How to Create a New Group in UMG

Note: Administrators Only

1. Logon to https://umg.its.psu.edu
2. Click on Create Group (located on the left hand side of the page)

Group Type: Functional
Campus: University Park
Dept/Unit Name: hhd
Functional Group Name: ex.Isstraining_r (read-only) Note: please put your group name.
Note: you will already have a read-write created by default.

Then select Create Group
3. Once the group has been created you need to add people

4. Click on **Modify or Remove Group**

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1. Then find your **Group** you created *ex: isstraining_r*. Then select **Modify Membership or Features**

2. Then select **Add User** or **Remove user** to your group

**Add User:**

1. Select the **Add User(s) button**
2. Penn State Directory Search will appear
   a. Type the **User ID or Last Name** and click **Search**
   b. Then Click **ADD**

**Remove User:**

1. Select the **person’s name** in the box then click the **Remove User(s) button**.