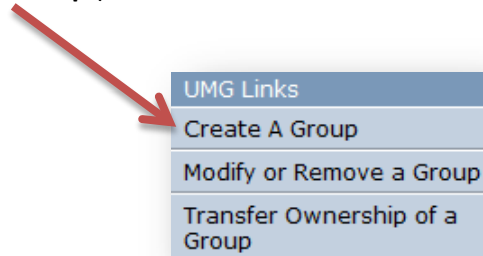


How to Create a New Group in UMG

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)



To create a User Managed Group (UMG), please fill out the form below.

User Managed Group Information

Group Type: Personal
 Functional

Campus: University Park Campus

Department / Unit Name:
Lower case text only.

Functional Group Name:
Lower case text, numerals, periods, dashes and underscores only.

Group Name: umg/up.hhd.isstraining_r

Group Owner Information

Owner Group: Create new owner group
 Use an existing owner group

Existing Owner Groups:

Enable Group in UCS [Beta] ([what is this?](#))

I agree to abide by the conditions set forth in Penn State University Policy AD20 and the EDUCOM statement on using software in my use of all computer and network resources. I understand that access to the network and other information services is a privilege and not a right. Violation of policy or law may result in suspension of network access or other information service privileges, disciplinary action, and legal proceedings. Relevant policies can be referenced on the World Wide Web at the URL <http://www.psu.edu/computing/policies> and in the administrative offices of colleges and departments.

Group Type: **Functional**

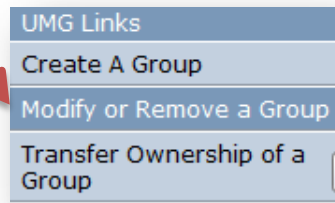
Campus: **University Park**

Dept/Unit Name: **hhd**

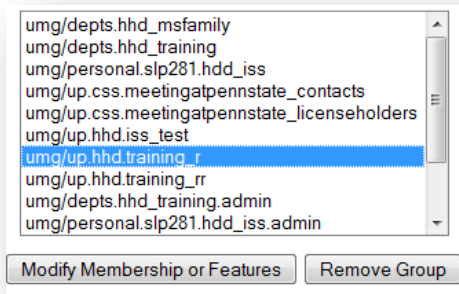
Functional Group Name: ex.
Isstraining_r (read-only) Note:
please put your group name.
Note: you will already have a read-write created by default.

Then select **Create Group**

3. Once the group has been created you need to add people
4. Click on **Modify or Remove Group**



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.