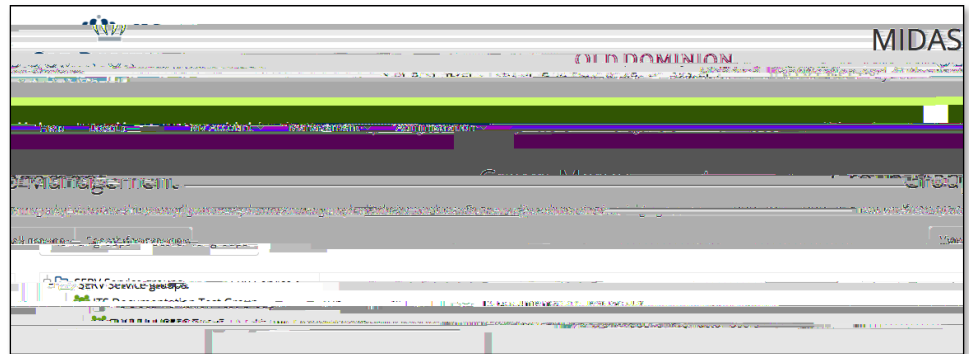
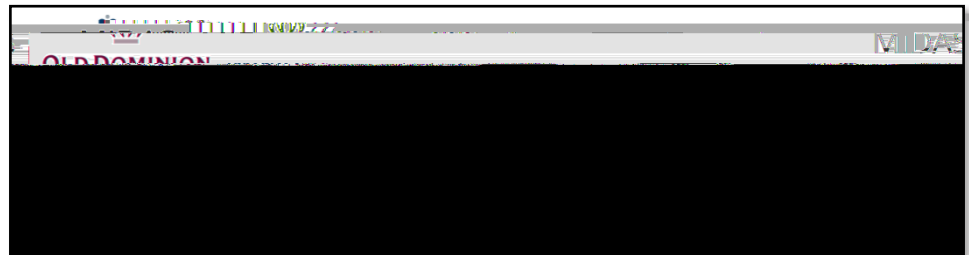
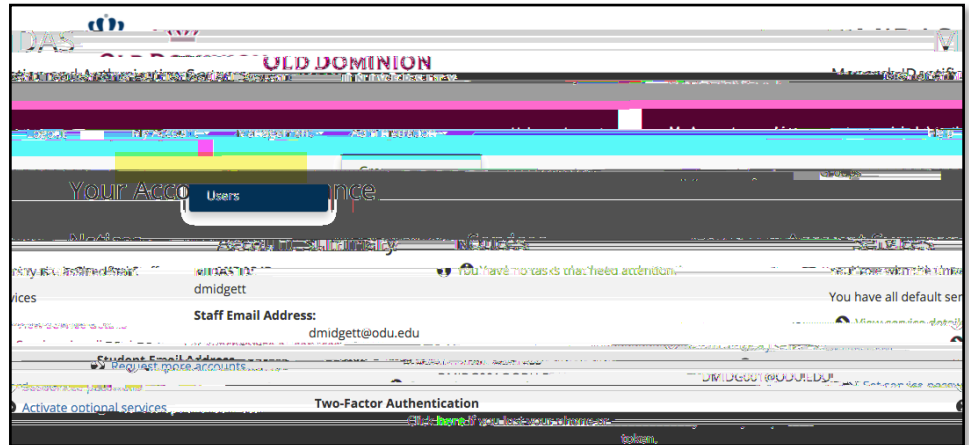


Managing Groups



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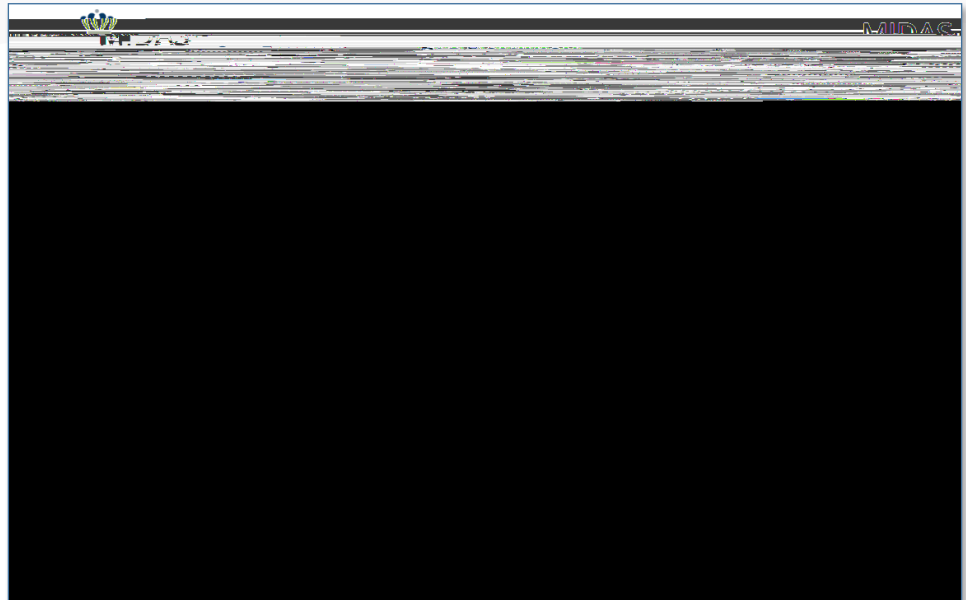
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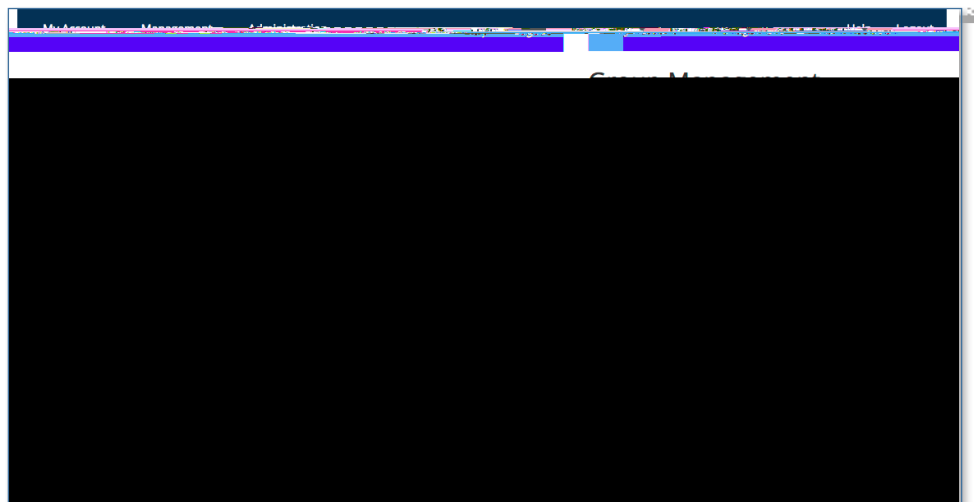


Add a person to a group in MIDAS

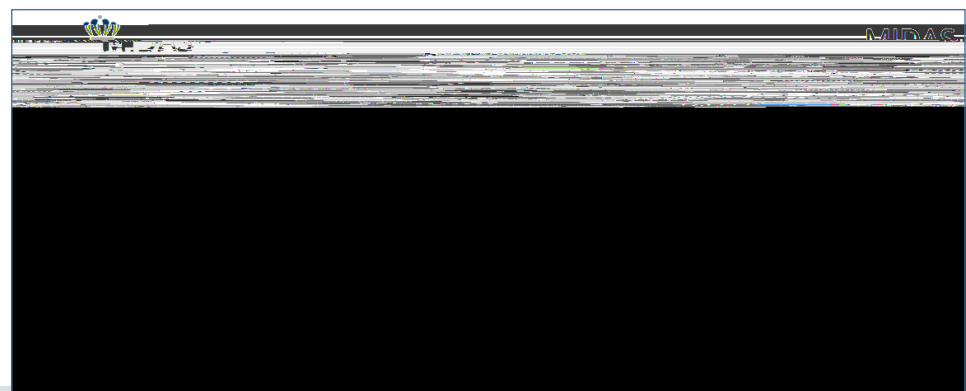
1. Click the **Add Members** tab. In the **Search** box, type in the new member's name, UIN or account ID, and click **Search**.



2. The person you are looking for should show up under **Results**. Select the person's name from the list, and choose whether they should be a Member, Admin or Auditor. Click **Submit**.

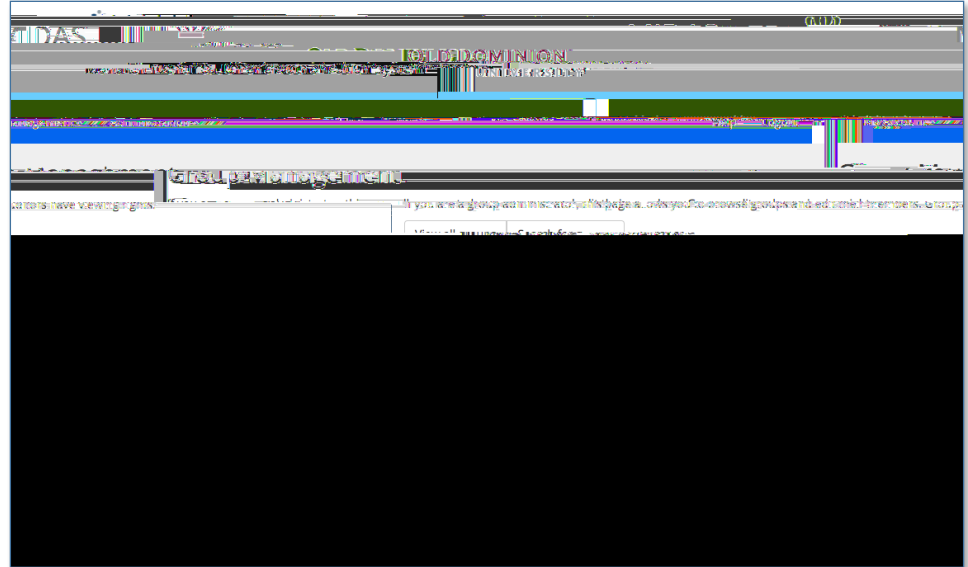


3. You can also upload members from a file using the **Upload File** tab.



Remove a person from a group in MIDAS

1. Click the **Members** tab. Check the box beside the person(s) you wish to remove, and click **Remove Selected Members**.



2. You can also edit a person's group expiration date from this screen.

