Asana Admin Console & Access Permissions Manual

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What the Admin Console is

Your command centre for users, teams, security, billing, and org-level settings. It's where you shape how work happens across Asana.

Users
Manage members, invites, and permissions

Teams
Structure and organize your workforce

Security
Authentication and access controls

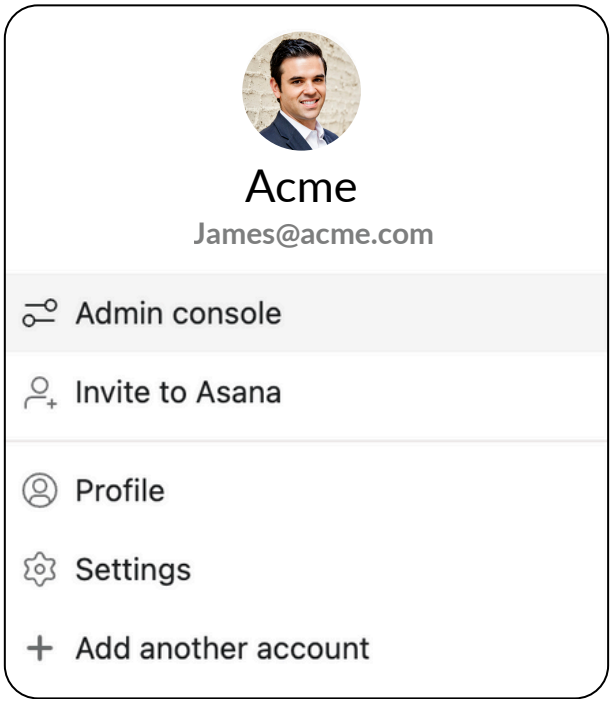
Billing
Subscription and payment management

How to access it

First time or anytime, follow these simple steps

1. Log in at asana.com
2. Click your profile photo
3. Select “Admin Console”

If you don’t see it, you don’t have admin rights yet; check with your current Admin.



Admin Console Roles

Access & Visibility Guide

Who sees what based on their roles.

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Roles at a Glance

Super Admin

Full access

Key Powers

- Org-wide user provisioning & de-provisioning
- Configure SSO, SCIM, Audit Log, security policies
- Billing & domain settings

Typical Use-Case

IT / Enterprise Ops lead who governs compliance and identity management

Admin

Partial access*

Key Powers

- Invite / deactivate users
- Create & manage teams
- Adjust basic security settings

Typical Use-Case

Ops or PMO manager who owns day-to-day workspace hygiene

**No access to Audit Log & security tab on Starter/Advanced*

Member

No Admin Console

Key Powers

- Create / manage tasks and projects they can see

Typical Use-Case

Internal teammate doing the work

Guest

No Admin Console

Key Powers

- Limited to projects/tasks explicitly shared with them

Typical Use-Case

External freelancer, agency, or client reviewer

1. **Contextual Access Model:** Asana's model is contextual, which means access is set at the team, project, or task level rather than via org-wide security groups.

2. **Admin Console Access:** Only Super Admins and Admins can open the Admin Console profile photo ▸ Admin Console

3. **No Custom Roles:** There are no custom roles (e.g., "Read-only") or global RBAC groups; governance relies on these four built-in roles plus project/team privacy settings.

Admin Console Interface

Navigation & Access Guide

Understanding each section and who can access it

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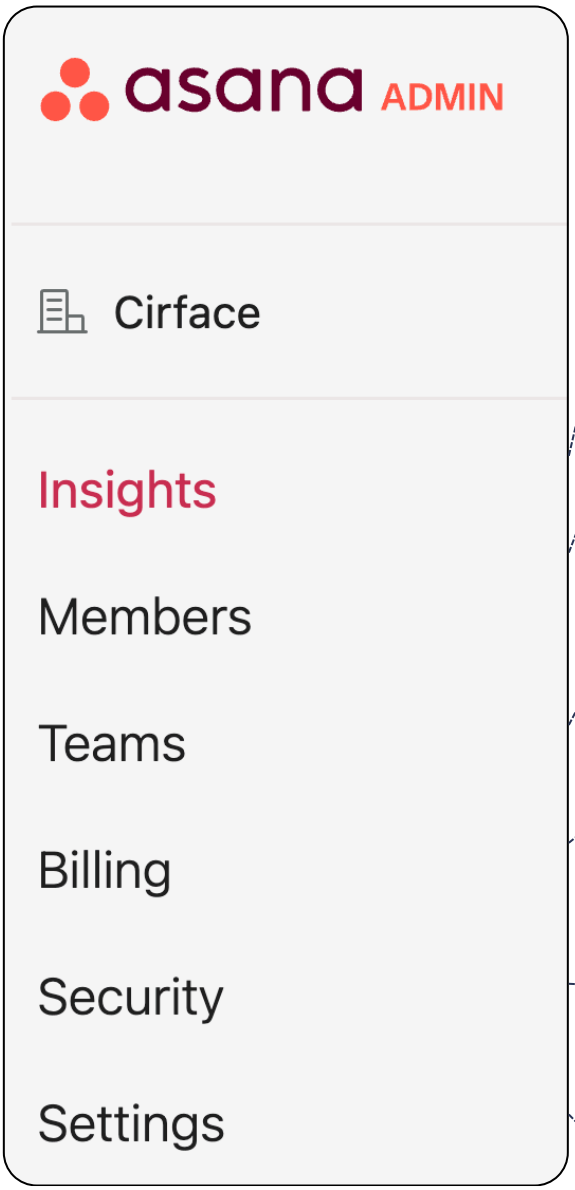

Insights
See how Asana is being used across the org so you can drive adoption and spot issues early.
SA A All Plans

Members
Manage users at scale by inviting, promoting, deactivating, and keeping your roster clean and current.
SA A All Plans

Teams
Organize teams and control who can join and see team projects.
SA A All Plans

Billing
View your subscription details and payment history.
SA A All Plans

Security 🔒
Configure SSO, SCIM, and authentication to keep access locked down.
SA A* E, E+

Settings
Update your organisation's name, logo, and domain settings.
SA A All Plans

Legend

Roles
SA Super Admin
A Admin

Plans S A E E+
Starter, Advanced, Enterprise, Enterprise+

Symbols
🔒 Enterprise only feature

**Admins: limited security privileges only (not SSO/SCIM), with fewer controls than Super Admins.*

Access & Visibility: Teams, Projects, Tasks

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Permission Levels

TEAM LEVEL

Foundation Layer

Who can find or join a team; which projects are visible to team members

HIDDEN TEAM

Only members can find or view it

REQUEST-TO-JOIN TEAM

Discoverable; non-members can request access

PUBLIC TEAM

Org members can see the team and its public projects

PROJECT LEVEL

Access Control

Who can access and edit a project

PRIVATE

Only invited members can access.

COMMENT-ONLY

Members can view and comment but not edit.

VIEW- ONLY

Members can view only but not comment or edit.

PUBLIC TO TEAM

All team members can access.

TASK LEVEL

Inherited Permissions

Inherits from the project; can be narrowed for specific tasks when needed

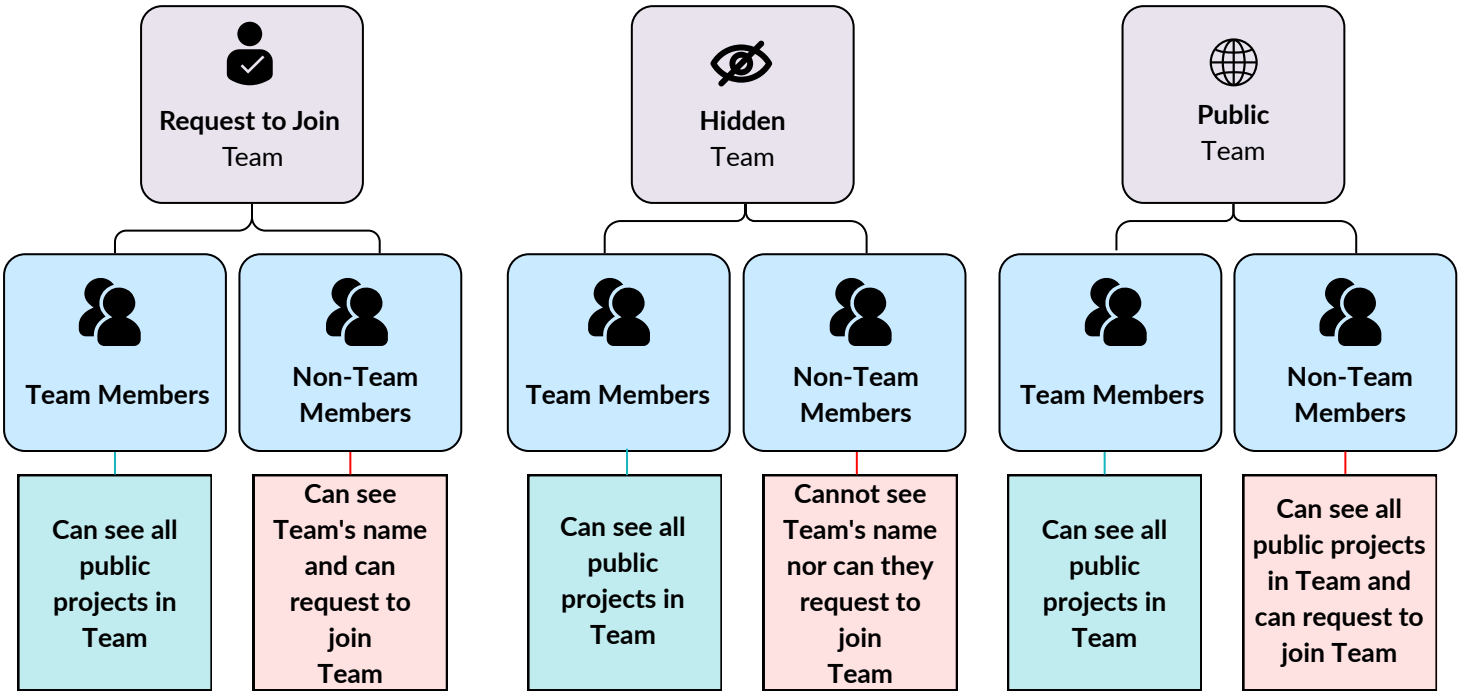
RESTRICTED TASKS

Further restrict specific tasks; override project visibility for sensitive tasks

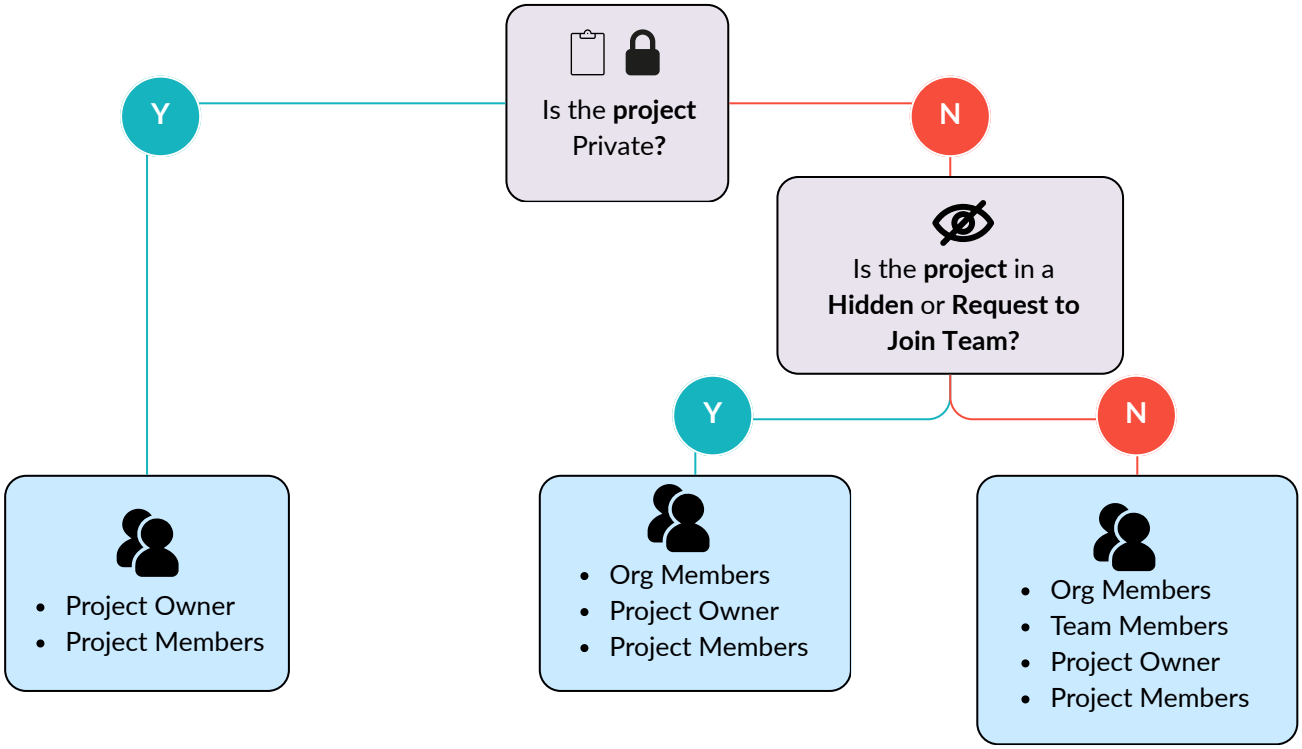
STANDARD TASKS

Further restrict specific tasks; override project visibility for sensitive tasks

Who can see a team?



Who can see a project?



Access & Visibility

Visual Reference

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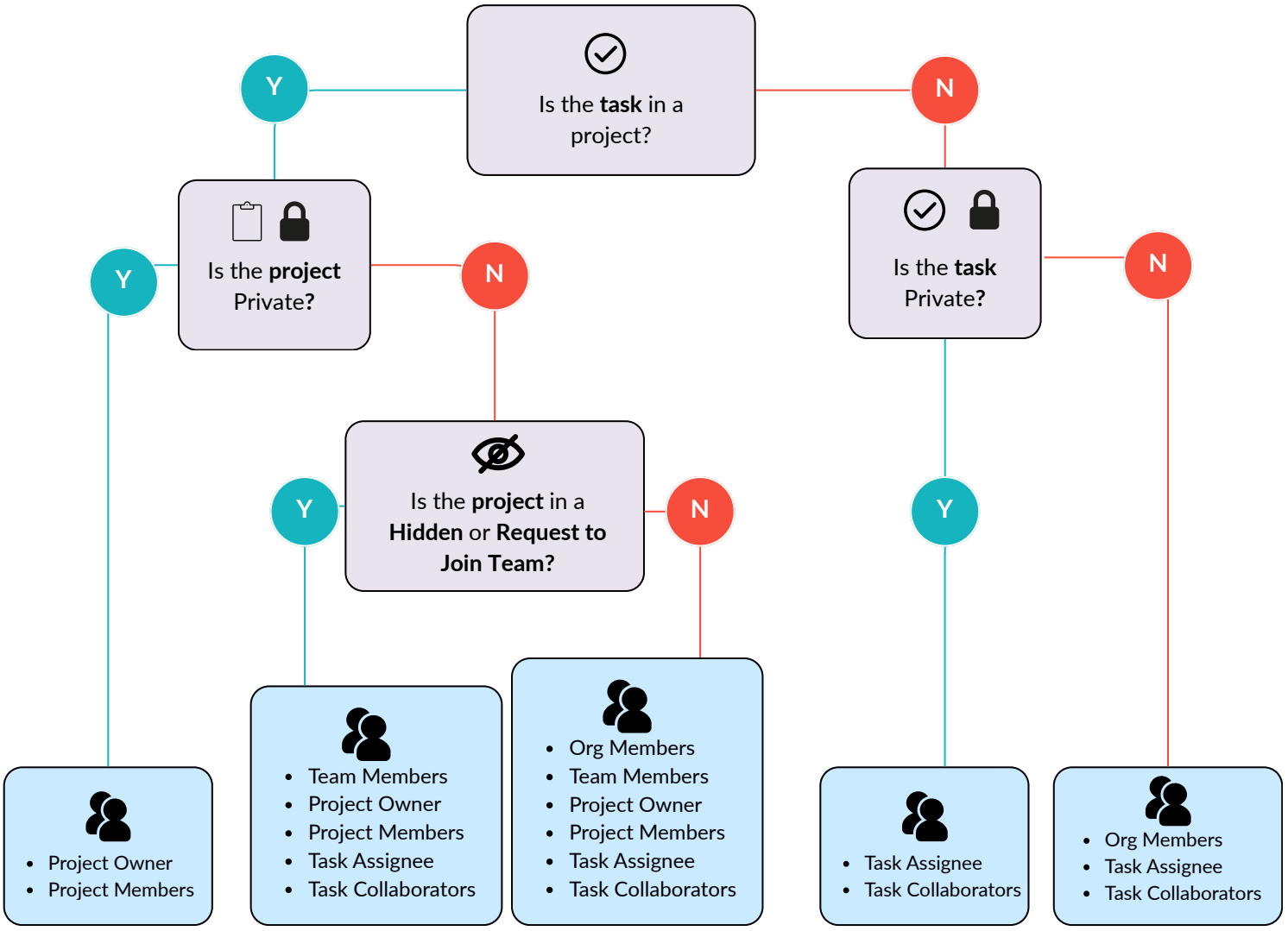
Who can see a task