Assigning a User to a User Group Through the User Profile

Overview

An Administrator or user with Advanced Permissions can assign a user to a group when creating or editing a user, without going through the User Groups section.
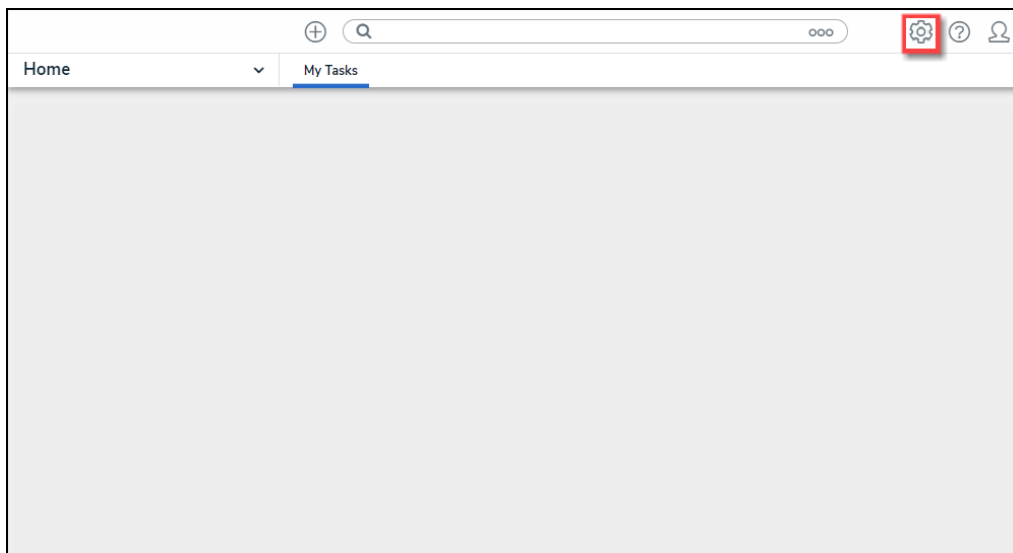
User Account Requirements

The user account you use to log into Resolver must have Administrator or 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.
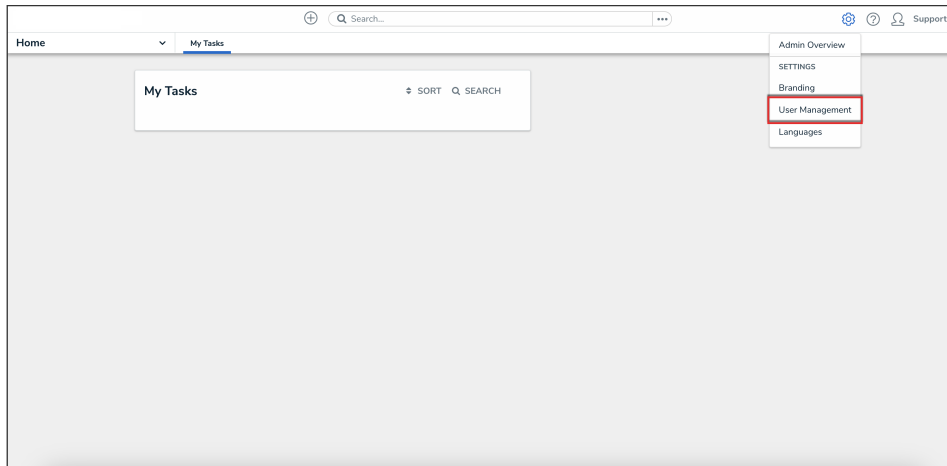
Navigation

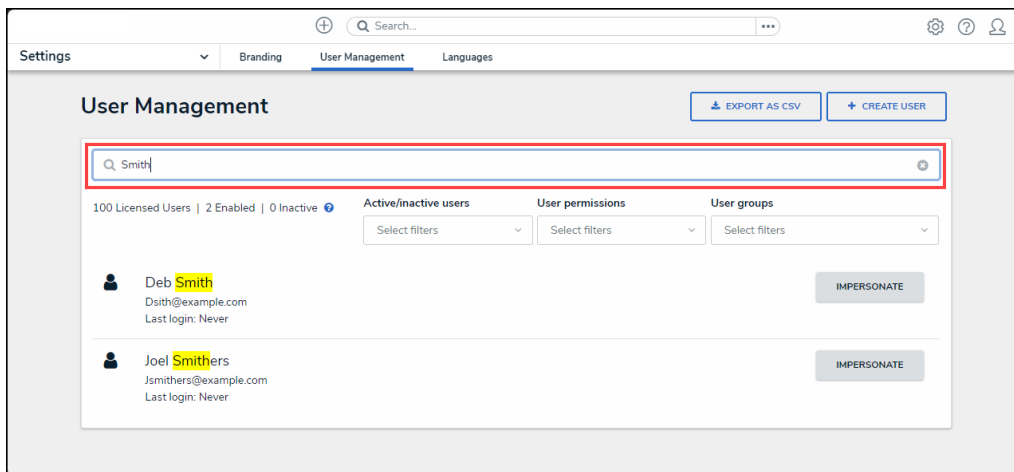1. From the **Home** screen, click the **Administration** icon.

Administration Icon

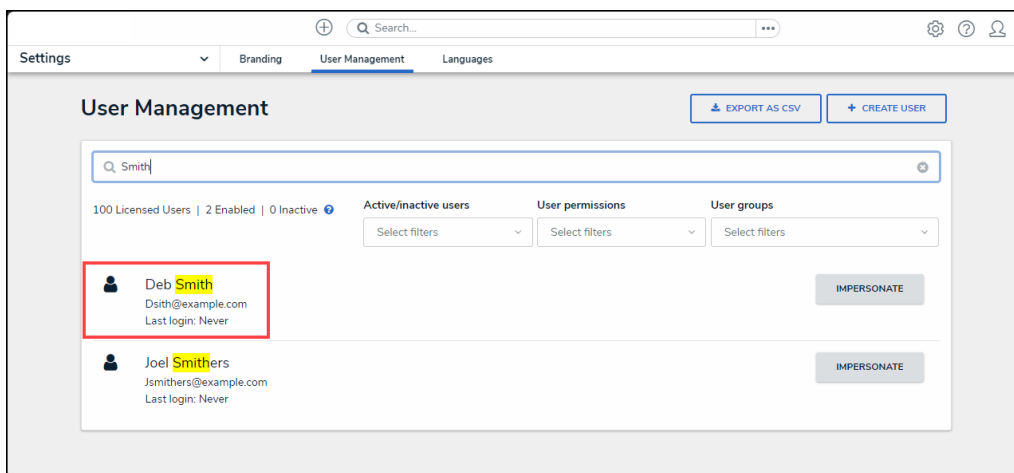2. From the **Administrator Settings** menu, click **User Management**.

Administrator Settings Menu

3. From the ***User Management*** screen, enter a username in the **Search** field.

Search Field

4. Click on a **Username** link.

Username Link

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1. From the **User Management - Edit User** screen, scroll to the **User Group Membership** section.
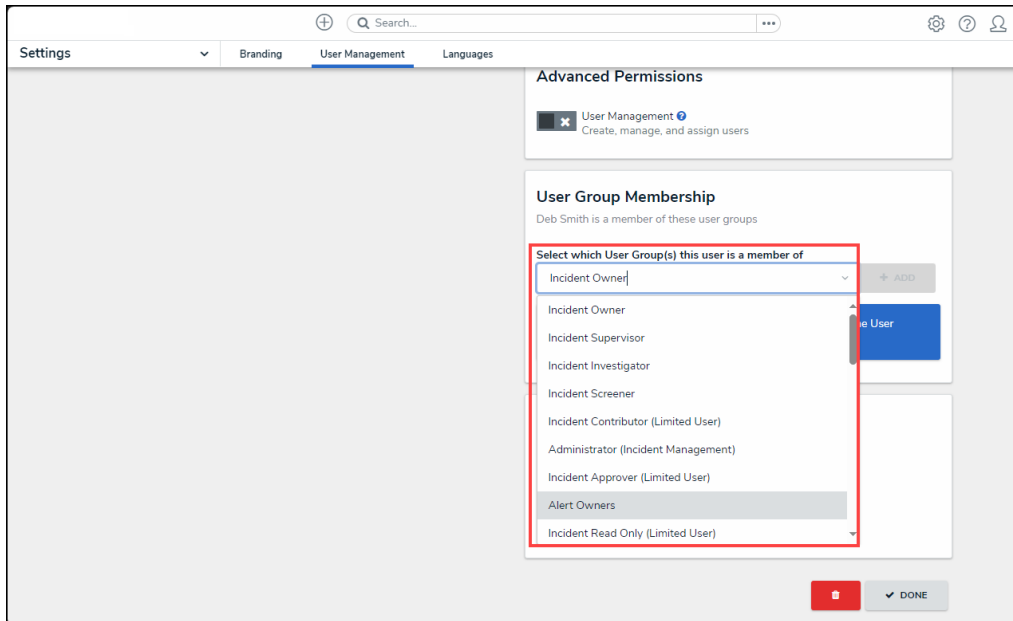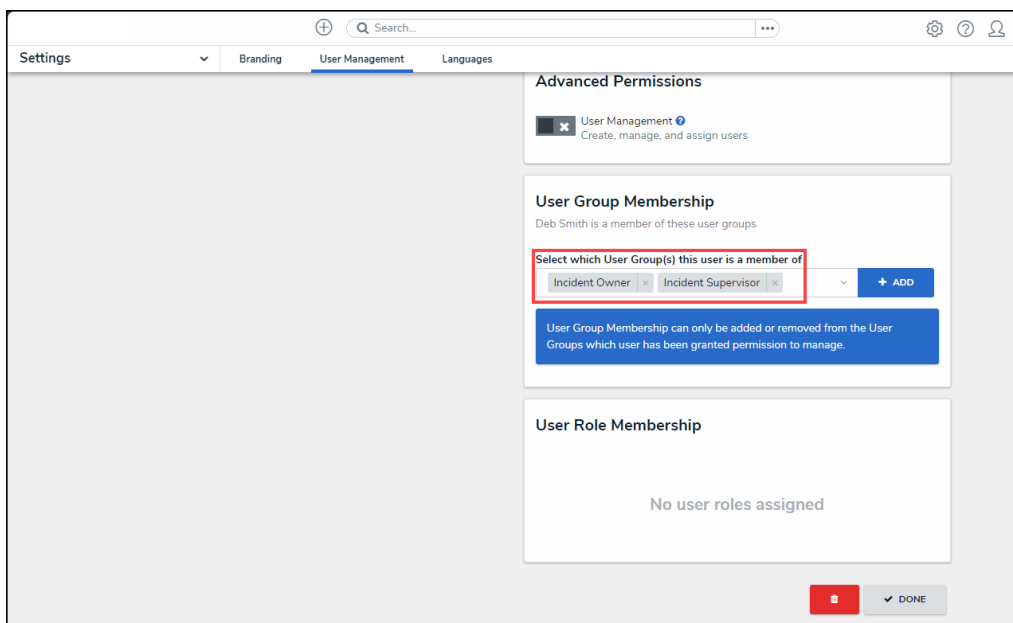

User Group Membership Section

2. Click the **Select which User Group(s) this user is a member of** field and enter a user group name to narrow the user groups on the dropdown menu and select a user group.
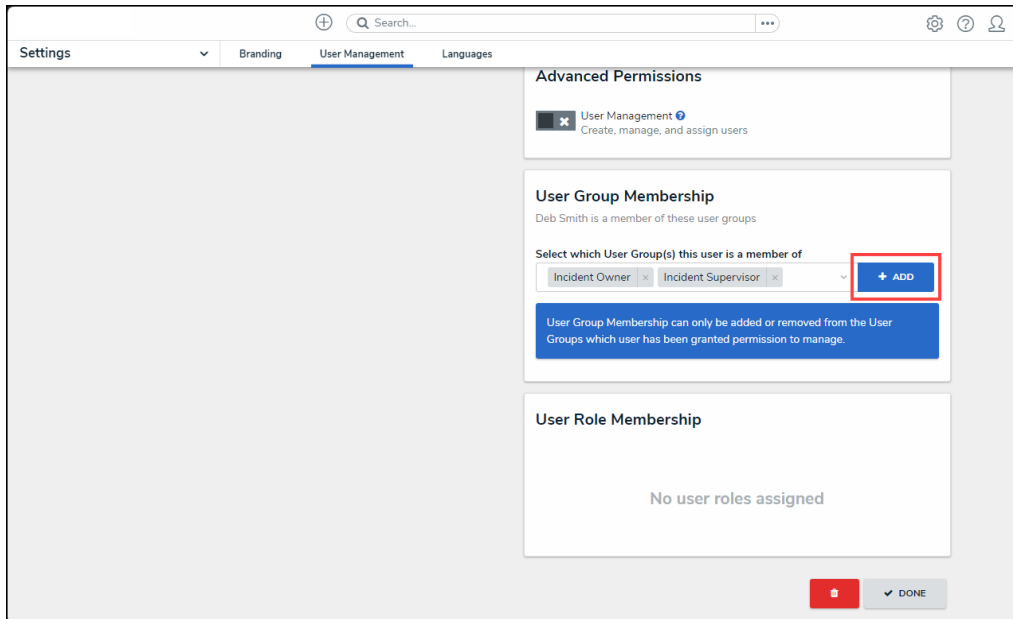
Select which User Group(s) this user is a member of Field

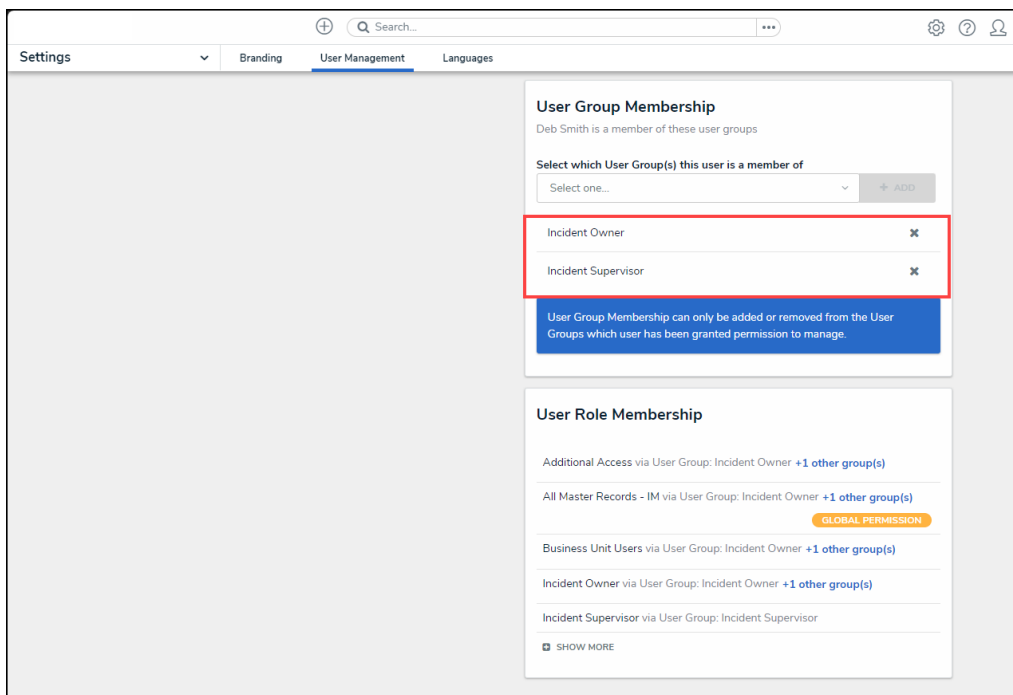3. Select a **User Group** from the dropdown menu. Multiple user groups can be selected.

User Groups

4. Click the **+ Add** button to add the selected user groups to the User Profile.
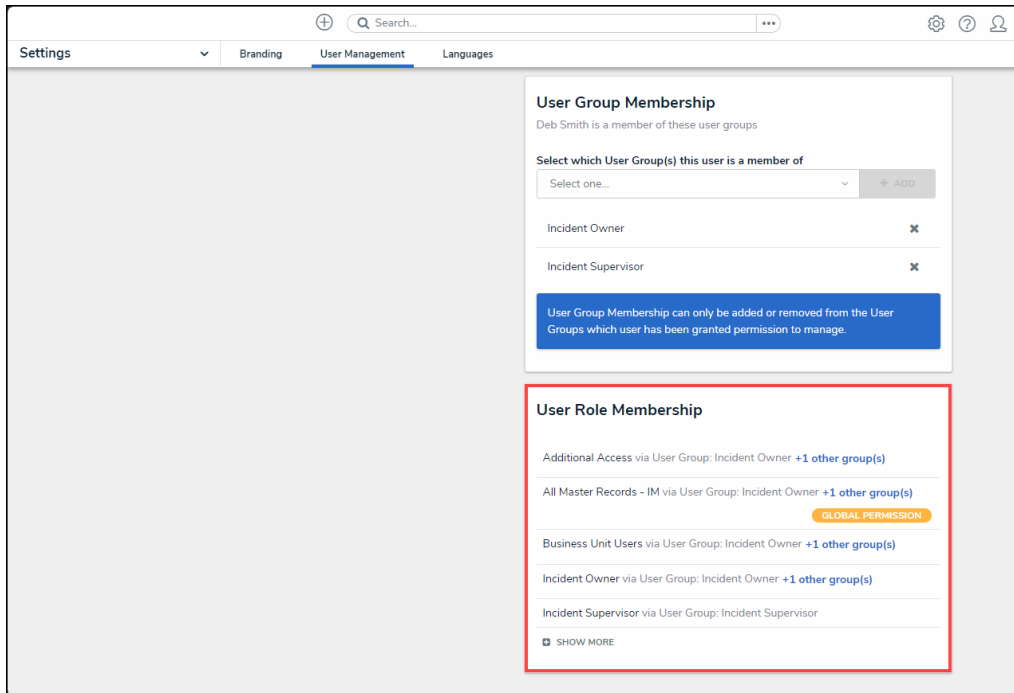
+ Add Button

5. The added user groups will be listed under the **Select which User Group(s) this user is a member of** field.
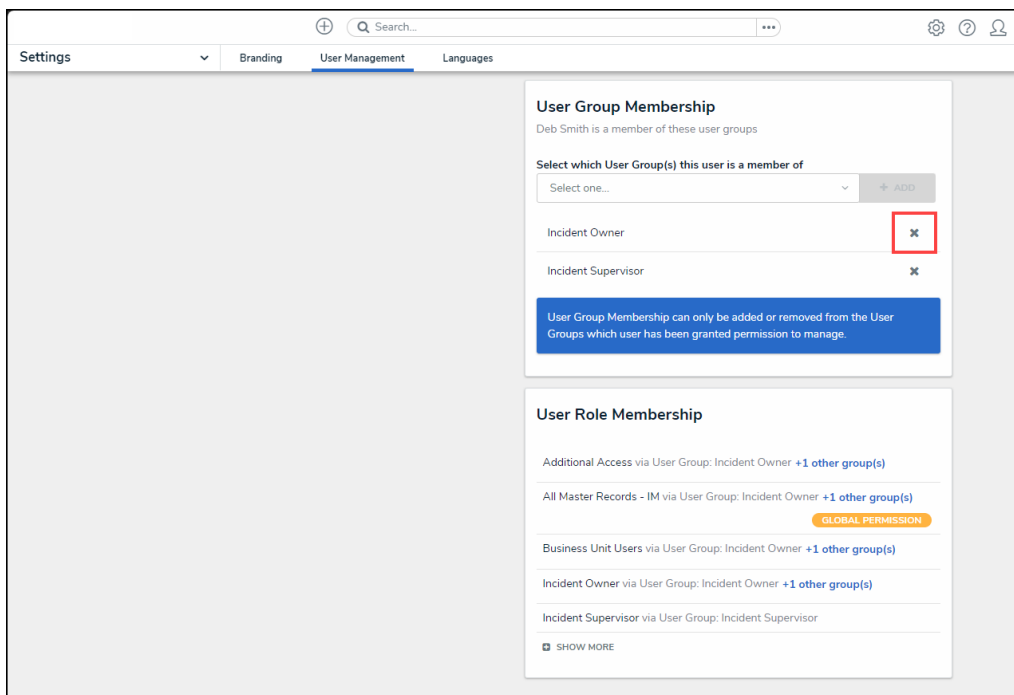

User Group List

6. The roles associated with the selected user groups will appear in the ***User Role Membership*** section.

User Role Membership Section

7. Click the **Delete** icon next to the user group to remove it from the user profile.

Delete Icon