

Add User Group

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Tool Search: Add User Group

The Add User Group tool allows you to create user groups, which can then be assigned specific tools and calendar rights. Once a user group is given specific rights, users can be assigned to the group, and all rights granted to the group are then granted to the person assigned to the group. This is a convenient and streamlined way to assign rights to a set of users and add or remove rights from these users.

User groups can be assigned to individual users via their [User Account](#).

Add User Group ☆
User Management > User Groups > Add User Group
Related Tools ^

User Group Name *

Associated Product

Description

Save

Save & Navigate

Only users with the Student Information System (SIS) product security role can access this tool.

[See this article for more information.](#)

Create a Group

To create a group:

1. Search for 'Add User Group' in the tool search bar and select the tool.
 2. Enter the **User Group Name**. Infinite Campus recommends using an easily identifiable descriptive name when assigning to users.
 3. Select the **Associated Product**. This allows you to associate the group with a specific product within Infinite Campus. Only users in a [Multi-Product or Premium Product environment](#) can select a value other than 'Student Information System'. Depending on the products your district uses, the following options are available.
 - Student Information System
 - Finance
 - Human Resources
 - Point of Sale
 - Staff Evaluations
 4. Enter a group **Description**.
 5. Click **Save**.
OR
 6. Click **Save & Navigate**. You will be redirected to the user group you just created.
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