

# Assign someone to be able to manage a group

- [Summary](#)
- [Privilege requirements](#)
- [Procedure](#)

## Summary

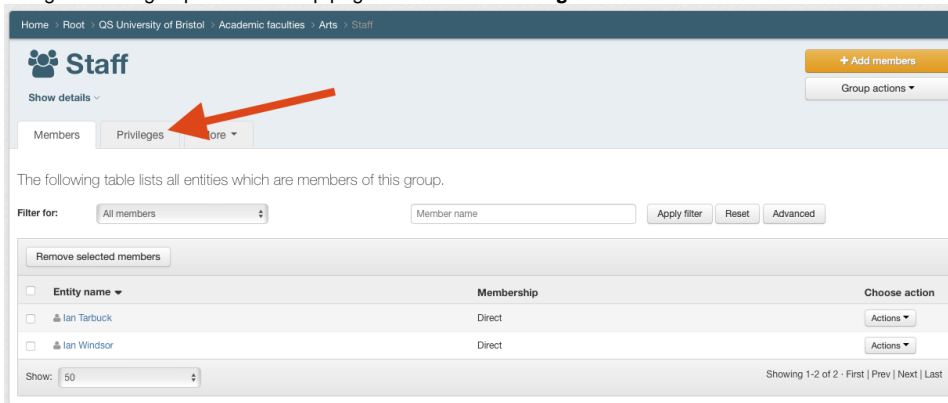
You can assign privileges to an entity or entities (individual users, or a group) to allow them to manage a group. This involves granting either the **UPDATE** or **ADMIN** permission.

## Privilege requirements

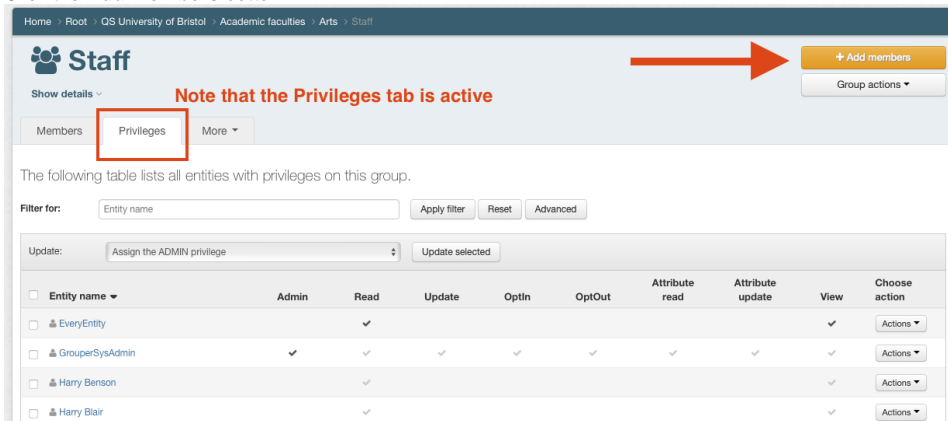
You need **ADMIN** on the group to be able to assign privileges on the group. If you are a Grouper sysadmin you inherently have this privilege on every group.

## Procedure

1. Navigate to the group's membership page. Click on the **Privileges** tab.



2. Click the **Add members** button.



3. Enter your search criteria in the **Member name or ID field**, and select the appropriate subject from the list. You can search for an individual person, or a group.

Home > Root > QS University of Bristol > Academic faculties > Arts > Staff

## Staff

+ Add members

Group actions ▼

Member name or ID:

Assign these privileges:

Show details ▼

Members Privileges

The following table lists all

Barry Tarbuck  
Elizabeth Tarbuck  
Fiona Tarbuck  
Harry Tarbuck  
Ian Tarbuck  
Jane Tarbuck  
John Tarbuck  
Keith Tarbuck  
Margaret Tarbuck  
Monica Tarbuck  
Peter Tarbuck  
Steven Tarbuck

OPTOUT ATTRIBUTE READ ATTRIBUTE UPDATE

4. In the **Assign these privileges** section of the page, select the checkbox for **"UPDATE"** (can modify group membership) or **"ADMIN"** (can modify group membership, change group name, or delete the group).

Home > Root > QS University of Bristol > Academic faculties > Arts > Staff

## Staff

+ Add members

Group actions ▼

Member name or ID:

Enter an entity name or ID, or search for an entity.

Assign these privileges:

MEMBER ADMIN ☒ UPDATE READ VIEW OPTIN OPTOUT ATTRIBUTE READ ATTRIBUTE UPDATE

Add or import a list of members .

- Choose the simplest permission that will suffice, keeping in mind that anyone with ADMIN privilege can rename or delete the group, whether intentionally or accidentally.
- If the user can manage the group, but is not a member of the group, unselect the checkbox for **"MEMBER"**.

5. Click the **Add** button. Note that the selected person or group is now listed in the list of entities with privileges, with the appropriate privilege(s) assigned.

Home > Root > QS University of Bristol > Academic faculties > Arts > Staff

## Staff

+ Add members

Group actions ▼

Member name or ID:

Enter an entity name or ID, or search for an entity.

Assign these privileges:

MEMBER ADMIN ☒ UPDATE READ VIEW OPTIN OPTOUT ATTRIBUTE READ ATTRIBUTE UPDATE

Add or import a list of members .

Show details ▼

Members Privileges More ▼

The following table lists all entities with privileges on this group.

Filter for:  Apply filter Reset Advanced

Update: Assign the ADMIN privilege Update selected

Entity name	Admin	Read	Update	Optin	OptOut	Attribute read	Attribute update	View	Choose action
<input type="checkbox"/> Barry Tarbuck		✓	✓	✓	✓			✓	Actions ▼
<input type="checkbox"/> EveryEntity		✓						✓	Actions ▼
<input type="checkbox"/> GrouperSysAdmin	✓	✓	✓	✓	✓	✓	✓	✓	Actions ▼
<input type="checkbox"/> Harry Benson		✓						✓	Actions ▼
<input type="checkbox"/> Harry Blair		✓						✓	Actions ▼