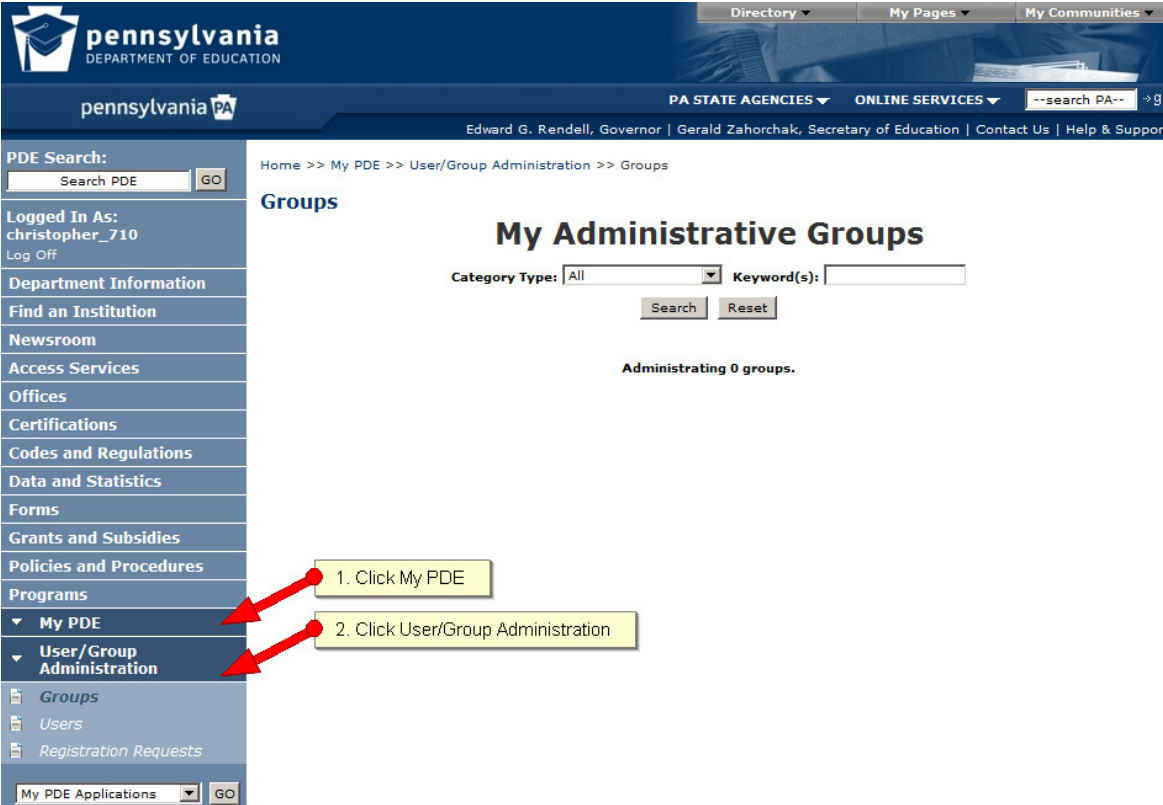


Security Administration

Delete Users from Groups

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



The screenshot shows the Pennsylvania Department of Education website. The left sidebar contains a menu with 'My PDE' expanded to show 'User/Group Administration'. Two red arrows point from callout boxes to 'My PDE' and 'User/Group Administration'. The main content area shows 'My Administrative Groups' with search filters and a 'Search' button. Below the search area, it says 'Administering 0 groups.'

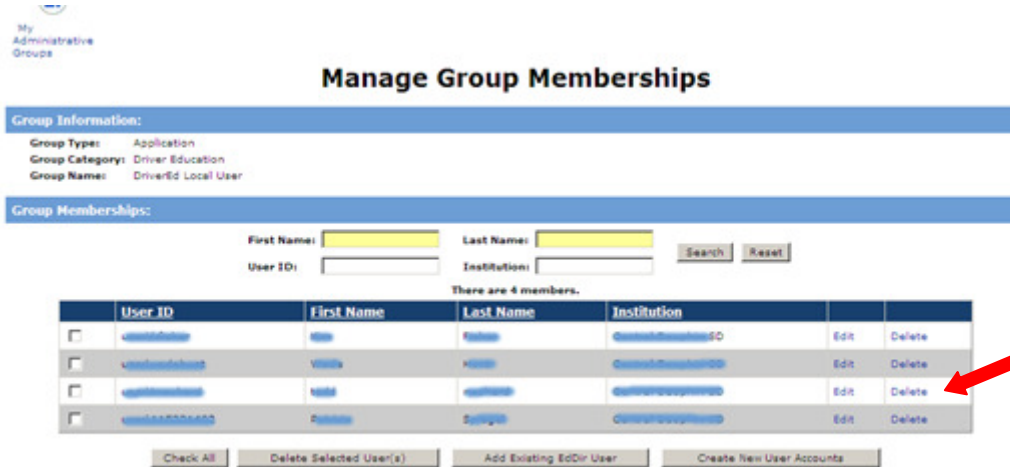
3. The My Administrative Groups page is displayed. Find the group you wish to work with and click the **Manage Users** link:



The screenshot shows the 'Administer Groups' page. At the top, it says 'Home >> My PDE >> Group Administration >> Administer Groups'. Below is the 'My Administrative Groups' header and search filters. A callout box points to the search input field with the text: 'To search for a group, enter keyword and click search.' Another callout box points to the 'Manage Users' link in the table with the text: 'To view current members and add new members click Manage Users.'

Category Type	Group Category	Group Name	Description	
Education Directory	Chief Administrator	Chief	The chief executive officer and primary advisor to the board of education	Info Edit Group Manage Users
Education Directory	Chief Administrator	Future Chiefs	Future chief executive officer and primary advisor	Info Edit Group Manage Users
			Performs high-level executive management functions for a superintendent in the area of	...

- The Manage Group Memberships screen is displayed. Click **Delete** next to the desired user. An alternative way to delete a user is to add a check mark in the box next to desired user and click **Delete Selected User(s)**. Clicking **Edit** will also open a screen allowing you to delete the user:



Manage Group Memberships

Group Information:
 Group Type: Application
 Group Category: Driver Education
 Group Name: DriverID Local User

Group Memberships:
 First Name: [] Last Name: []
 User ID: [] Institution: [] Search Reset

There are 4 members.

User ID	First Name	Last Name	Institution	Edit	Delete
[]	[]	[]	[]	Edit	Delete
[]	Wanda	Klein	[]	Edit	Delete
[]	[]	[]	[]	Edit	Delete
[]	[]	[]	[]	Edit	Delete

Check All Delete Selected User(s) Add Existing EdDir User Create New User Accounts

- If you would like to view and delete all the group memberships for a user navigate to **My PDE > User/Group Administration > Users** click **Edit** next to the desired user:



Grants and Subgrants
 Policies and Procedures
 Programs
 My PDE
 User/Group Administration
 Groups
 Users
 Registration Requests

My PDE Applications GO

1. Click My PDE
 2. Click User/Group Administration
 3. Click Users



Home > ED Hub > User Administration > Administer Users

My Administrative Users

User ID: [] First Name: [] Last Name: [] Email Address: []
 Search Reset

Administering 8 users.

UserID	First Name	Last Name	Email Address	Edit
[]	[]	[]	[]	Edit
[]	[]	[]	[]	Edit
[]	Wanda	[]	[]	Edit
[]	[]	[]	[]	Edit
[]	[]	[]	[]	Edit
[]	[]	[]	[]	Edit
[]	[]	[]	[]	Edit
[]	[]	[]	[]	Edit

- The **Manage User Memberships** screen will be displayed. This screen allows you to easily delete the user from any groups they are in. You can click **Delete** or use the check box method to delete the user from groups. Clicking **Edit** will also allow you to delete the user:



My Administrative Users

Manage User Memberships

User Information:

User Name: [Redacted]
User ID: [Redacted]
Email: [Redacted]
Address: 13th Floor 333 market Street
 Harrisburg, PA 17126
Phone: 7177831002

User Memberships:

Category Type: Keyword(s):

There are 15 groups.

<input type="checkbox"/>	Category Type	Group Category	Group	Institution	Edit	Delete
<input type="checkbox"/>	Education Directory	Chief Administrator	Local Security Administrator	[Redacted]	Edit	Delete
<input type="checkbox"/>	Education Directory	Security Administrator	PDE Security Administrator	[Redacted]	Edit	Delete
<input type="checkbox"/>	Application	Driver Education	DriverEd Local Administrator	[Redacted]	Edit	Delete
<input type="checkbox"/>	Application	EdHub User Provisioning	CWOPA User	[Redacted]	Edit	Delete
<input type="checkbox"/>	Application	EdHub User Provisioning	PDE Security Administrator	[Redacted]	Edit	Delete
<input type="checkbox"/>	Application	eGrants	eGrants Testing Group	[Redacted]	Edit	Delete
<input type="checkbox"/>	Application	MyApps Portlet	Application-level MyApps Administrator	[Redacted]	Edit	Delete
<input type="checkbox"/>	Application	MyApps Portlet	Master MyApps Administrator	[Redacted]	Edit	Delete
<input type="checkbox"/>	Application	PERMS	PERMS testing group	[Redacted]	Edit	Delete
<input type="checkbox"/>	Application	PIMS	PIMS testing group	[Redacted]	Edit	Delete

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