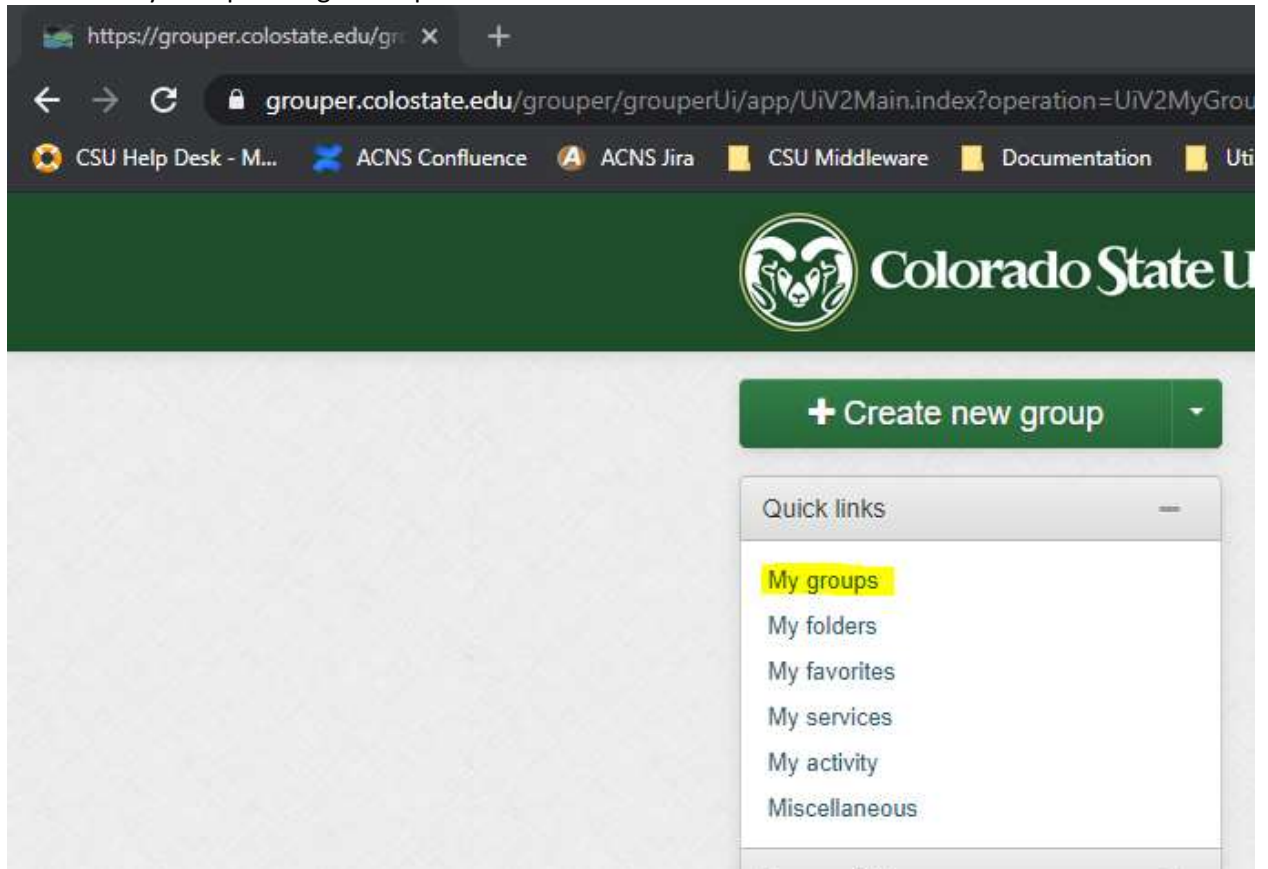- Log into Grouper at: https://grouper.colostate.edu
  - Login is against eID credentials
- Click the 'My Groups' navigation option

- Select the Group you want to manage and you should see the group member management screen

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Adding Members to Group

- Enter the CSU eID or Last Name of the new member in the search box and you'll get a list of potential matches
  - Note you can adds groups in the same fashion

- Select the desired match and click 'Add User'

- User should be provisioned to Active Directory group within one hour, if it takes longer contact middleware@colostate.edu

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Bulk Import Users

- On the add screen select 'import a list of members'

- From the next screen you can individually search for members and click the 'add another member' button to add that user to the list and search again, import a list of members [by eID] via copy/paste into a list box or a csv upload

How to specify members?	⦿ Search for members
	○ Copy/paste a list of member IDs
	○ Import a file
Member name or ID:	[ ]
	Enter an entity name or ID, or search for an entity.
	[Add another member]
	☐ Replace existing members?
	☐ Remove members?
	[Submit] [Cancel]

- Selecting 'Replace Existing Members' will clear the group and insert the new list into the group
- Select 'Remove Members' will remove users on the list from the group.

- Click the 'Actions' button to the right of the user and select 'revoke membership'

Managing Composite Groups

Grouper composite groups are groups that are comprised of two groups in either an intersection or complement of those two groups. The most common type in grouper is complement which this section will focus on.

A complement composite consists of 3 groups: The Rollup Group, an allow group and a deny group. The group structure is as follows:

- Rollup Group
- Rollup Group_allow
- Rollup Group_deny

The _allow and _deny groups work together to inform the top Rollup Group. In a complement the top Rollup Group contains all members of the _allow group minus any members of the _deny group. This means that you can add one-off exceptions to the _deny group and effective remove them from the top

group. This is useful if you wish to add existing groups to another group but have a few members of the existing group that should not be included.

For example, let's say we have a group called MyGroup with members David, Susan, Ryan & Bill. We want to add MyGroup to our Rollup Group, but Bill shouldn't be included. By turning the Rollup Group into a complement composite, we can add MyGroup to the _allow group and Bill to the _deny group and the resulting group will be David, Susan & Ryan.

Rollup Group

David, Susan, Ryan

Allow Group

MyGroup (David, Susan, Ryan, Bill)

Deny Group

Bill

MyGroup

David, Susan, Ryan, Bill
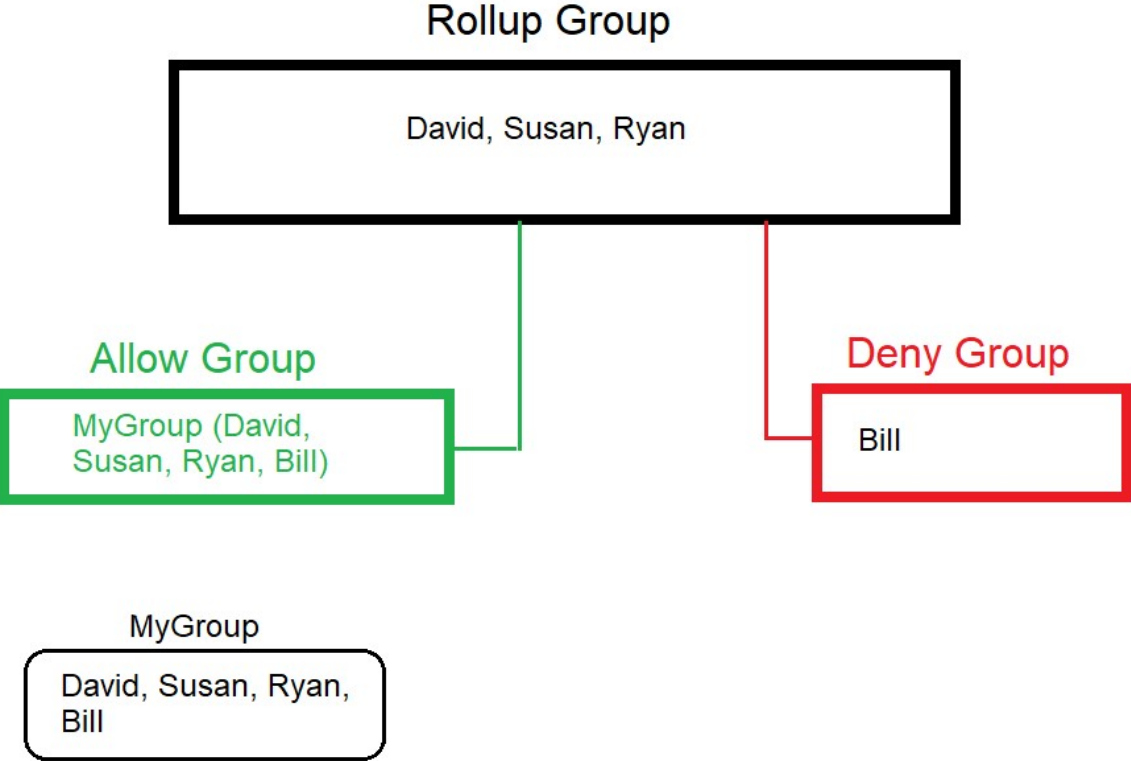
To summarize, add any individuals and groups you want to include into the _allow group and anyone who is in the _allow group with indirect membership that you wish to remove you can add to the _deny group.