

Hamline Group Administration

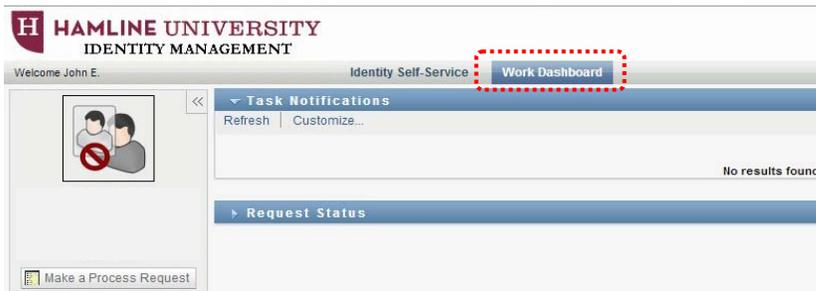
(for S: and U: "Network Drive" Permissions)

1. Go to the [Identity Management login page](https://idmapp.hamline.edu/IDMProv/jsps/login/Login.jsp) 
(<https://idmapp.hamline.edu/IDMProv/jsps/login/Login.jsp>)

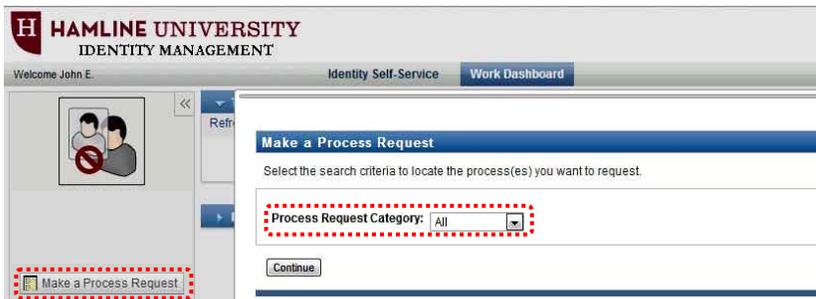
Use your username and password to login



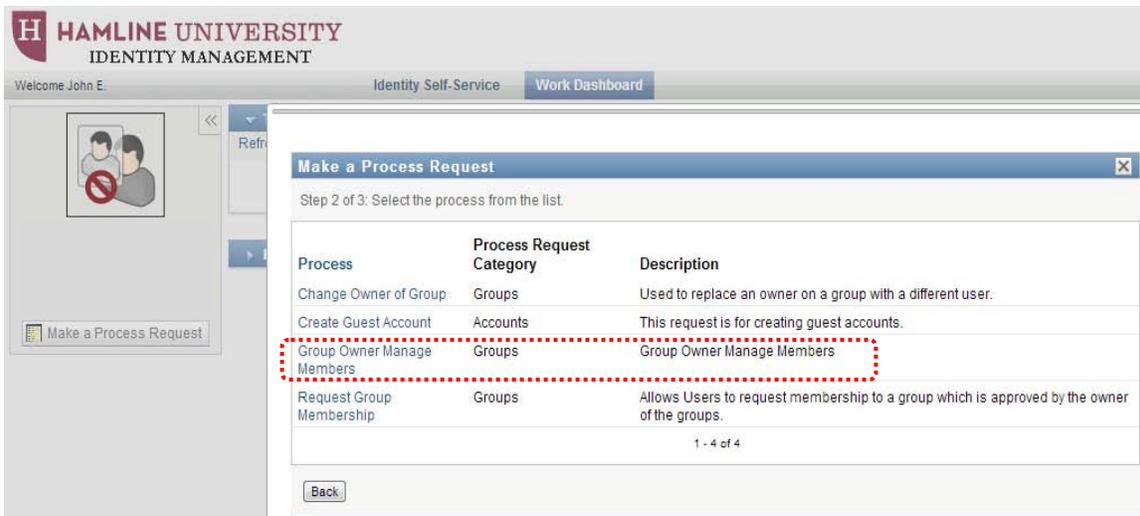
2. Click on the "Work Dashboard" tab on the top menu



3. Click on the "Make a Process Request" button (Step 1 of 3)
Make sure that "All" is selected for "Process Request Category" and then click "Continue"



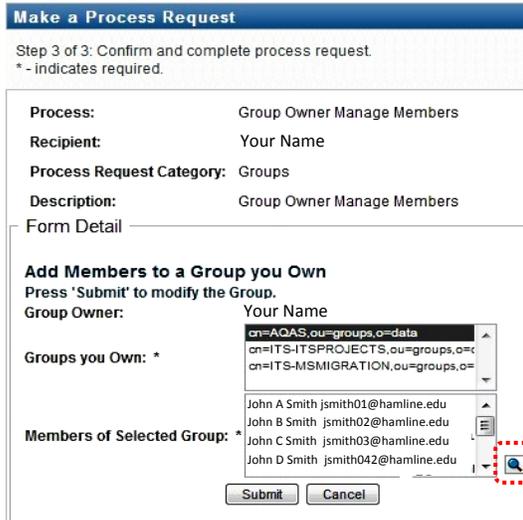
4. Select the "Group Owner Manage Members", the third option on the list. (Step 2 of 3)



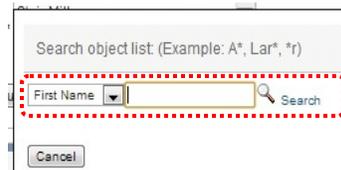
5. You will see a dialog box that lists the groups you own and then the members of that group. (Step 3 of 3)

If you wish to add a member:

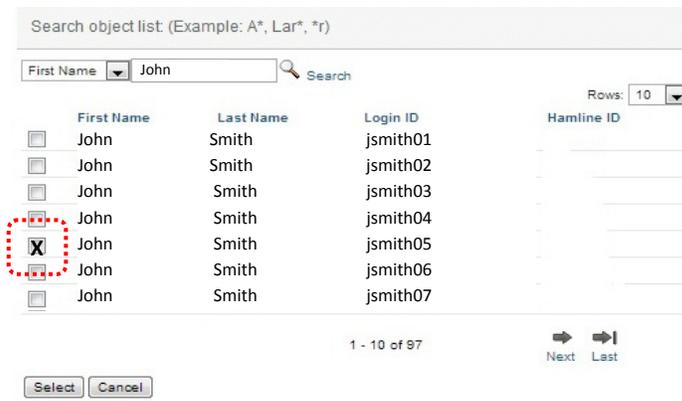
a. Click on the small button with the magnifying glass beside the list of members. A search window will appear where you can search by first name, last name, login ID (equal to a Hamline "Username") and Hamline ID.



b. Choose which way you want to search for the person (First name...), enter the relevant name or number and click on the word **Search**



c. You will see a list of names or numbers that match your search:

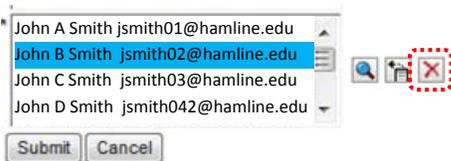


d. Once you have identified the person you wish to add as a member on this list, click the checkbox beside their name and then click the **select** button. They should now appear on the members list.

e. **MAKE SURE TO NOW CLICK ON SUBMIT TO MAKE YOUR SELECTION PERMANENT.**



If you wish to remove a member:



• Highlight the person's name (scroll up and down if necessary), click the box with the red X and then click on Submit

6. Click **"Submit"**; you should be notified that the process was successful.



7. Close the dialog box and logout of the Identity Management tool.