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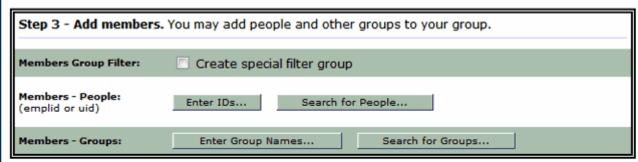
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Here is the portal screen used to define groups at Northern Arizona University.

Add a Group

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

Group Name:
(58 chars)

◉ Organizational Group   ○ Personal Group

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 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.

Add Group   Reset   Cancel

Also, read the case study Grouper Shines at Northern Arizona University