analytics.
  - ➜ Export Analytics into a .xls file.
  - ➜ Can monitor a page's performance through analytics.
  - ➜ It allows Analysts to collect data to help drive goals.

Note: LinkedIn provides additional Paid admin roles and access.

Click here for the *[LinkedIn Roles with Access Levels Spreadsheet](#)*

Add a page admin:

LinkedIn **Page super admins** have the authority to add Page admins using the *Super admin view* or via a request on *"wp-admin" slack channel.* The super admin role is originally granted to the developer of a Page. To add a new admin, you are required to:

1. Sign-in into the SVPM LinkedIn Page as ***Super admin***
2. At the top of the page, click the Admin tools dropdown and select ***Manage Admins***
3. Select **Page admins** tab
4. Locate the ***Add*** admin button and click it
5. On the ***Search*** for a member text field, key in the *name of the person* you would like to ***add***
6. Click the *name of that person* on the menu that pops up
7. Select the relevant *admin role* from the roles: ***Super admin, Content admin, Curator, or Analyst*** to assign.
   Note: Page admin can assign only one role per member. Paid Media has the provision to assign more than one role to a member.
8. Hit the **Save** button

Change or Remove an admin's role

An admin permission can be changed or removed by only a "Super Admin".

If there is only one super admin on the Page, then that member must assign another super admin before removing themselves.

To change or downgrade an admin's role access based on level of permissions:
1. Access **SVPM Linkedin Page** super admin view.
2. Click the **Admin tools** dropdown on the upper-right corner of the page and select **Manage admins.**
3. Click the **Page admins** tab.
4. Click on the Admin role the **Delete** icon to the right of the admin's name that needs to be removed.
5. Click **Remove.**

To remove an admin's role access based on level of permissions:

1. Access **SVPM Linkedin Page** super admin view.
2. Click the **Admin tools** dropdown on the upper-right corner of the page and select **Manage admins.**
3. Click the **Page admins** tab.
4. Click the **Delete** icon to the right of the admin's name that needs to be removed.
5. Click **Remove.**

Revision Record

When	What	Who
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