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. [https://netid.montclair.edu/GroupManager](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:

6. To remove members, check the box next to their name and click **Remove Selected Members**.