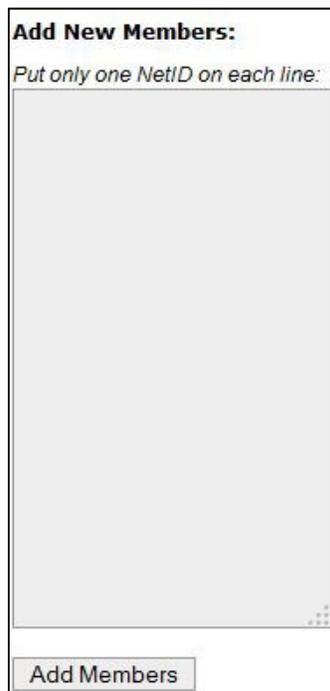


NetID Group Manager for Sharp Device Custodians

Adding Members to the Access Group

To add members to a Sharp Device that are not in the HR group, their NetID will have to be added to the Access Group first.

1. Visit <https://netid.montclair.edu/GroupManager>
2. Login with your NetID
3. Click on the **Group Title** that you are managing
4. Type the member's NetIDs under **Add New Members**
5. Click **Add Members**



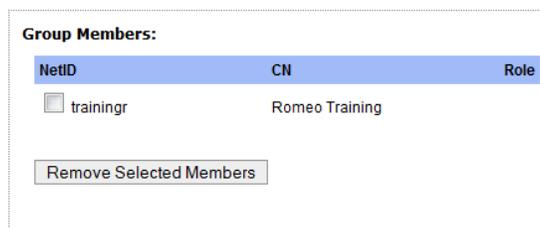
Add New Members:
Put only one NetID on each line:

Add Members

Removing Members from the Access Group

We recommend that you clean up your list as people leave or at minimum quarterly to ensure that the access is correct. To clean up your list. Log follow the directions for accessing your list above and then:

1. Check the box next to their name and click **Remove Selected Members**.



Group Members:

NetID	CN	Role
<input type="checkbox"/> trainingr	Romeo Training	

Remove Selected Members

Adding a Manager to the Access Group

You can add a Manager to the Access Group which will give them the rights to add or remove users. We suggest that you have a Manager to ensure there is an alternate.

Delegated Managers

[Click here to delegate managers](#)

Please Note: To delegate managers, the users must be added to list as a member before you can delegate them as a Manager.

1. To delegate them as a Manager, click on the **Delegate Managers** on the left-hand side of the portal.
2. **Select the user** by checking the checkbox that you would like to be the Manager.
3. Click **Update Manager** at the bottom of the list. Please Note: There is not a limit on Managers.