

Add a User to a User Group

Last Modified on 02/18/2025 2:11 pm EST

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



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 screenshot shows the Resolver application interface for editing a user group. The top navigation bar includes the Resolver logo, a search bar, and icons for settings, help, and user profile. The main content area is titled 'Admin: Edit User Group' and features three tabs: 'People', 'Users', and 'Roles'. The 'Users' tab is active, displaying a search bar and a list of users. The 'Compliance Team' user group is selected, and the 'Users' section shows a search bar and a list of users, with 'Connie Compliance Team' selected. A blue banner states: 'Changes to group membership will not be applied until the user logs out and back in.' The 'Roles' section shows 'Compliance Team' linked to the group. At the bottom right, there is a red button with a trash icon and a 'DONE' button.

The Edit User Group page.

4. Begin typing a username in the **Users** search bar to display a list of available options, then select the desired user.
5. Click **Add Selected**.
6. Click **Done**.