

Add a User to a User Group

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



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 \bigcirc icon in the top bar > **User Groups** in the **People** section.
- 3. Click a user group.

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People ~	Users	User Groups Roles		
Admin : Edit User Group				
Compliance Team				1
Users				
Search for User(s)			~ + ADE	SELECTED (0)
Connie Compliance Team				×
Changes to group membership	will not be appl	d until the user logs out and back in.		
Roles The following Roles have been linke	d to this Group			
Compliance Team				
			•	✓ DONE

The Edit User Group page.

- 4. Begin typing a username in the **Users** search bar to display a list of available options, then select the desired user.
- 5. Click Add Selected.
- 6. Click **Done**.