



BROWN CIS IT Service Center

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Manage the Membership of Your BrownGroups

Stephanie Obodda - 2018-04-03 - 0 Comments - in BrownGroups

Viewing the Membership of a Group

Each group contains members who have a role or title in common with other members of the group. You can view the member names and see which members you can remove from the group. Please note that only members who have been manually added can be removed; all other members are maintained automatically with data from Banner or Workday.

All	
Business-Intelligence	
Exempt	
Non-exempt	
StudentEmployees	
Union	
All	
Projects	

Exempt	
Jasdeep Bagga	
Paulo S Baptista	
Ranjit Basak	
Gillian M Bell	
Paul Bennett	
Gary L Bethune	
Michele A Blanchette	
William H Bordac	
Andrew J Bourgeois	
David Boylan	
Sean Broestl	
Christine E Brown	
Gena Burke	
Jacob Camara	✘
John Camara	✘
...	


Click on the name of a group in the left hand list to see the list of members for that group. A black 'X' sign button indicates group members who can be removed.

View Information about a Member

Click on a member name to view that member's department, title, and email address.

Add a Person to a Group

To Add a Person to a Group, begin typing the person's name in the search box under 'Add

Add Members 

Search for a person:

- Diane J Angelini**
*Professor Emerita of
Obstetrics and Gynecology
(Clinical)*
Bio Med Obstetrics -
Gynecology
- Diane E Chouinard**
*Financial Manager, Student
Activities Finances*
Student Activities
- Diane Collins**
Business and Financial
Systems
- Diane P Deignan**
*Manager, Finance &
Administration*
Center for Statistical Sciences
- Diane M Gallagher**

Members'.

The search function will return a list of all people known to the system who match the name you entered. (Please note that this list may include people who are from outside of the Brown community.) Once added, the new group member will have all of the privileges associated with the group. Click the blue plus sign button when you find the person you want to add.

Remove a Person from a Group

Only people who have been manually added to the group using the *Add a Person* function described above can be removed. Once removed, a person's privileges are automatically revoked for all group applications. Click on the black 'X' button to remove the person from the group.

Assign Admin Privileges

Double-click the Administrators folder and click on the GroupsAdmins group to open the membership list. Start typing the person's name in the 'Add Members' column. Add administrators the same way you would other group members.

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Tags

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Related Pages

- [Overview of BrownGroups \(Pilot\)](#)