Adding New People to PASS Space

1. Log into the UMG (User Managed Groups Management Tool) https://umg.its.psu.edu
2. Select Modify or Remove a Group on the left of the page

3. Select a group to add the person. (Note: you will either select a read-only group or a read-write group) I will show you two examples.

Example 1: I want to add a person to my read-only group. I will choose the *group I created hhdtraining_r. Then select Modify Membership or Features

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

*Group: If you have not created a group please look at the “How To Create A Group in PASS Space” handout
**Remove User:**

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

**Example 2:** I want to add a person to my read-write group. I will choose the default read-write *group* that was created by ITS umg/depts.hhd_training. Then select Modify Membership or Features.

![Modify Membership or Features](image)

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:**

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

*Group: If you have not created a group please look at the “How To Create A Group in PASS Space” handout*