

Assigning a User to a User Group Through the User Profile

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Overview

An Administrator or **User Management** or **Setting Management** advanced permission user can assign a user to a group when creating or editing a user, without going through the **User Groups** screen.

User Account Requirements

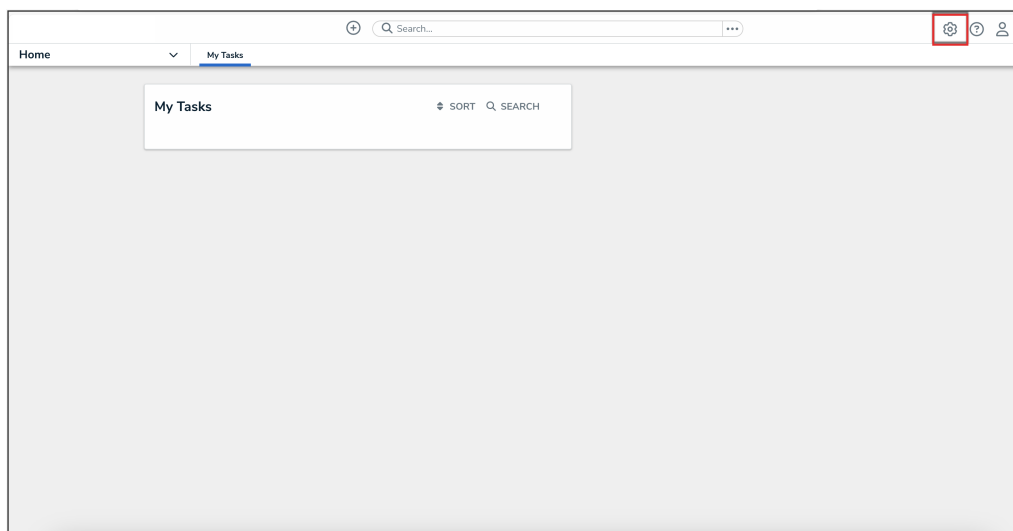
The user account you use to log into Resolver must have Administrator or the **User Management** or **Setting Management** advanced permissions to access the **User Management** screen.

Related Information/Setup

Please see the [Assigning Advanced Permissions to a User](#) article for more information on advanced permissions.

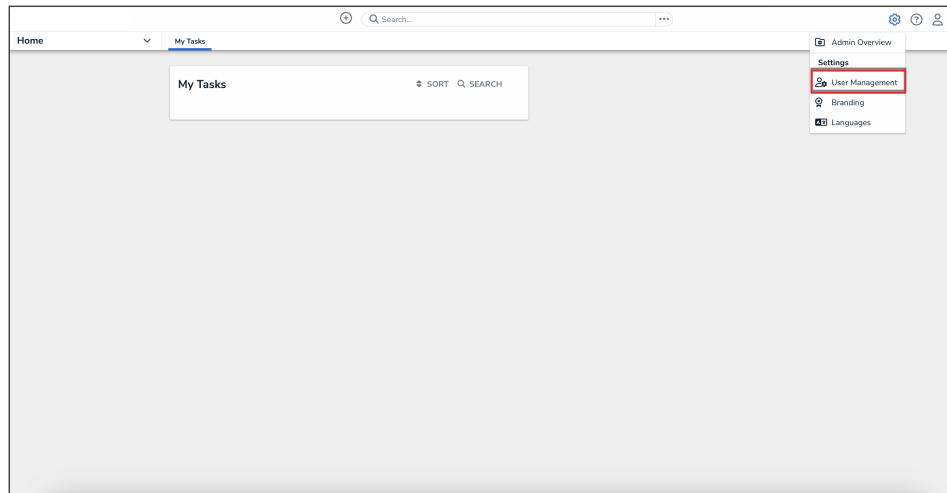
Navigation

1. From the **Home** screen, click the **Administration** icon.



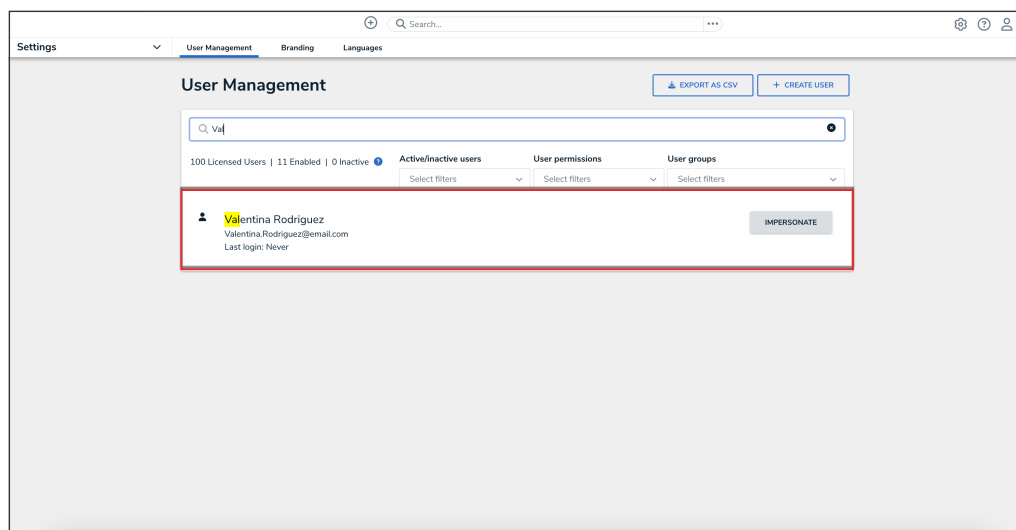
Administration Icon

2. From the **Administrator Settings** menu, click **User Management**.



Administrator Settings Menu

3. Enter a user's name in the **Search** field to narrow the search results.
4. Click the name of the user you want to assign to a user group.



User Search

Assigning a User to a User Group Through the User Profile

1. From the **Edit User** screen, scroll to the **User Groups** tab in the **User Memberships** section.

User Groups Tab

2. Select the user group you want to add the user to from the **Select which User Groups(s) this user is a member of** drop-down.

Select which User Group(s) this user is a member of Field



Note:

User Management or **Setting Management** advanced permission users will only see user groups they have permission to manage.

3. Click the **Add** button to add the user to the selected user groups.

The screenshot shows the 'User Management' tab in the Resolver interface. The 'User Profile' section contains fields for First Name (Valentina), Last Name (Rodriguez), and Email (Valentina.Rodriguez@email.com). The 'User Type' is set to 'Standard User'. The 'User Memberships' section shows 'User Groups (1)' with 'External Audit Team' selected. A red box highlights the '+ ADD' button next to the group name. The 'Account Status' section on the right shows 'Enable User Access' checked, 'All Data Access' unchecked, and 'Enforce Org-Level MFA' checked. The language is set to 'English (United States)'. At the bottom right, there is a red 'X' button and a 'DONE' button.

Add Button

- To remove a user from a user group, click the **Delete** icon next to the user group name.

This screenshot is identical to the previous one, but the 'User Memberships' section now shows 'User Groups (2)' with 'Administrator (Global)' and 'External Audit Team' listed. A red box highlights the 'X' delete icon next to the 'External Audit Team' group name. The '+ ADD' button is still present next to the 'Select one...' dropdown.

Delete Icon

- Click the **Done** button to save your changes.

This screenshot is identical to the previous one, but the 'DONE' button at the bottom right is now highlighted with a red box. The 'User Memberships' section still shows the two user groups.

Done Button