**Quick Guide for Adding Users and Roles**

Note: You must be a Group Admin to manage roles

Full instructions for managing roles are at: <http://www.csun.edu/sites/default/files/web-one-admin.pdf>

Steps to adding users to a group:

1. New users of Web-One must register by logging into [www.csun.edu/saml\_login](http://www.csun.edu/saml_login) (note underscore: saml\_login) with their Portal credentials and then log out.
2. The Group Admin log into [www.csun.edu/saml\_login](http://www.csun.edu/saml_login) and select your group
   1. Add users to Group:
      1. Go to Group tab
      2. Select Add People
      3. Enter User name (dynamic field)
      4. Membership State should be at “Active” for new user
      5. Field Name should be at “Group membership”
      6. Click Add users
   2. Assign roles to User:
      1. Go to Group tab
      2. Select People
      3. Check box next to user name
      4. Go to Operations and select “Modify OG user roles” from the drop-down menu
      5. Click Execute
      6. Select role(s) to assign to user
      7. Click Next -> Confirm