

Creating a Group

To create a new group, you must begin by copying an existing one. After you've created the group, you're ready to complete the process by changing its security options as needed and adding members.

1. Sign in to Group Administration

2. Locate the Group you Want to Copy

On the Group Administration home page, use the Keyword search to find the group you want to copy to create your new group and select it.

Click the "Copy" button.

3. Fill out the Copy Group Configuration Fields

Name the new group (required), and modify its description as needed.

Select where you want to go to next – back to the Groups Home page, to the Configure Security page to modify security settings for the group, or to the Configure Members page to add members to the group.

Copy Group Configuration

Group Name is a required field and must be changed. Update description, as necessary. Select what should be copied and where to go after the Group has been copied; then click Copy.

Group Name

Administrator - Functional

* Please change the group name to a unique name.

Description

Copy of the Administrator - System (-1) group without override or cabinet/folder delete rights.

Copy Group and go to...

- ✓ Groups Home
- Configure Event Form
- Configure Group Members
- Configure Group Security
- Configure Locations
- Configure Resources

Cancel Copy

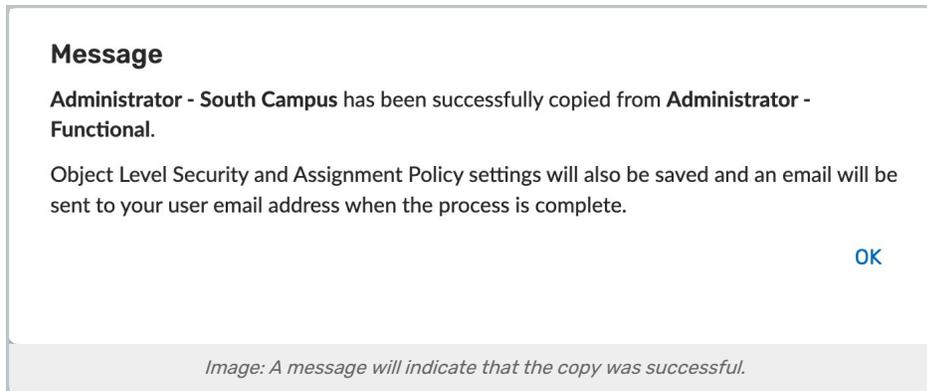
Student Center on locations/resources, contact/org creation, inline

Image: Copy Group Configuration form.

4. Click Copy and Confirm

In the copy confirmation window, click **OK**.

All current security settings are copied to the new group except assignment window settings.



5. Add Users to the new Security Group

Next, you must [add members to the group](#) and modify its security settings as needed.



Tip: You Can Copy the Administrator - System (-1) Group

If you need to create an additional administrator security group, you can copy the Administrator - System (-1) group and then alter the permissions, usually to remove some of the permissions.