

Add a User to a User Group


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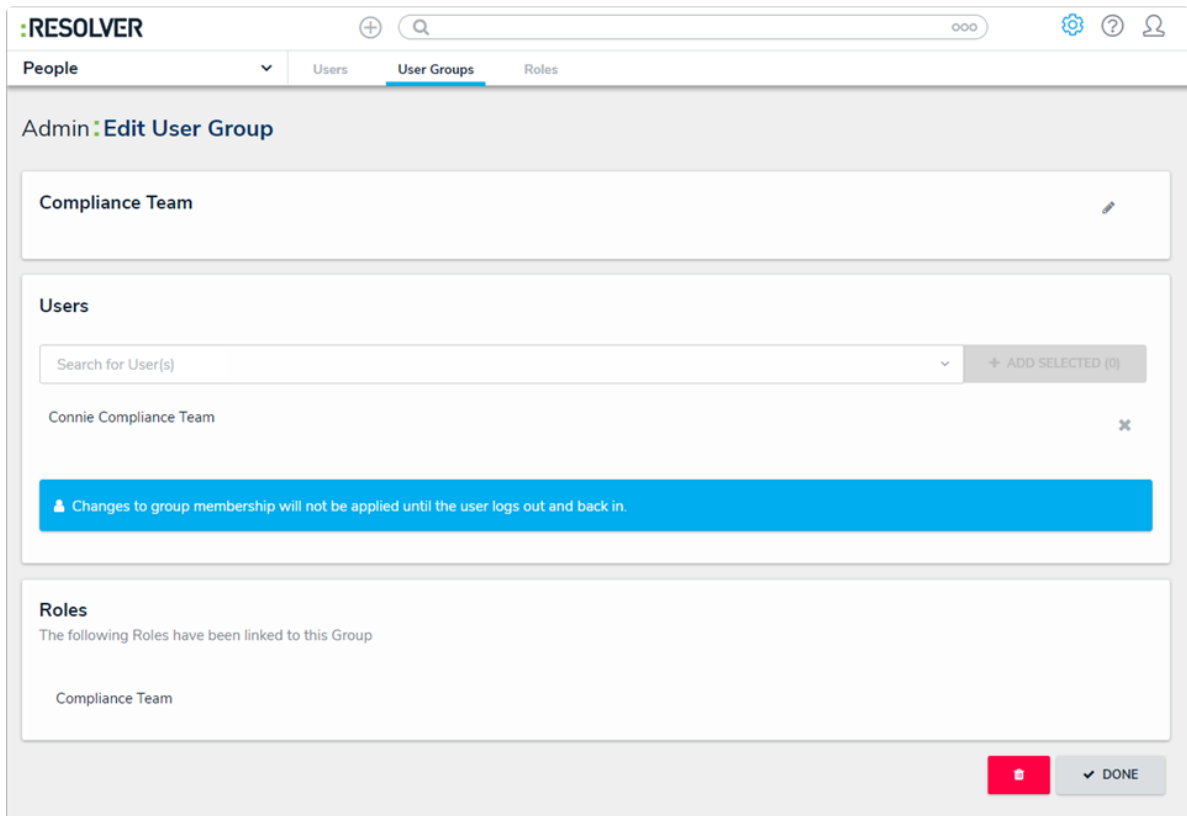
Compliance Management relies on [user groups](#) to define user permissions and responsibilities in the app.



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



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**.