

Assigning a User to a User Group Through the User Profile

Last Modified on 02/04/2025 3:41 pm EST

Overview

An Administrator or **User Management** or **Setting Management** advanced permission user can assign a user to a group when creating or editing a user, without going through the **User Groups** screen.

User Account Requirements

The user account you use to log into Resolver must have Administrator or the **User Management** or **Setting Management** advanced permissions to access the **User Management** screen.

Related Information/Setup

Please see the Assigning Advanced Permissions to a User article for more information on advanced permissions.

Navigation

1. From the *Home* screen, click the **Administration** icon.



Administration Icon

2. From the Administrator Settings menu, click User Management.



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Home 🗸	My Tasks		Admin Overview
	My Tasks	¢ SORT Q SEARCH	Settings

Administrator Settings Menu

- 3. Enter a user's name in the **Search** field to narrow the search results.
- 4. Click the name of the user you want to assign to a user group.

				÷	Q Search				\$ ® \$
Settings	~	User Management	Branding	Languages					
		User Mana	gement			C	🛓 EXPORT AS CSV	+ CREATE USER	
		Q, Val						0	
		100 Licensed Users	11 Enabled	0 Inactive 🔞	Active/inactive users	User permissions	User groups		
		Last login: 1	a Rodriguez todriguez@email Never	.com	Select filters 🗸	Select filters 🗸	Select filters	IMPERSONATE	

User Search

Assigning a User to a User Group Through the User Profile

1. From the *Edit User* screen, scroll to the **User Groups** tab in the **User Memberships** section.



		···
Settings V User Management Branding L	anguages	
User Management : Edit User : Valentina Re	odriguez	ADVANCED PERMISSIONS
User Profile		Account Status
* First Name	* Last Name	Enable User Access
Valentina	Rodriguez	
*Email		Enforce Org-Level MFA 3
Valentina.Rodriguez@email.com		RESET ORG-LEVEL MFA FOR THIS USER
		Language
User Type		English (United States)
Standard User	~	
Default user type, able to access platform based on their memberships and permissions.		
User Memberships		
User Groups (1) Roles (3) Advanced Permissions (1)		
Select which User Group(s) this user is a member of		
Select one	V + ADD	
Administrator (Global)	×	

User Groups Tab

 Select the user group you want to add the user to from the Select which User Groups(s) this user is a member of drop-down.

	④ (Q. Search)	···		
Settings v User Management Branding Languages				
User Management : Edit User : Valentina Rodrigu	Jez			
User Profile		Account Status		
* First Name	* Last Name	Enable User Access Portal URL Access 9		
Valentina	Rodriguez	All Data Access		
* Email		Enforce org-level MFA 9		
Valentina.Rodriguez@email.com		DESET OD A LEVEL MEA EAD THIS LISED		
User Memberships		Language		
User Groups Roles		English (United States)		
Select which Lies Group(e) this uses is a member of		Advanced Permissions		
Select one				
Activity Owner (Limited User)	Create, manage, and assign users			
Administrator (Compliance)	· · · · · ·			
Administrator (Global)				
Administrator (IT Compliance)				
Administrator (IT Risk Management)				
Administrator (Incident Management)				
Administrator (Internal Audit)				
Administrator (Internal Controls)		🗧 🗸 DONE		

Select which User Group(s) this user is a member of Field



3. Click the **Add** button to add the user to the selected user groups.



		<u>د او </u>
Settings V User Management Branding	Languages	
User Profile		Account Status
* First Name	* Last Name	Enable User Access
Valentina	Rodriguez	
* Email		Enforce Org-Level MFA 💿
Valentina.Rodriguez@email.com		RESET ORG-LEVEL MFA FOR THIS USER
		Language
User Type		English (United States)
Standard User	~	
Default user type, able to access platform based on their memberships and permissions.		
User Memberships		
User Groups (1) Roles (3) Advanced Permissions (1)		
Select which User Group(s) this user is a member of		
External Audit Team $~\times~$	V + ADD	
Administrator (Global)	×	
		☐ ✓ DONE

Add Button

4. To remove a user from a user group, click the **Delete** icon next to the user group name.

	Q Search	🕸 🖗 🕹
Settings V User Management Branding La	inguages	
* First Name	*Last Name Rodriguez	Enable User Access
*Email		Enforce Org-Level MFA
Valentina.Rodriguez@email.com		Language
User Type		English (United States)
Standard User	~	
Default user type, able to access platform based on their memberships and permissions.		
User Groups (2) Roles (4) Advanced Permissions (1)		
Select which User Group(s) this user is a member of		
Select one	V + ADD	
Administrator (Global)	×	
External Audit Team	×	
		ë ✓ DONE

Delete Icon

5. Click the **Done** button to save your changes.

	€ Q Search			\$ @ L
ettings v User Management Brai	nding Languages		1	
User Profile			Account Status	
* First Name	* Last Name		Enable User Access	All Data Access
Valentina	Rodriguez			
* Email			Enforce Org-Level MFA 😨	
Valentina.Rodriguez@email.com			RESET ORG-LEVEL MFA FOR THIS USER	
			Language	
User Type			English (United States)	~
Standard User		~		
Default user type, able to access platform based on their memberships and pe	missions.			
User Memberships				
User Groups (1) Roles (3) Advanced Permissions (1)				
Select which User Group(s) this user is a member of				
Select one		✓ + ADD		
Administrator (Global)		×		



Done Button