USER INSTRUCTION SHEET

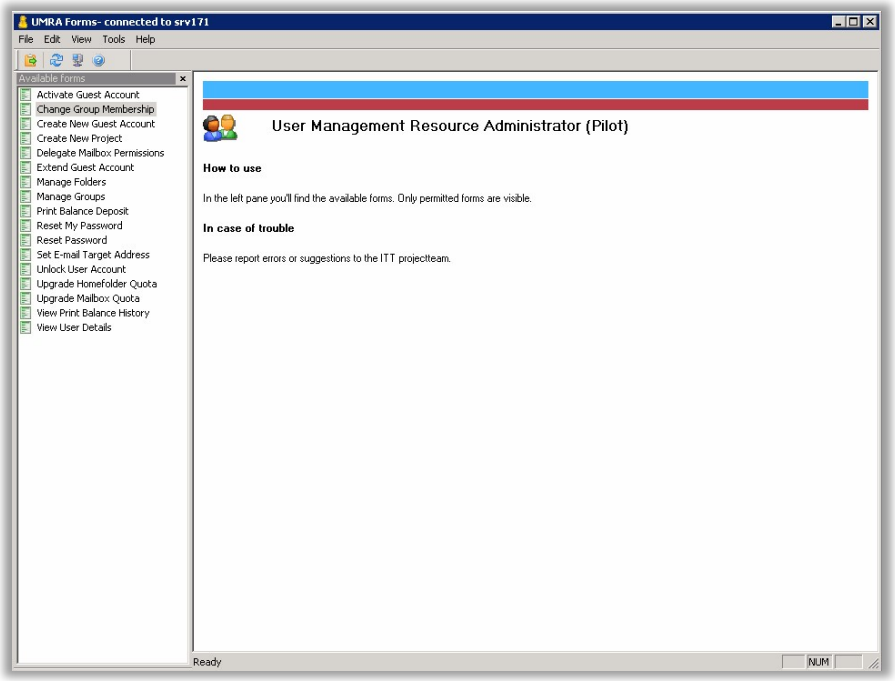
Change Group Membership

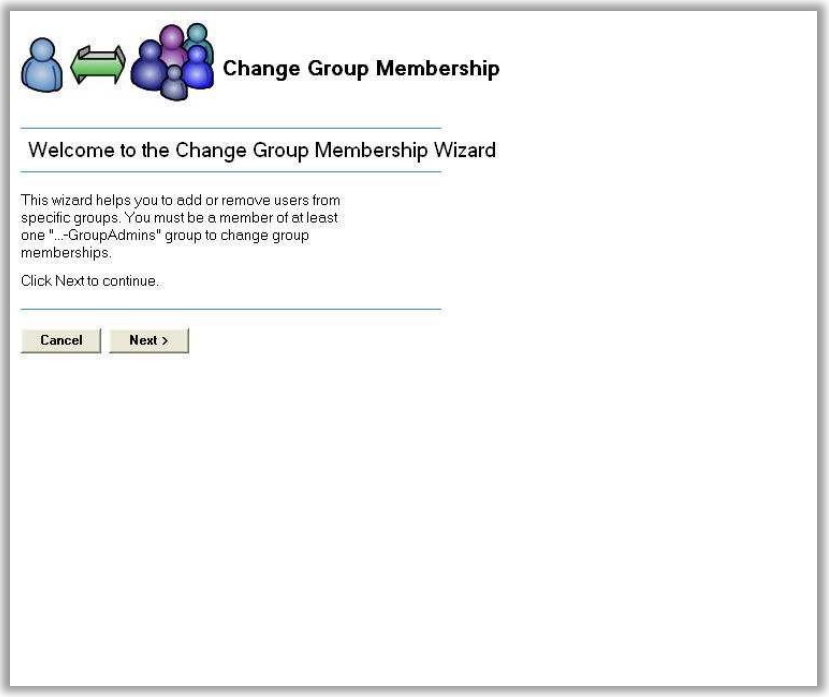
This manual provides instructions on how to change the group membership of groups that you administer by using the UMRA Form ***Change Group Membership.*** To administer groups for your department or section you must be member of the …-***GroupAdmins*** group, for example: TNW-DCT-CE-GroupAdmins.

Start the **UMRA Forms** application by double clicking the shortcut on your desktop.

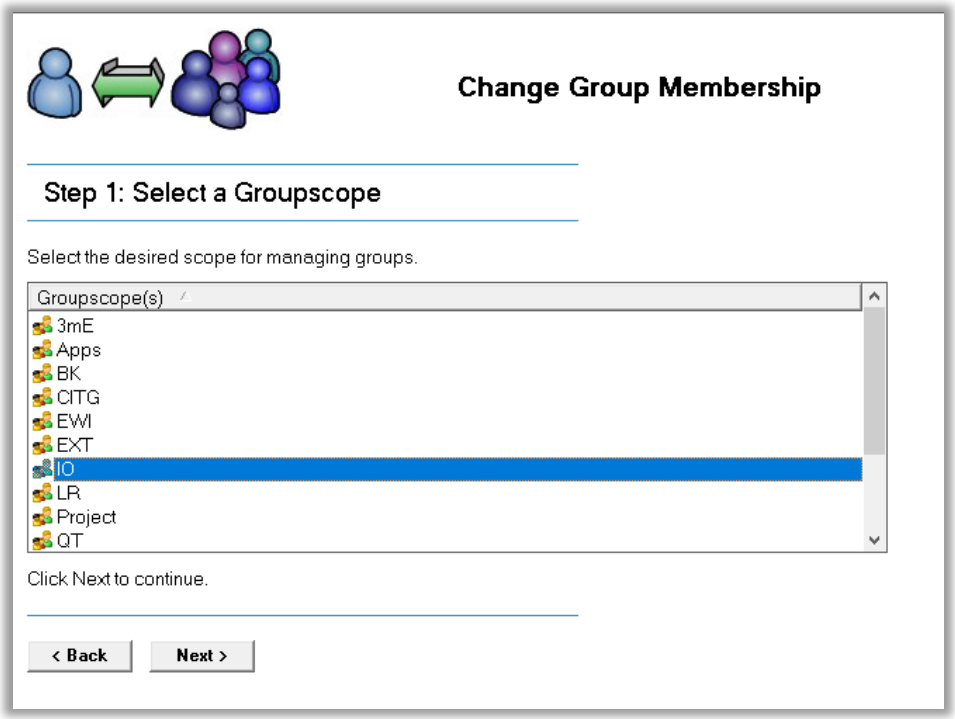
In the left pane you'll find all the Forms that are available to you.

Click on ***Change Group Membership*** to load the form.

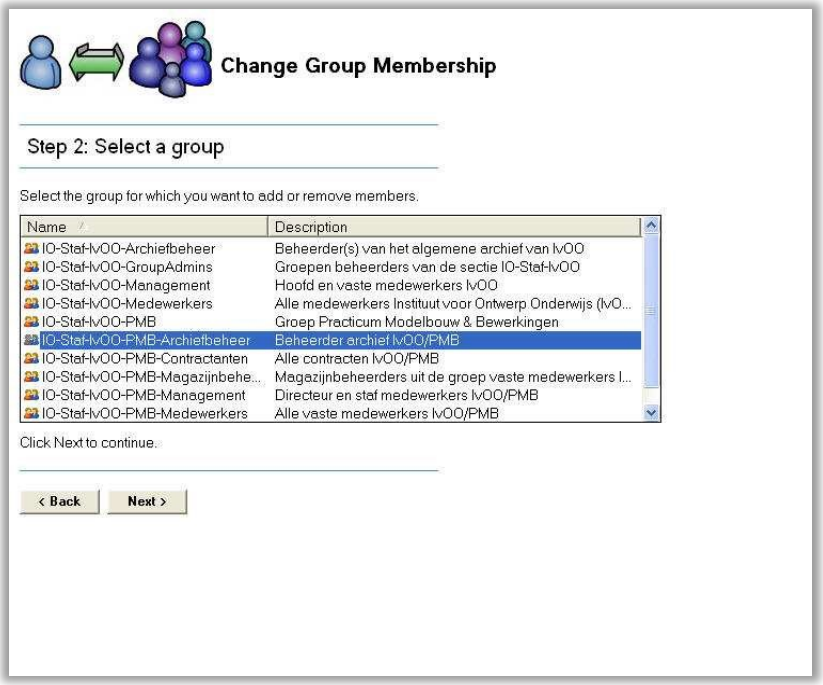




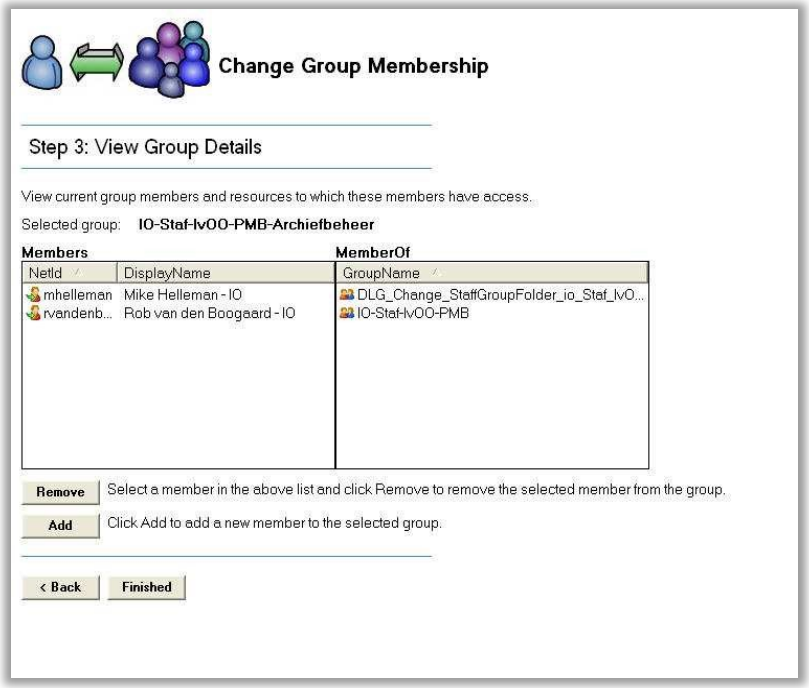
Click on the ***Next*** button to continue.



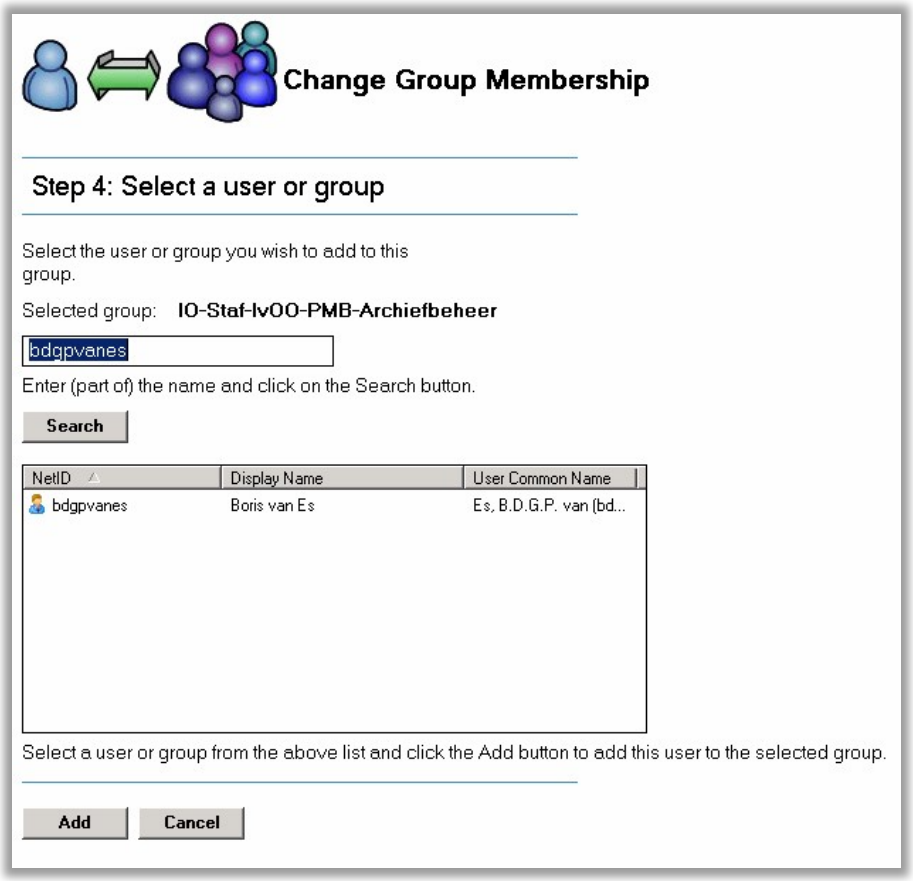
Select the desired group scope and click on the ***Next*** button.



Select the group that you would like to edit and click on the ***Next*** button to continue.

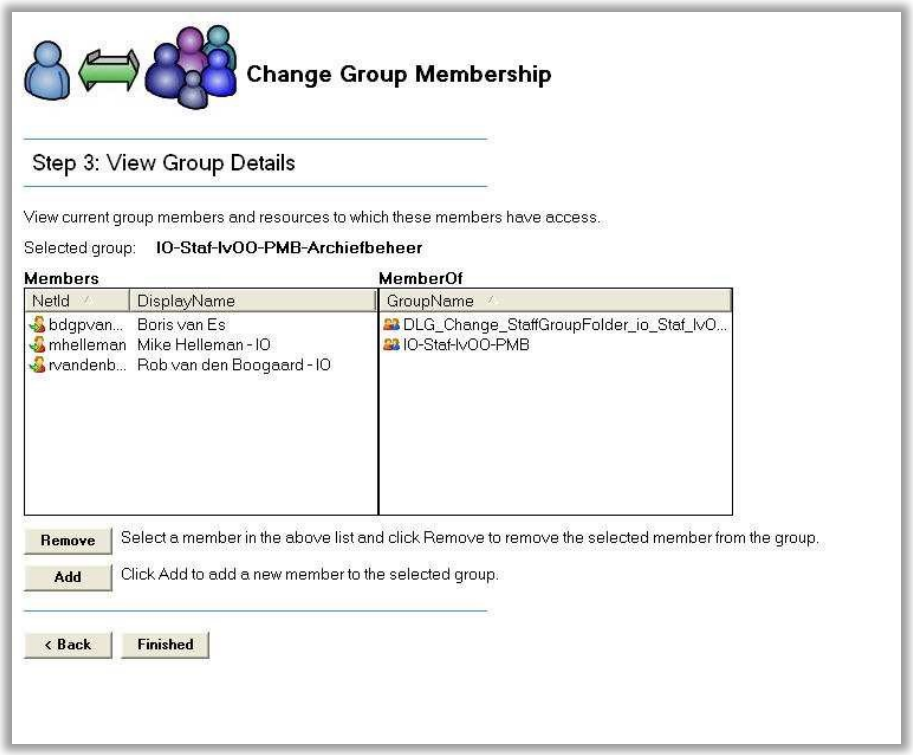


Click on the ***Add*** button to add a user or another group to the selected group.



Enter the name of the user or group and click on the ***Search*** button to lookup the account in the ADS environment. Only groups in the same scope will be displayed.

Select the user or group in the list and click on the ***Add*** button to add the user/group to the selected group. It is not possible to add a group to itself.



Click on the ***Finished*** button to close the form.

To remove a user or group from the group, select the user in the list and click on the ***Remove*** button.

Click on the ***Finish*** button to close the form.