USER INSTRUCTION SHEET

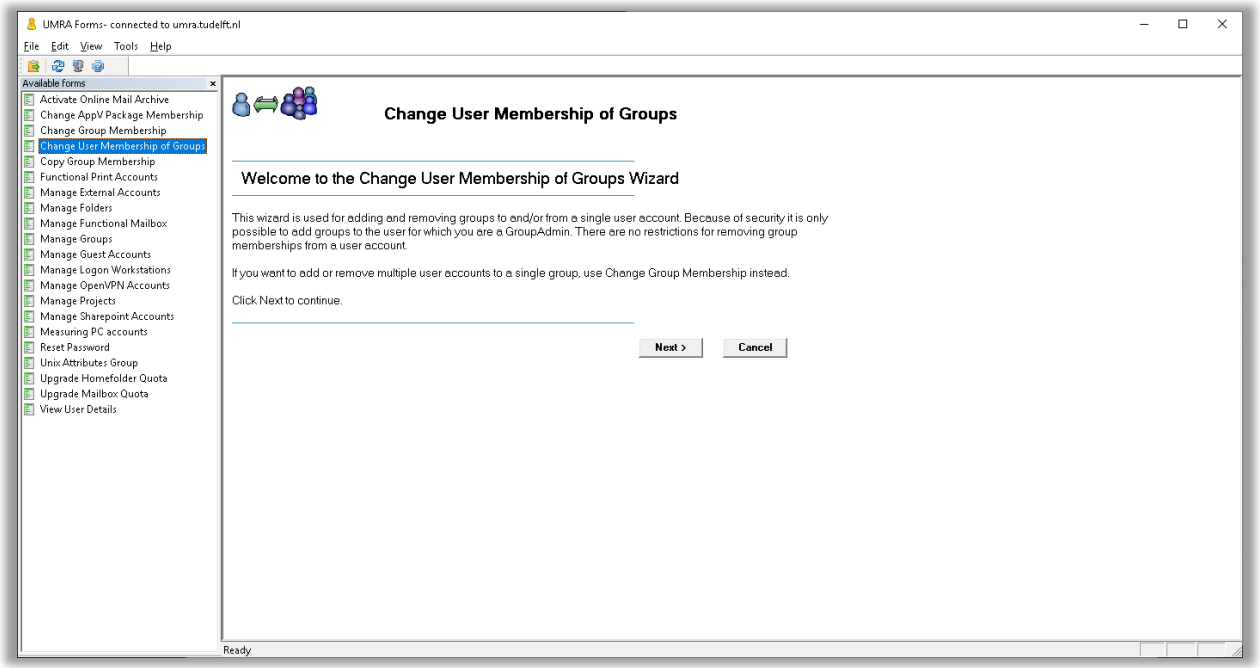
Change User Membership of Groups

This manual provides instructions on how to change user membership of groups using the UMRA Form ***Change User Membership of Groups.*** This wizard is used for adding and removing groups to and/or from a single user account. Because of security it is only possible to add groups to the user for which you are a GroupAdmin. There are no restrictions for removing group memberships from a user account.

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.

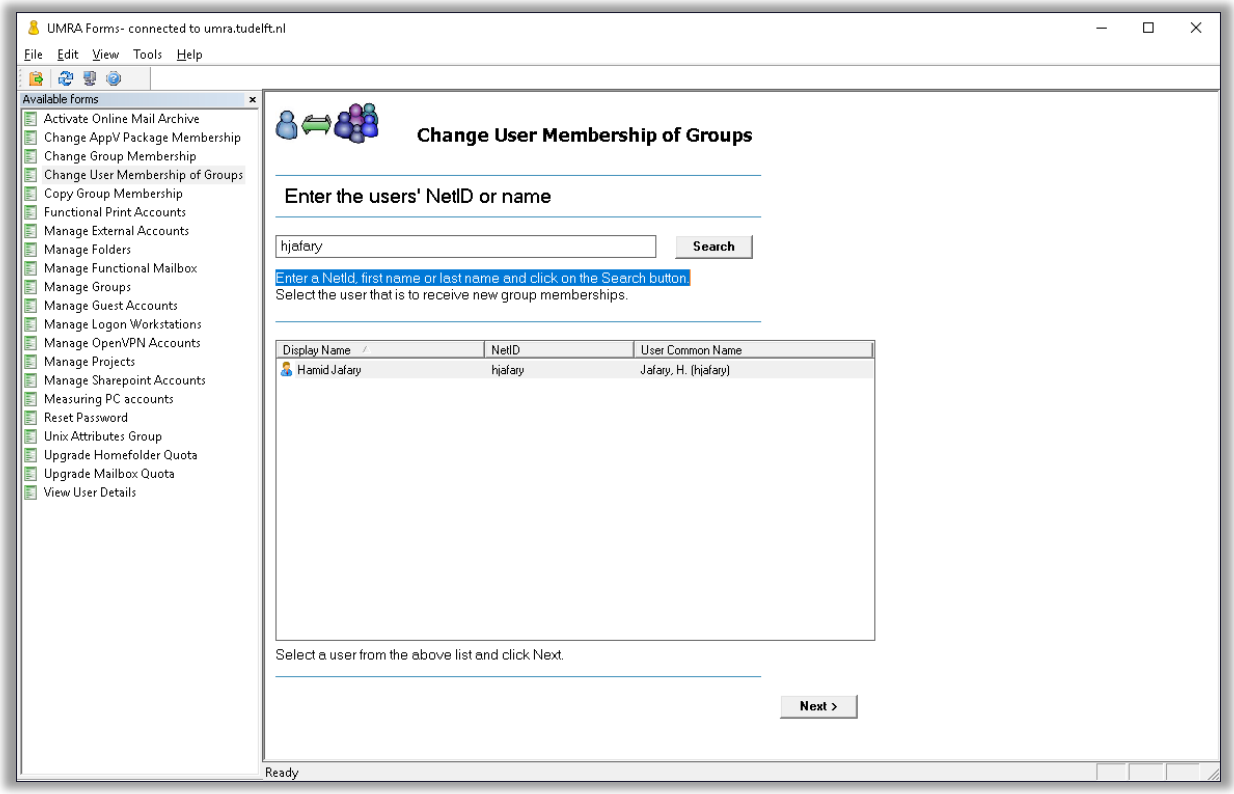
- Click on ***Change User Membership of Groups*** to load the form.



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

To be able to use the function you'll have to be a member of at least one GroupAdmin group. If you are, you can continue using the function.

- Enter a NetId, first name or last name and click on the Search button..



- Select a user from the above list and click **Next**.

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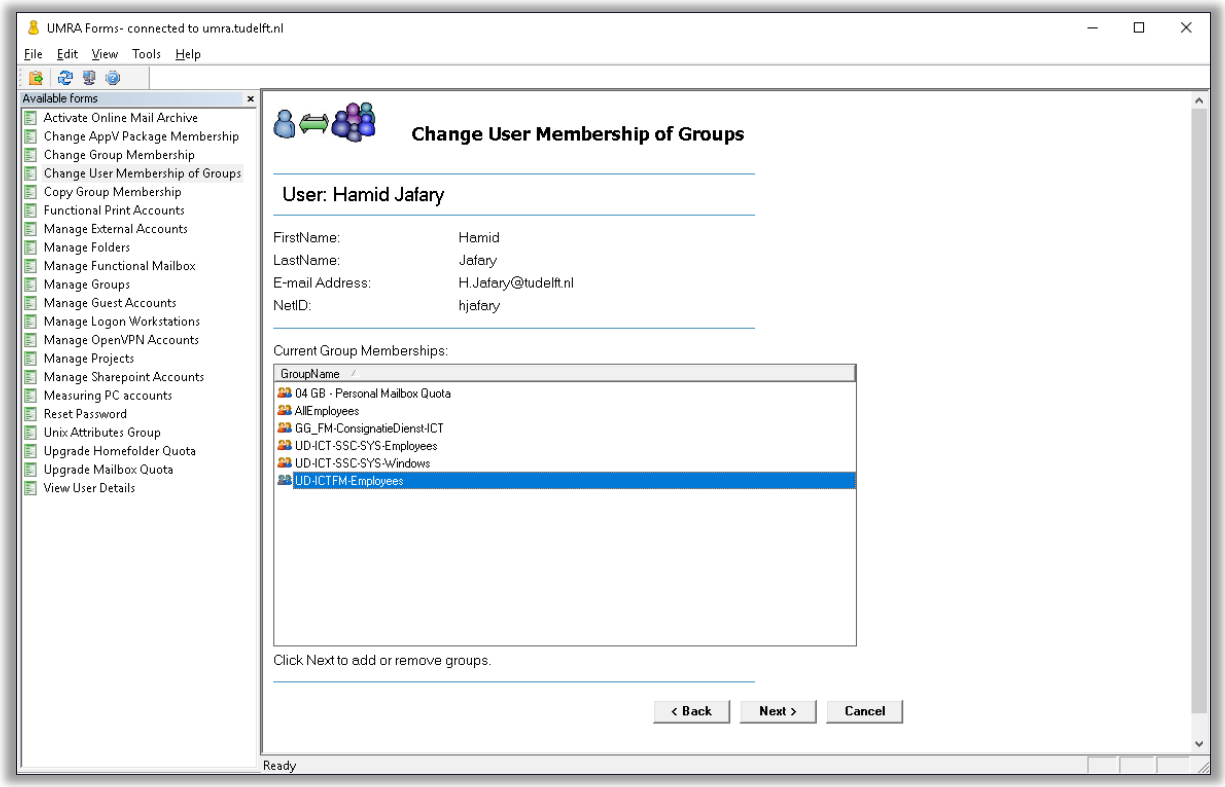
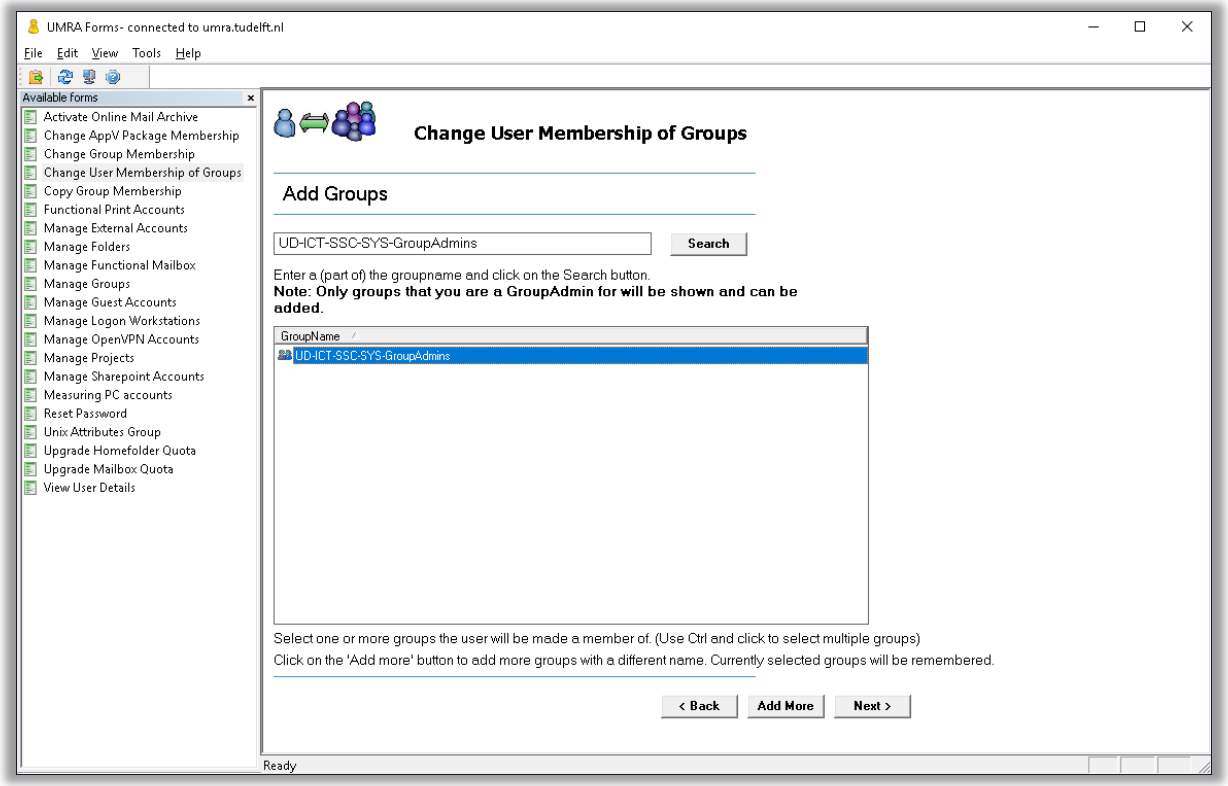


- Select a group and click ***Next***.

Enter a (part of) the groupname and click on the Search button.
Note: Only groups that you are a GroupAdmin for will be shown and can be added.



- Select a group and click ***Next***.

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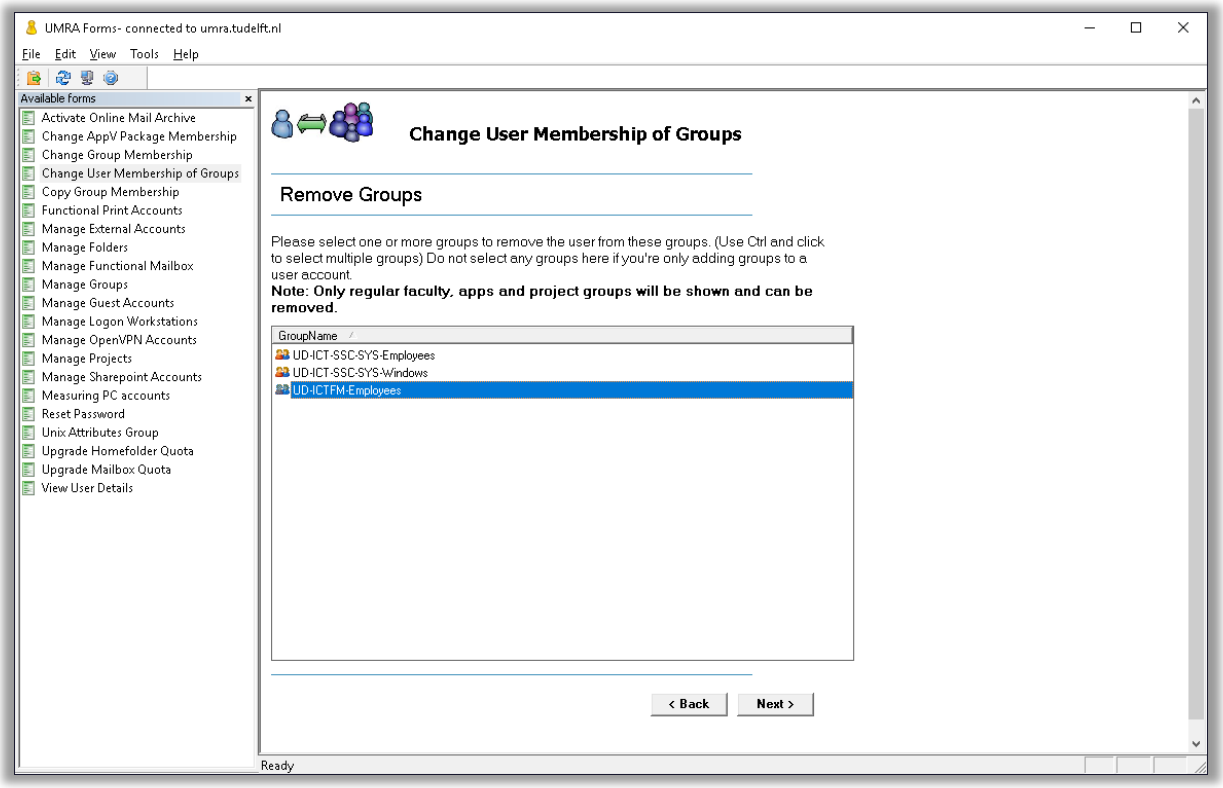
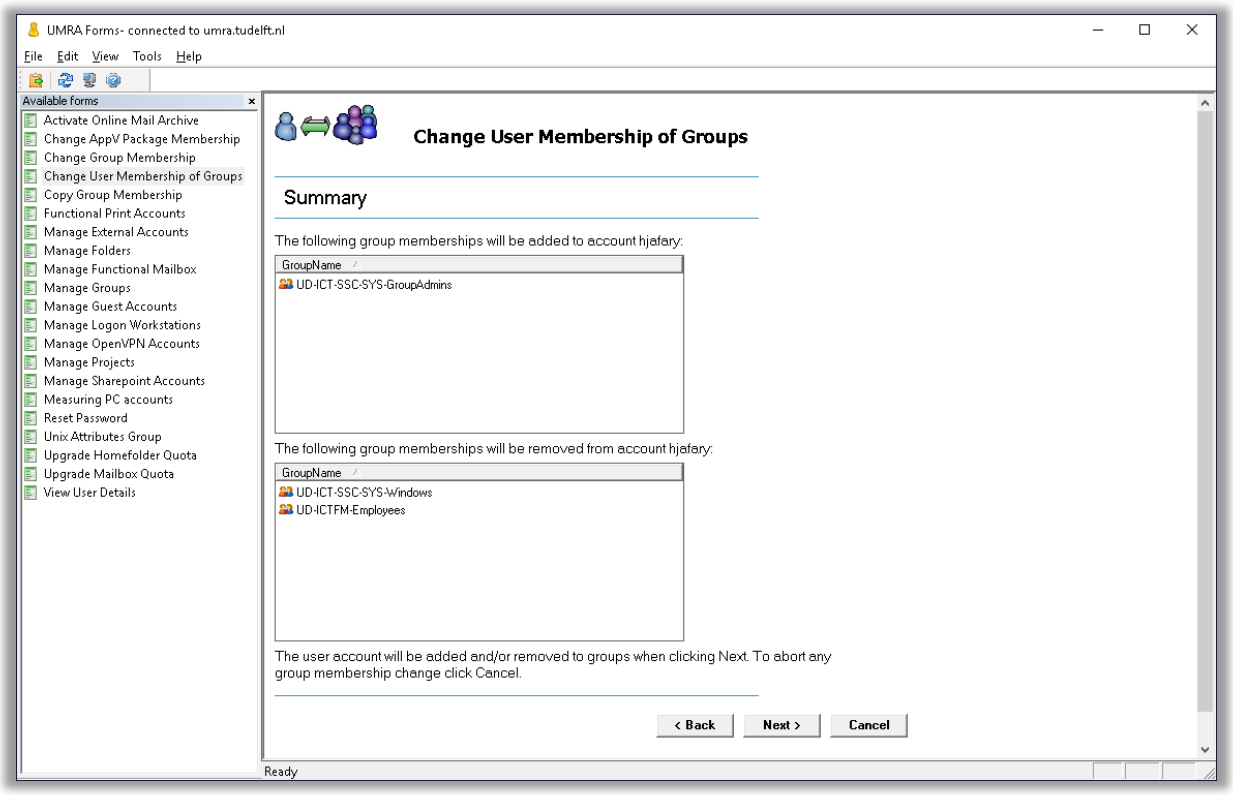
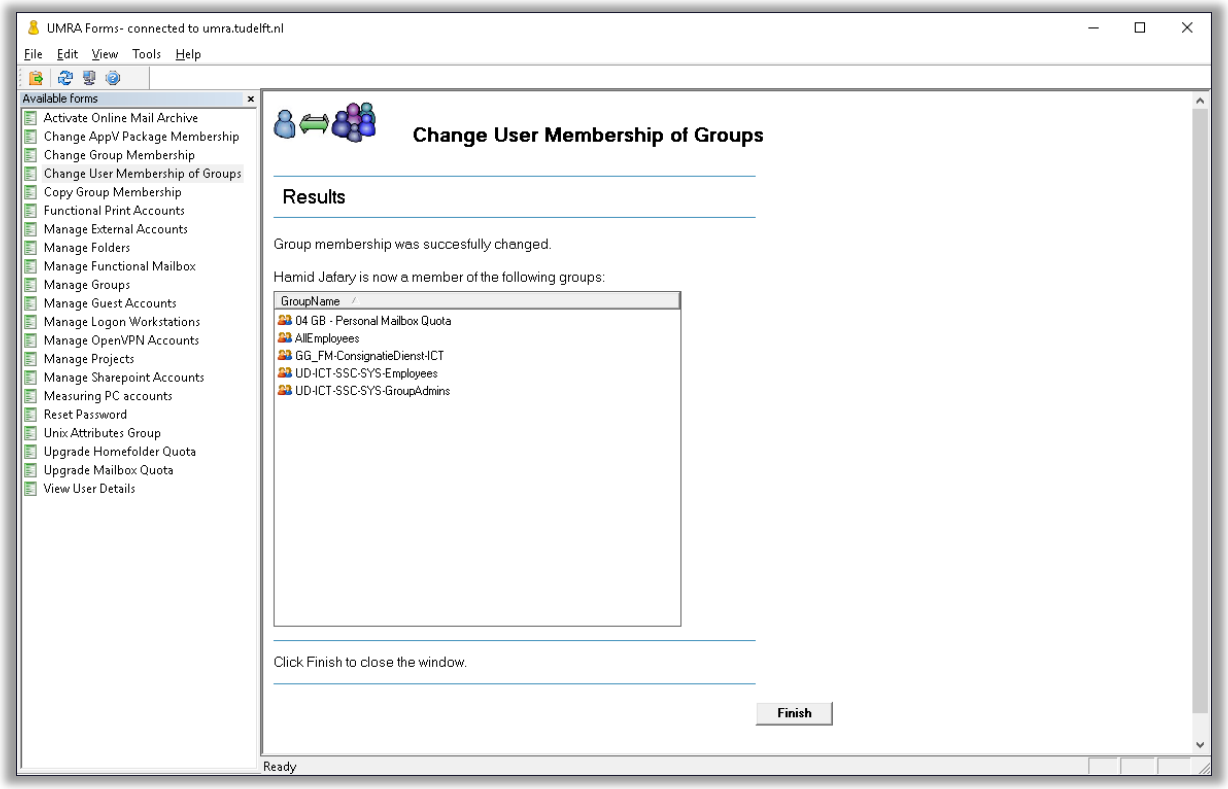
Please select one or more groups to remove the user from these groups. (Use Ctrl and click to select multiple groups) Do not select any groups here if you're only adding groups to a user account.
Note: Only regular faculty, apps and project groups will be shown and can be removed.



- Select a group and click ***Next***.



It is possible to select another group by clicking ***Back***.
To continue, click ***Next***. No changes will be made yet, another summary screen will be shown.



The list shown here is the actual list of groups that is added to the user account.
When you click ***Next***, the groups are added.

- Click ***Finish***.