



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**

The screenshot shows a web form titled "Add New Members:". Below the title is a text input area with the instruction "Put only one NetID on each line:". The input area is currently empty. At the bottom of the form is a button labeled "Add Members".

Removing Members from the Access Group

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

The screenshot shows a table titled "Group Members:". The table has three columns: "NetID", "CN", and "Role". There is one row of data with a checkbox in the "NetID" column, the value "trainingr" in the "CN" column, and the value "Romeo Training" in the "Role" column. Below the table is a button labeled "Remove Selected Members".

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