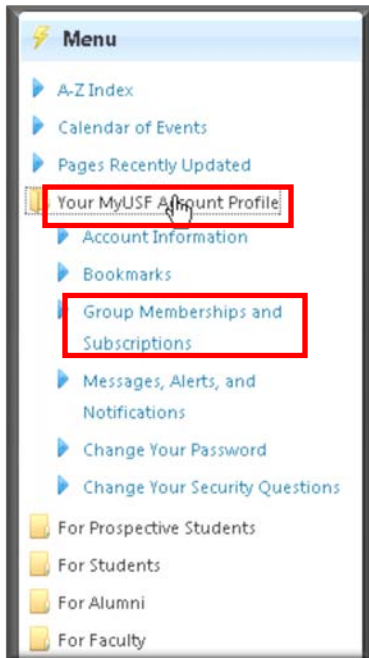


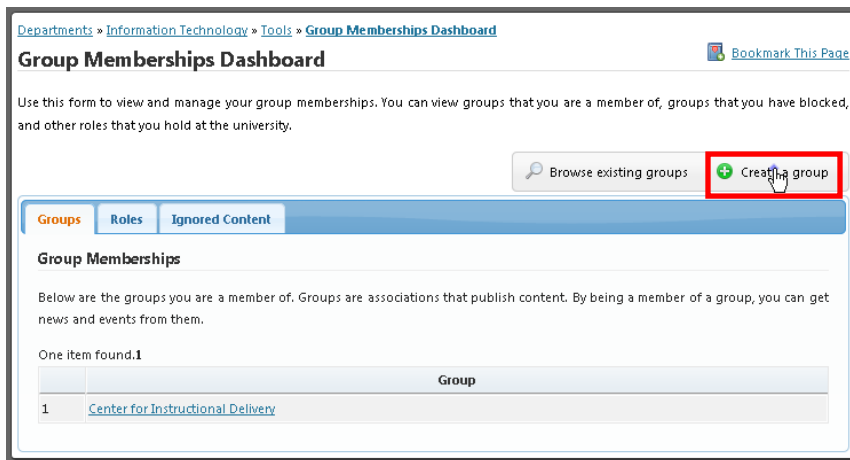
## Creating and Managing Workgroups in the USF Portal

To create a group:

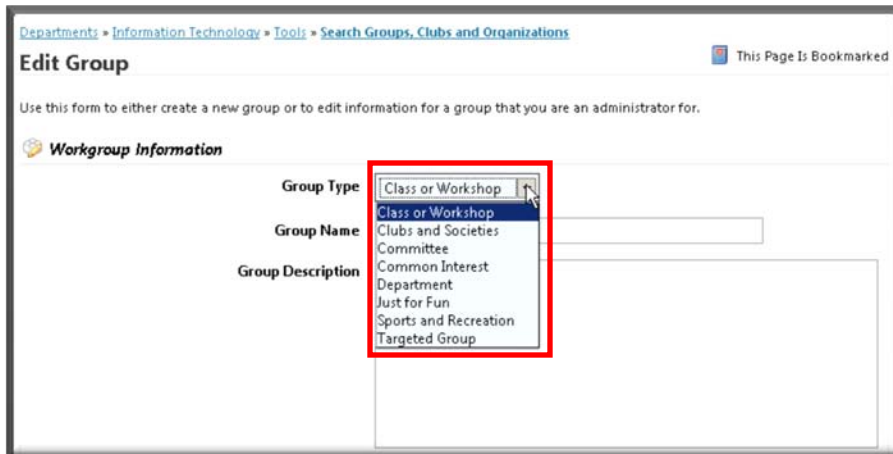
1. Click **MyUSF Account Profile** on the Portal Menu (**below**), then click **Group Memberships and Subscriptions**.



2. Click the **Create a Group** button (**below**). The **Edit Group** page appears.



3. Click the down arrow of the **Group Type** list box (**below**) and select a **Group Type**.



The screenshot shows the 'Edit Group' form with the 'Group Type' dropdown menu open. The menu options are: Class or Workshop, Clubs and Societies, Committee, Common Interest, Department, Just for Fun, Sports and Recreation, and Targeted Group. The 'Class or Workshop' option is highlighted.

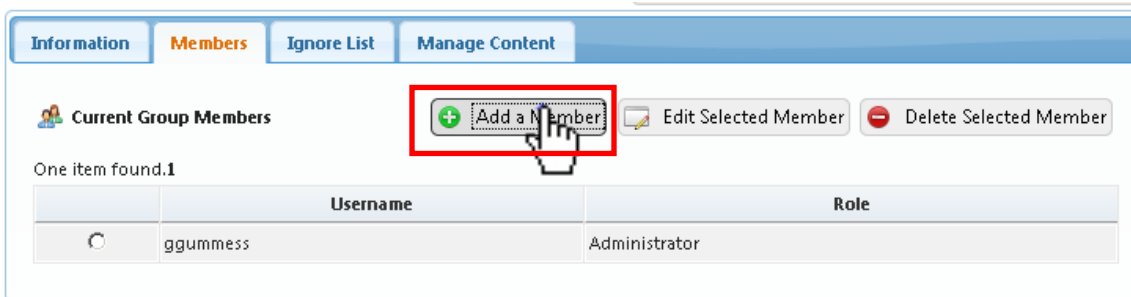
4. Type a name for your group in the **Group Name** text box.
5. Type a group description in the **Group Description** text box.
6. Type the appropriate information in the **Contact** text boxes.
7. Click Yes/No for the option **Allow Anyone to Join This Group**
8. Click Yes/No for the option **Allow Users to Search for This Group**.
9. Click the **Save Changes** button. A page for your new group is displayed.

10. Click the **Members** tab (**below**).



The screenshot shows the group page with the 'Members' tab selected. The contact information for Glen Gummess is displayed, including email (ggummess@stfrancis.edu), phone (815 740-5081), and address (USF main campus). The 'Edit Group Information' button is also visible.

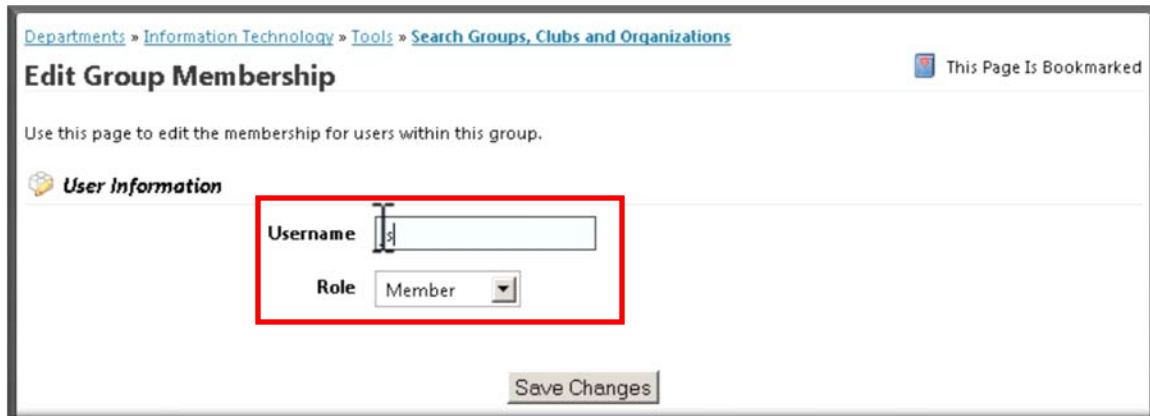
11. Click the **Add a Member** button (**below**).



The screenshot shows the group page with the 'Members' tab selected. The 'Add a Member' button is highlighted, along with the 'Edit Selected Member' and 'Delete Selected Member' buttons. The current group members are listed in a table below.

Username	Role
ggummess	Administrator

12. Type the username of the members you wish to add to the new group in the **Username** text box (**below**).
13. Click the down arrow the **Role** list box to indicate the role you want to assign to the new member (**below**).
14. Click the **Save Changes** button. A list of current group members is displayed.



Departments » Information Technology » Tools » Search Groups, Clubs and Organizations

### Edit Group Membership

This Page Is Bookmarked

Use this page to edit the membership for users within this group.

**User Information**

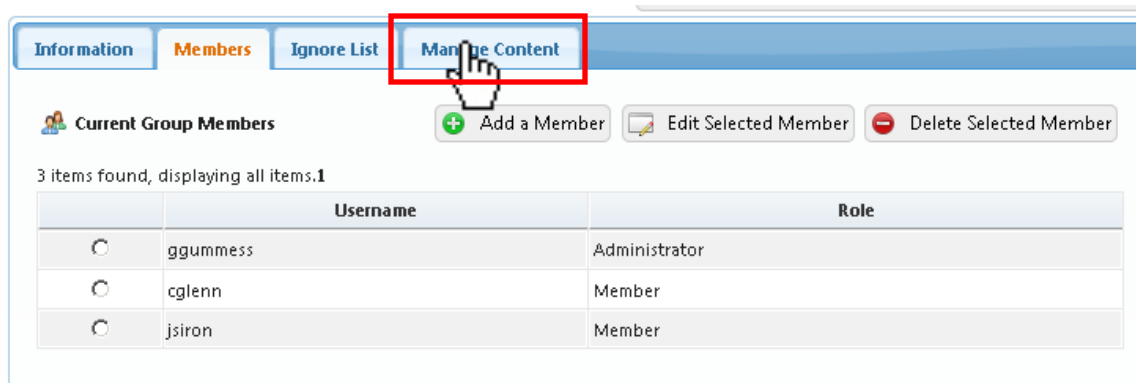
Username

Role

Save Changes

#### To manage group content:

15. Click the **Manage Content** tab (**below**).



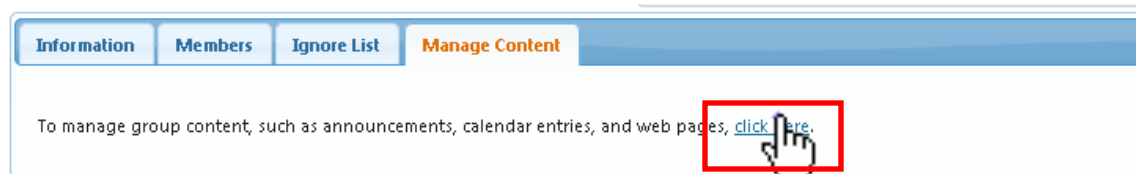
Information Members Ignore List **Manage Content**

Current Group Members

3 items found, displaying all items.1

	Username	Role
<input type="radio"/>	ggummess	Administrator
<input type="radio"/>	cglenn	Member
<input type="radio"/>	jsiron	Member

16. Click the **Click Here** link to create content such as announcements, calendar entries, and web pages for the new group (**below**).



Information Members Ignore List **Manage Content**

To manage group content, such as announcements, calendar entries, and web pages, [click here.](#)