

Add a User to a User Group

Last Modified on 02/19/2025 4:33 pm EST

Incident Management relies on [user groups](#) to define user permissions and responsibilities in the app.



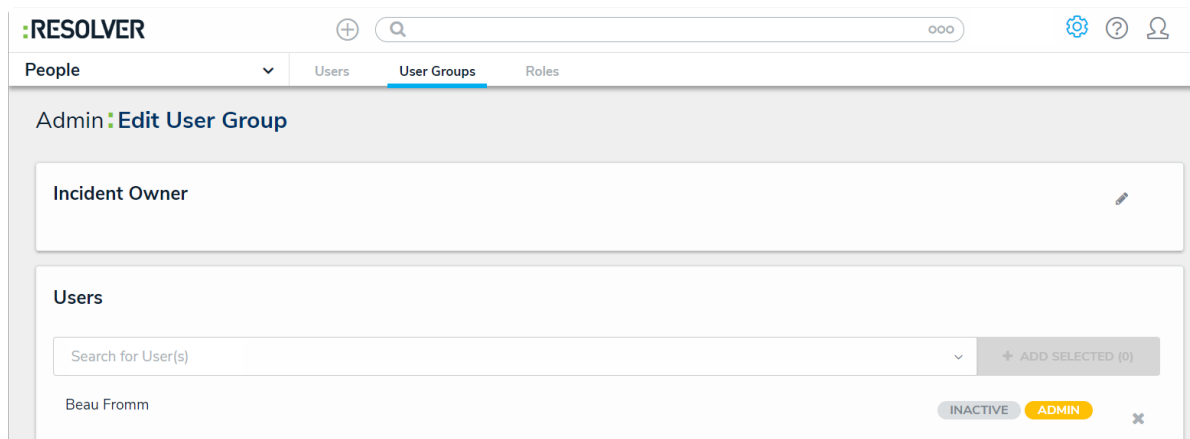
The Core Administrator can create users only. It is not to be confused with the [Administrator \(Incident Management\)](#), who can view incident objects and manage library objects.



If your organization is synced with LDAP, any instance of adding or removing users to a user group will need to be done from LDAP itself. If made in Core, any changes could be reverted during the next LDAP sync.

To add a user to a user group:

1. Log into a user account that has access to **Administration**.
2. Click the  icon in the top bar > **User Groups** in the **People** section.
3. Click a user group.



The Edit User Group page.

4. Click the **Users** search field and start typing a username, then click the desired user.
5. Click **Add Selected**.
6. Click **Done**.