# Security Administration

## Add Users to Groups

**Groups Overview**
Groups have three components: *Category Type*, *Group Category* and *Group Name*.

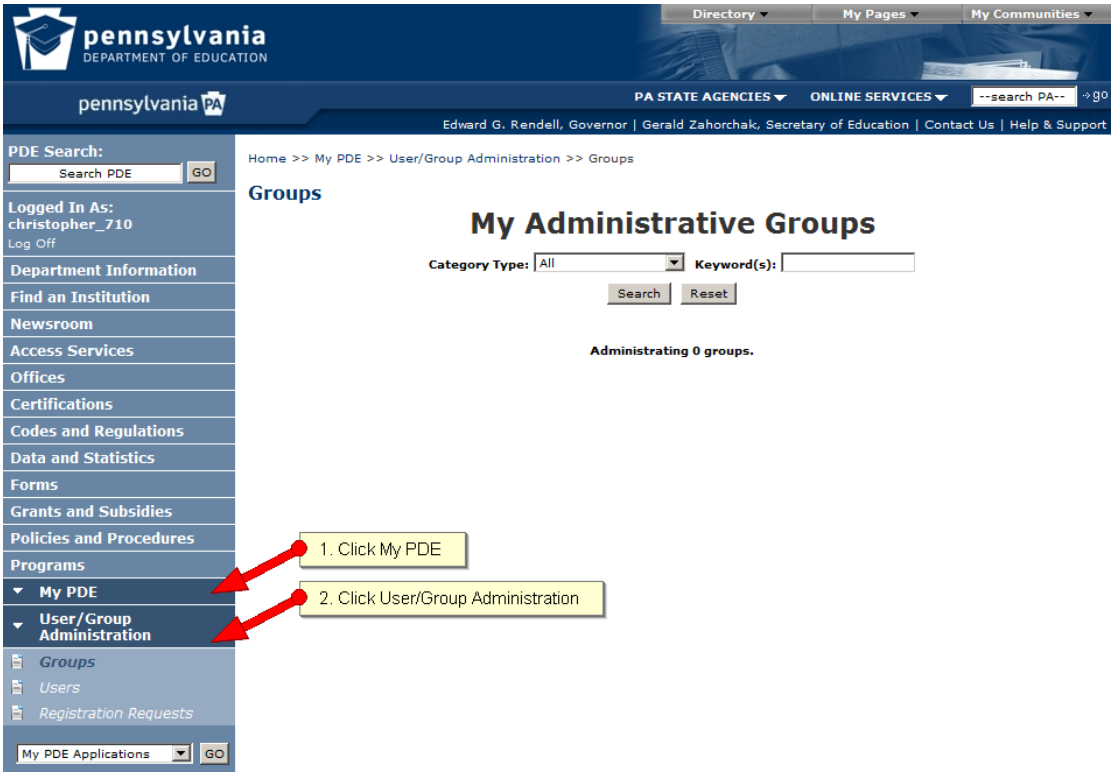
There are three Category Types: *Education Directory*, *Application* and *Portal Community*.

**Education Directory** currently contains the Security Administrator groups. Security Administrator groups include: Local Security Administrator, Local Application Administrator and Application Administrators such as PNPE – Local Administrator.

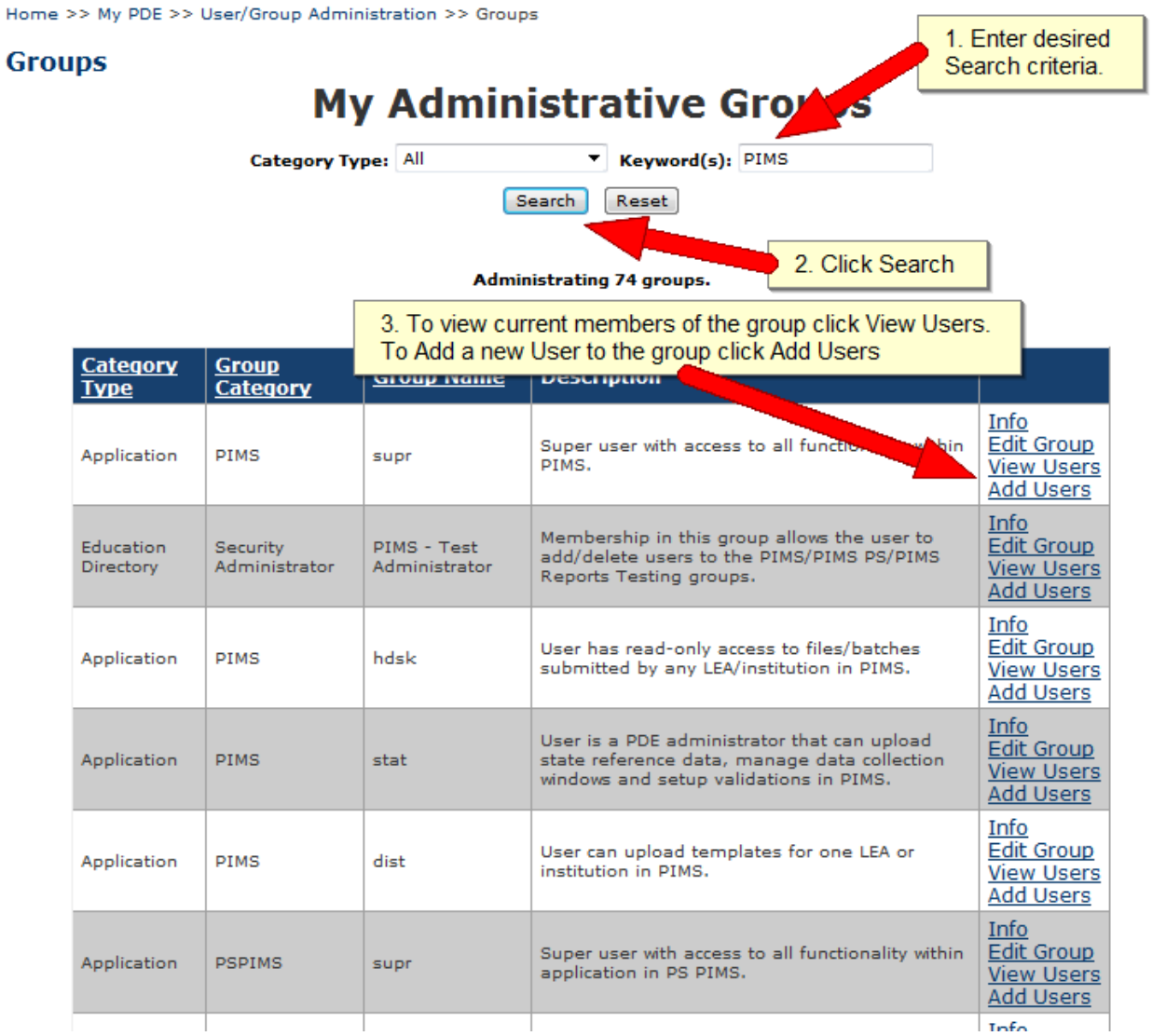
**Application** contains Application groups (roles). The Group Category is the abbreviation of the application and the Group Name is the role within the application.

**Portal Community** contains groups associated with the Education Hub communities.

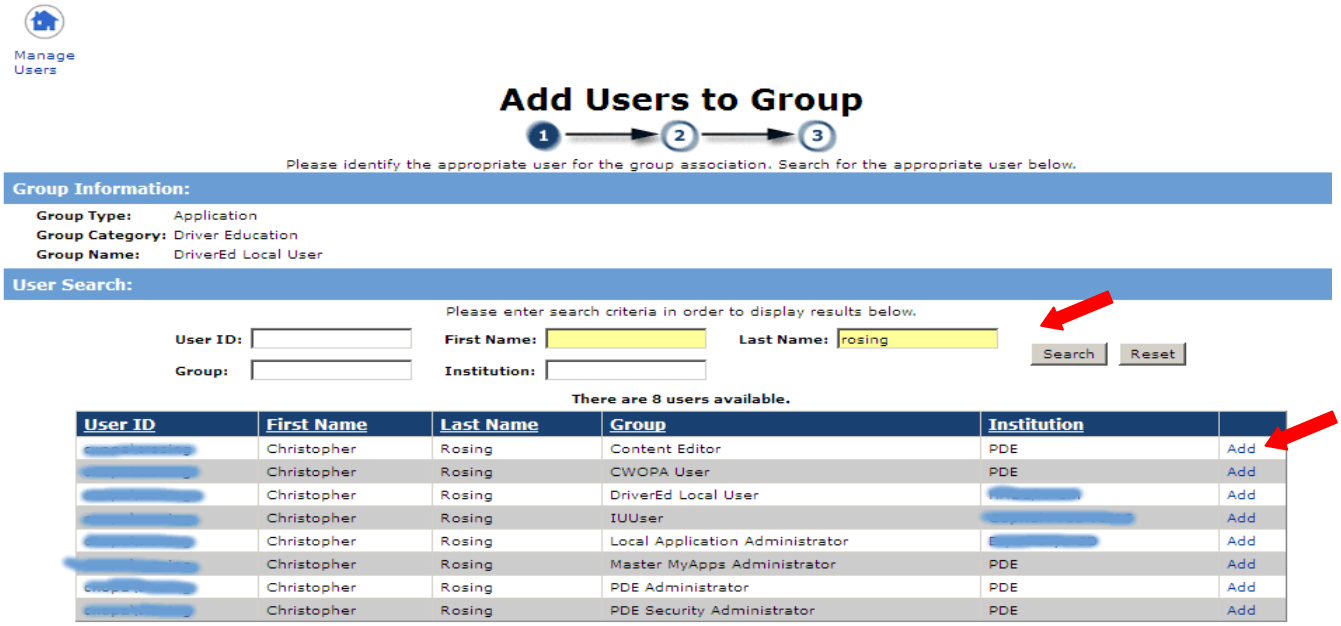
1. Login to the Education website http://www.education.state.pa.us
2. Navigate to **PDE > User/Group Administration.** *If the User/Group Administration link does not show up then you are not in a security administrator group or application administrator group and are not authorized to administer groups. Talk to your agencies Local Security Administrator to be added to a security administrator group*.



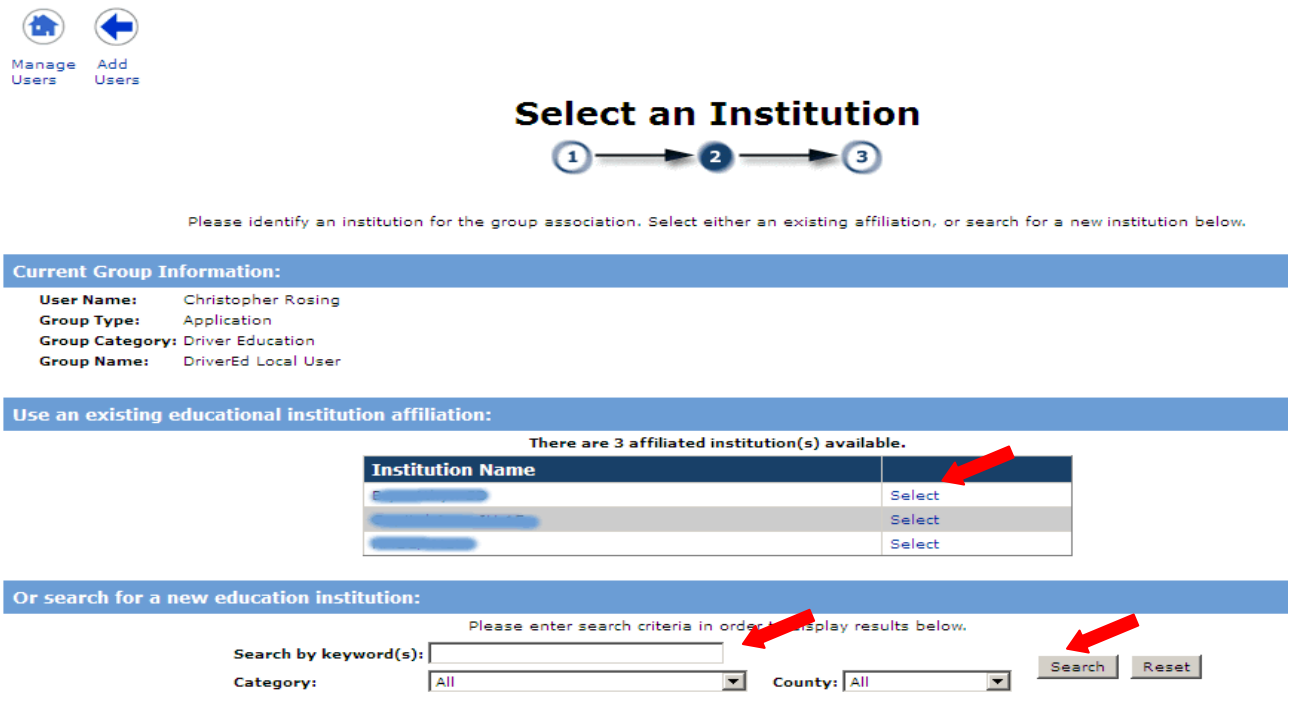
1. The My Administrative Groups page is displayed. Find the group you wish to work with. To view current members of the group click and click **View Users.** To add a user to the group click **Add Users.**

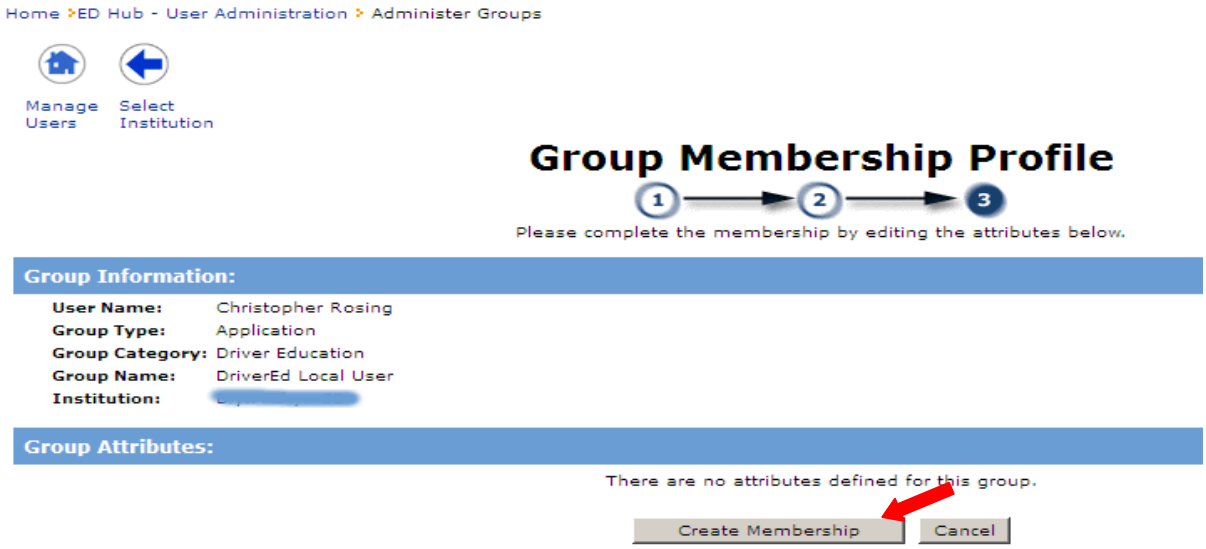


2. Search for the desired user by entering their user id. **If you do not find the user it is most likely because they have not logged into the portal.** Click **Add** for the user. New users – please note that it takes 24 hours for their information to appear. Only their user id appears when the account is first created.



3. The next step is to select the Institution that you want to associate the user with. For existing users, after the user has been associated with the institution, then Institution will show up under the existing educational institution affiliation section. Simply click **Select** next to the desired institution. If the institution is not there for a new user, you will have to search for the institution. Enter your institution's name and click **Select** from the result set.




4. If there are attributes add them in the Group Attributes section. Click Create Membership and you are done! If the person has already submitted a Join Groups request, then you will see an option to "Save Changes". Click this to finish.