Add a User to a User Group

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Incident Management relies on user groups to define user permissions and responsibilities in the app.

> ℹ️ The Core Administrator can create users only. It is not to be confused with the Administrator (Incident Management), who can view incident objects and manage library objects.

> ⚠️ If your organization is synced with LDAP, any instance of adding or removing users to a user group will need to be done from LDAP itself. If made in Core, any changes could be reverted during the next LDAP sync.

To add a user to a user group:

1. Log into a user account that has access to **Administration**.
2. Click the ⚙️ icon in the top bar **> User Groups** in the **People** section.
3. Click a user group.
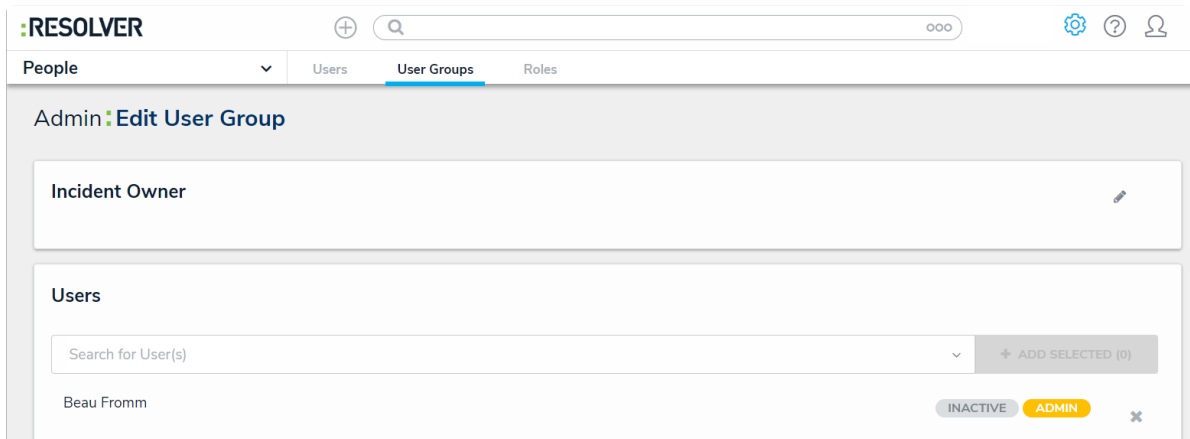
The Edit User Group page.

4. Click the **Users** search field and start typing a username, then click the desired user.
5. Click **Add Selected**.
6. Click **Done**.