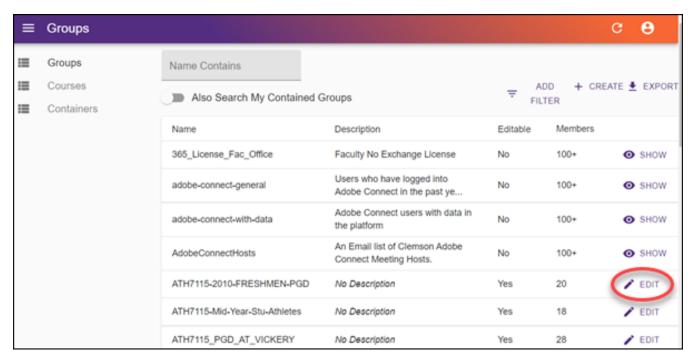
HOW TO: Manage Members in a Workgroup

163 Faye Buckley June 21, 2023 Central

Group Enrollment:

You can enroll new members individually or by batch.

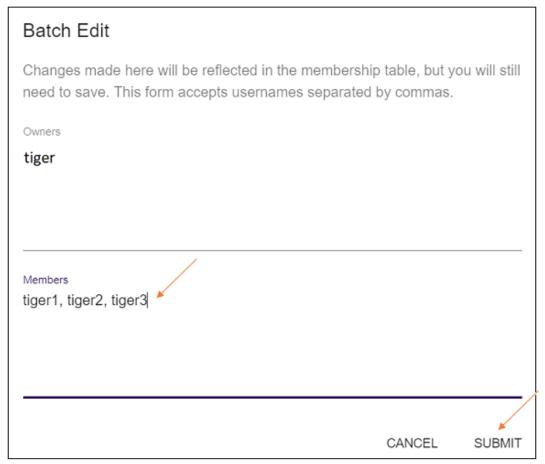
1. Go to http://central.app.clemson.edu, find your Group, click on EDIT.



2. To add users one at a time, click on **Add User by UserID** field and type in the User Name of a Clemson user. The default Role is Member. If you want the user to be an Owner, click on the **Role** field and change it to **Owner**. Then click **ADD USER** and **SAVE**.



3. Or, you can add users using Batch Edit. To do this you will need a list of UserIDs separated by commas. If you have more than 1000 users, separate them into separate batches. After clicking **BATCH EDIT** (on previous screen), click in the Members field and type (or paste) the list of user names separated by commas. Then click **SUBMIT**.



4. There are many ways to get your list of user names. But one option is to use Excel. Here is a sample way you could use it. If you have your list in an Excel sheet, make a copy of it - and then delete all of the

columns except the one with the Clemson UserIDs - leaving it in column A. Then in cell B1, put a comma. Copy that to all of the cells below it that have data in column A except for the last cell (we don't need a comma after the last UserID). Go back to cell C1 and type in this formula: =A1&B1 - then copy that formula to the cells below it. It would look like this sample:

4	Α	В	С
1	david	,	david,
2	sarah	,	sarah,
3	peggy	,	peggy,
4	joey	,	joey,
5	adele		adele

5. Highlight the cells in column C that have data, copy to the clipboard (press Ctrl-C). Then go to the Members field in Central, paste from the clipboard (press Ctrl-V). This will work for up to 1000 users at a time.

If you have more questions, email <u>ITHELP@clemson.edu</u> or call 864-656-3494.

Online URL: https://hdkb.clemson.edu/phpkb/article.php?id=163