

# User Groups (Individual User) [.2211 - .2239]

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You are viewing a previous version of this article. See [User Groups \(Individual User\)](#) for the most current information.

**PATH:** *System Administration > User Security > Users > User Groups*

**Search Term:** *Membership in User Groups*

The User Groups tab lists the user groups to which the selected person is assigned. User groups eliminate the need to individually assign tool rights to each person that needs the same access.

See the [User Groups](#) article for information about establishing user groups.

System administrators are highly encouraged to assign users to user groups as opposed to individual tool rights. This allows admins to easily remove a group of tool rights for a person by removing them from the corresponding user group, or assign tool rights to users without having to go through and individually assign each tool right per necessary tool.

Users working with many user groups (in the thousands) may experience some system performance slow down when searching for and adding user groups.

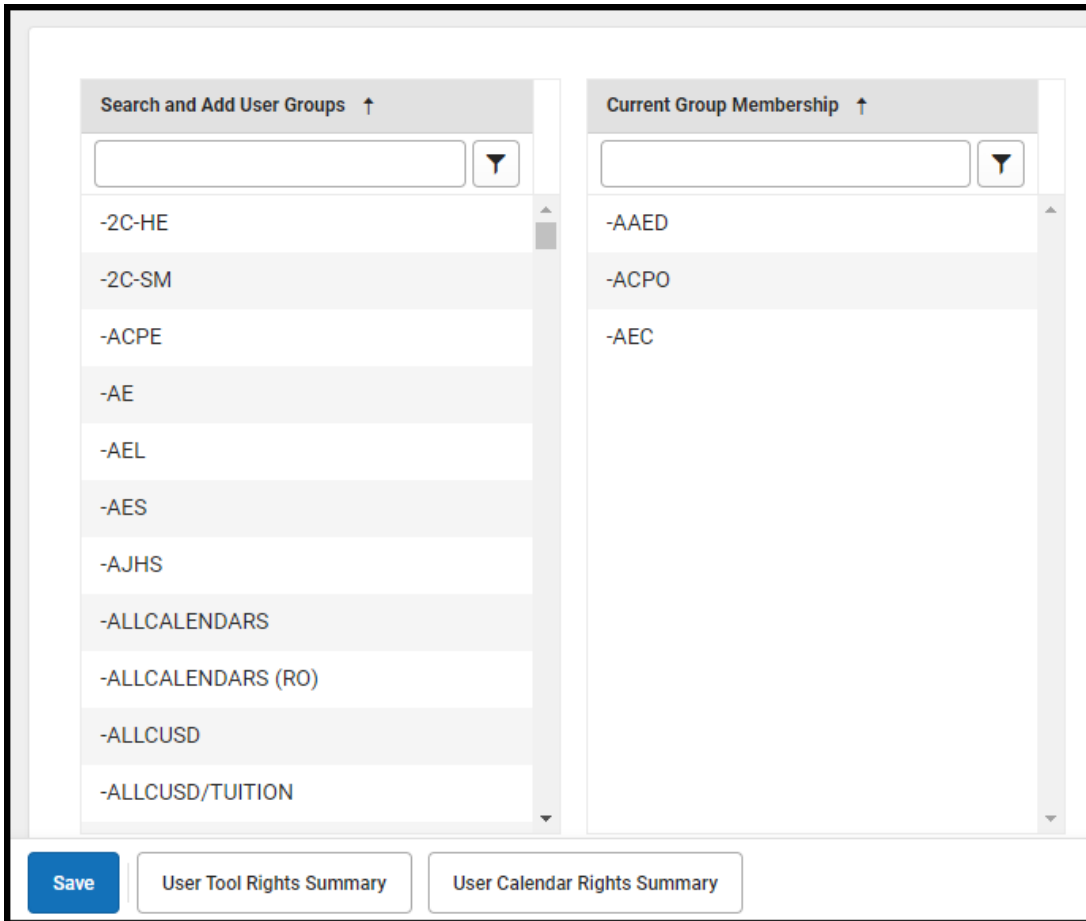
The screenshot shows the 'Membership In User Groups' interface for user 'campustestuser' (Hay, Cathy). The breadcrumb trail is 'User Management > User Accounts > Membership In User Groups'. The interface is divided into two main columns: 'Search and Add User Groups' and 'Current Group Membership'. The 'Search and Add User Groups' column contains a search box and a list of user groups including -2C-HE, -2C-SM, -ACPE, -AE, -AEL, -AES, -AJHS, -ALLCALENDARS, -ALLCALENDARS (RO), -ALLCUSD, and -ALLCUSD/TUITION. The 'Current Group Membership' column contains a search box and a list of user groups including -AAED, -ACPO, and -AEC. On the right side, there is a 'Related Tools' dropdown menu and a list of navigation options: 'Add User Account', 'User Account Information', 'Access Log', 'Calendar Rights', 'Membership In User Groups' (highlighted), and 'Tool Rights'. At the bottom, there are three buttons: 'Save', 'User Tool Rights Summary', and 'User Calendar Rights Summary'.

Image 1: User Groups Tab

# Assigning User Groups to a User

To assign the user to a user group(s):

1. Place your cursor in the **Add User Group** field and begin typing the name of the user group. The field will continue to refine results as you enter more characters.



2. Once you locate the group, select the group name. The user group will appear in the **Current Group Membership** window.
3. Once all user groups have been selected, click the **Save** icon.

# Viewing the User Rights Summary

To access a comprehensive view of all tool rights the user has been granted within Campus (between Tool Rights and User Groups), click the **User Rights Summary** button. The User Rights Summary Report will appear in a separate window (Image 2).

You can expand tools to view additional tool rights and sub-rights. You can also hover the mouse cursor over a tool to see exactly how the user was granted rights to the tool (granted by tool rights or granted by a group).

You will only see tools for which the user has been granted access within Campus.

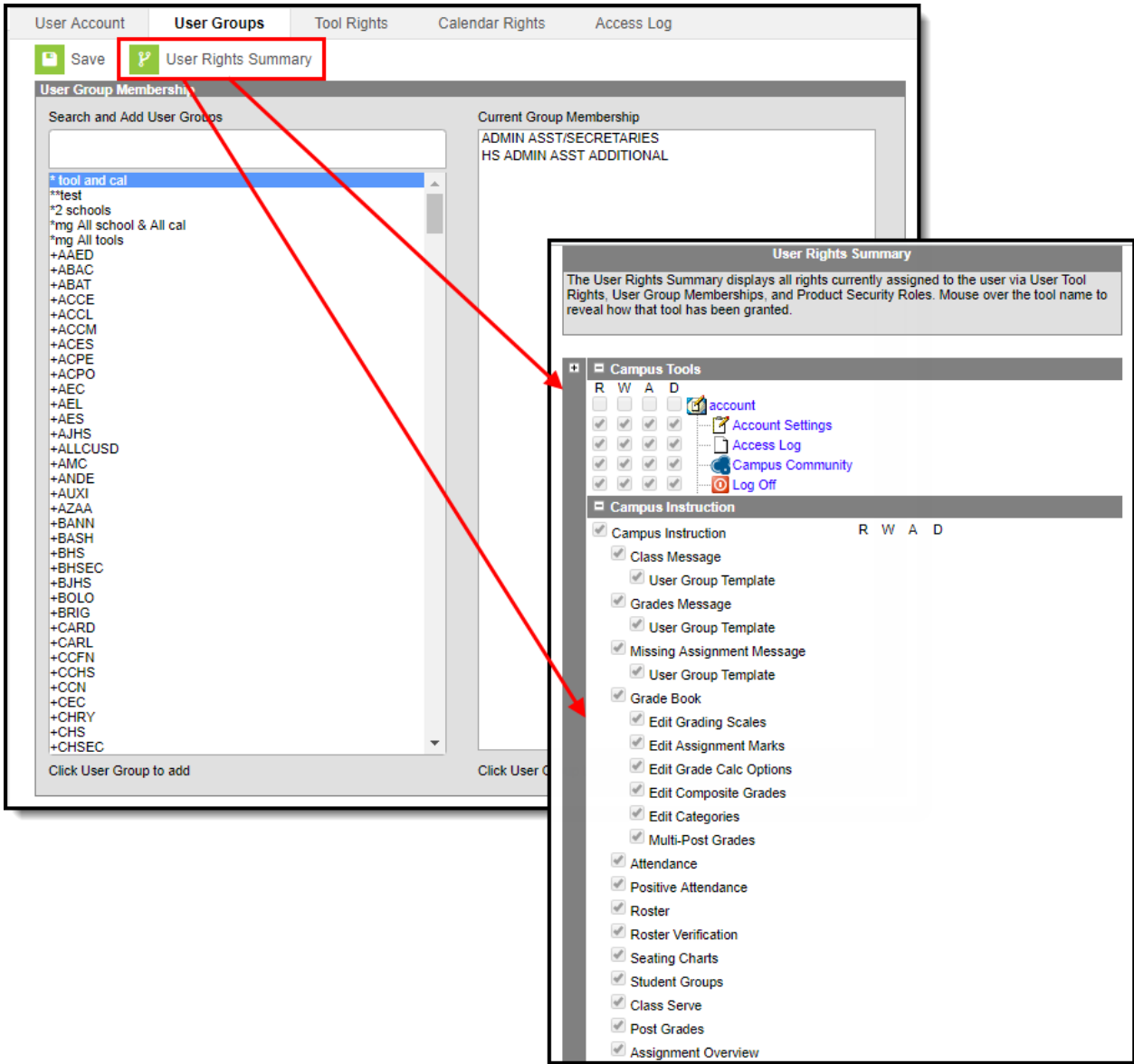


Image 2: Viewing the User Rights Summary

## Related Tools

Tool	Description
<b>User Account Batch Wizard</b>	This tool allows users to batch create student and staff user accounts using the census email address or a username patterns, enable student and staff user accounts, disable student and staff user accounts, force a password reset for student and staff user accounts, and add or remove user groups for user accounts en masse.

Tool	Description
<b>User Group Report</b>	This tool provides high-level and detailed information about which user groups exist, all tool rights and calendar rights assigned to each user group, and which user groups are assigned to which Staff Account Automation rules.

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