

# Northern Arizona University Grouper Page

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Here is the portal screen used to define groups at Northern Arizona University.

## Add a Group

**Step 1 - Name and describe your group.** Give your group a name and description.

Organizational Group    Personal Group

Group Name: (58 chars)   ITS - SIA - test group

Organization    Area or Team   User-defined name  
 No Area or Team

**ITS-SIA-test group**

Description: (100 chars)   test

**Step 2 - Add owners.** Enter the people or groups you want to be owners of your group.

Owner is System:    NOTE: No other owners allowed.

Owners - People: (emplid or uid)   Enter IDs...   Search for People...

Owners - Groups:   Enter Group Names...   Search for Groups...

**Step 3 - Add members.** You may add people and other groups to your group.

Members Group Filter:    Create special filter group

Members - People: (emplid or uid)   Enter IDs...   Search for People...

Members - Groups:   Enter Group Names...   Search for Groups...

**Step 4 - Exclude members (optional).** You may exclude selected people and sub-groups from the members you added in Step 3. They will not be members of your group.

Excluded People: (emplid or uid)   Enter IDs...   Search for People...

Excluded Groups:   Enter Group Names...   Search for Groups...

**Step 5 - Add your group.** Review the information you have entered, especially the group name, since it cannot be changed once the group is added. Then click the *Add Group* button to add this group.