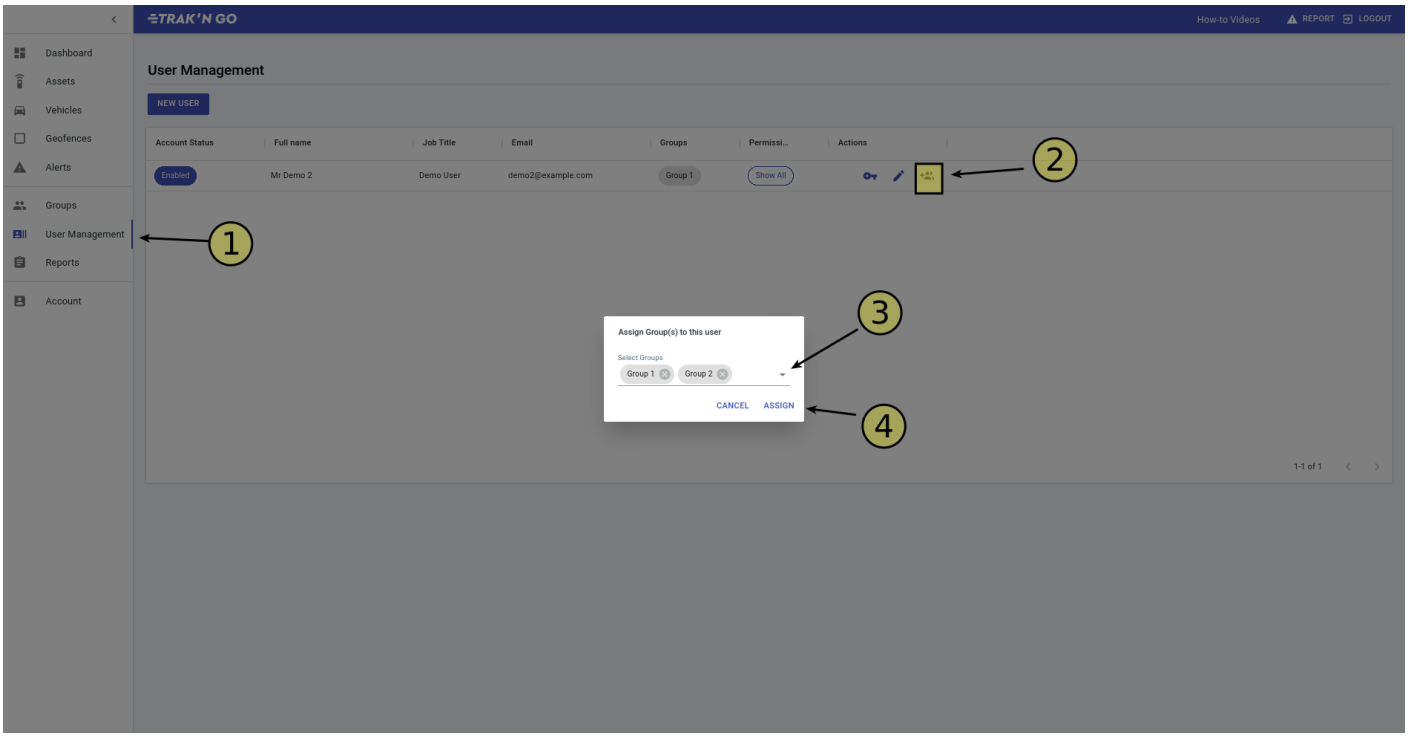
How to add a user to a group?



1. Make sure you are on the User Management Page. You need to be an Admin in order to access this page.
2. Click the indicated icon for the user you want to edit.
3. Select the groups that you want to the user to be in.
4. Click ASSIGN to make the changes.

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