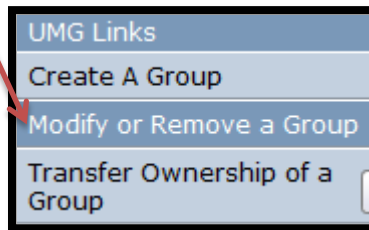


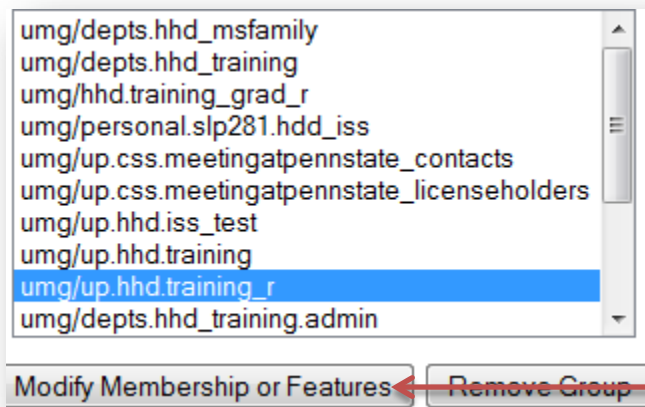
Adding New People to PASS Space

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:

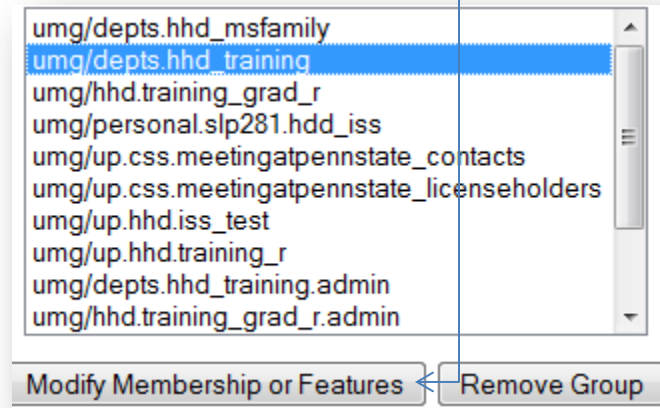
1. Select the **Add User(s)** button
2. Penn State Directory Search will appear
 - a. Type the **User ID or Last Name** and click **Search**
 - b. Then Click **ADD**

***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**.



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**