Add Users to Groups

This guide is for security administrators and details the process to directly add a user to a group.

1. Login to the MyPDESuite website [https://www.mypdeapps.pa.gov](https://www.mypdeapps.pa.gov)

2. Navigate to **User/Group Admin**. If 0 groups show up on the My Administrative Groups screen it means you are not a security administrator and cannot add users to groups. Contact your Local Security Administrator to be added to a Security Administration group.

To view current members of the group click View Users. To add a user to the group click Add Users.

3. Search for the desired group on the My Administrative Groups screen:
4. Search for the desired user on the Add Users to Group screen and click add.

Please note that users must log in to MyPDESuite to be searchable. If you do not find the user it is most likely because they have not logged in.

5. Select the Institution that you want to associate the user with.

After the user has been associated with an institution, the Institution will show up under the existing educational institution affiliation section. If the institution is not there for a new user, you will have to search for the institution.
6. If there are attributes add them in the Group Attributes section. Click Create Membership and you are done!