**Sponsored Group Management Tool**

**Getting Started Guide**

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### Introduction

The Sponsored Group Management Tool allows individuals to view very basic information about groups in Active Directory (a system which contains all NetIDs, computers, and groups for the Towson University network). Groups can be used for Email (such as a distribution list) or to provide security (such as who can access a file share). Faculty/staff who are sponsors of groups will use this tool to maintain their groups’ membership and sponsors.

### Logging In

The Sponsored Group Management Tool is a web based tool accessible from any browser.

1. Visit [towson.edu/netid](http://towson.edu/netid) from your preferred browser.
2. Select **Manage Sponsored Group Membership (for individuals who are responsible for maintaining a group)** from the Faculty/Staff NetID Tools section. A login screen will appear.

![Faculty/Staff NetID Tools](image)

**Figure 1**

3. Enter your **NetID** and **Password** and click the Login button. **Note:** Make sure you use your NetID and not your full Email address when logging in.

![Sponsored Group Management](image)

**Figure 2**
4. The **Sponsored Group Management Tool** page will appear.

![Sponsored Group Management Tool](image)

**Figure 3**

**Modifying a Single Group**

A sponsored group can be modified by adding additional sponsors (administrators), or adding members to the group.

**Selecting a Group**

1. To view or update a single group, click the name of the group to view its group details page.

![Selecting a Group](image)

**Figure 4**
2. The **Sponsored Group Details** page appears. Here you can email yourself a group summary report, add or remove a sponsor, add or remove a group member, update notes used to store additional details about the purpose and usage of the group and add an audit note (if the group is marked sensitive).

![Sponsored Group Management Tool](image)

**Figure 5**
Add a Sponsor (Group Administrator)

OTS recommends that each group have at least 2-3 sponsors to help facilitate group management.

1. Click the Add Sponsor button in the Sponsors (Group Admins) section.

2. The Add a Sponsor window will appear. Here you can Search by NetID, email, TUID# or last name.

3. Input the search information you need and click the Search button.

4. Select the name or names you wish to add and click Add Selected Sponsor(s)

   **Note:** Be sure to select the correct name as many people may have more than one entry in Active Directory (such as individuals who are both a student and faculty/staff member. The type of NetID will be displayed in the right-hand column of the list.).

5. The sponsor is added to the group. Click the Click here to close this dialog box link. You will be returned to the Sponsored Group Details screen.

   **The following actions were successful:**
   - Group OTS - CK404A Conference Room Resource Ctrl Group: Added sponsor RURAND

   Click here to close this dialog box.
Removing a Sponsor

1. From the main screen, click the **Remove Sponsor** button.

![Table of Group Membership](image)

**Figure 9**

2. Select one or more sponsors to remove by clicking the check box beside the corresponding name and then click the **Remove Selected Sponsor(s)** button.

![Remove a Sponsor dialog box](image)

**Figure 10**

3. Click the **Click here to close this dialog box** link. You will be returned to the **Sponsored Group Details** screen.

Adding a Member

1. Click the **Add Group Member** button in the **Group Membership** section.

![Add a Group Member](image)

**Figure 11**

2. Input the search information you need and click the **Search** button.

![Search input](image)

**Figure 12**
3. Select the name or names you wish to add by clicking the check box beside the corresponding name and then click the **Add Selected Group Member(s)** button.

**Note:** Be sure to select the correct name as many people may have more than one entry in Active Directory (such as a student employee or Administrator).

![Add a Group Member](image)

**Figure 13**

4. The member is added to the group. Click the **Click here to close this dialog box** link. You will be returned to the **Sponsored Group Details** screen.

**Removing a Group Member**

1. From the main screen, click the **Remove Group Member** button.

![Group Membership](image)

**Figure 14**

2. Select one or more group members to remove by clicking the check box beside the corresponding name and then click the **Remove Selected Group Member(s)** button.

![Remove Group Member](image)

**Figure 15**

3. The member is removed from the group. Click the **Click here to close this dialog box** link. You will be returned to the **Sponsored Group Details** screen.
Modifying Multiple Groups

If you would like to quickly modify multiple groups, you can do this using the **Modify Multiple Groups at Once** option. This is useful if you have a new employee or if an employee has left your department.

1. From the **Sponsored Group Management Tool** main screen, click the **Modify Multiple Groups At Once** button located below **Your Sponsored Groups** section.

   ![Figure 16](image)

   **Figure 16**

   2. A **Select Multiple** column will appear to the left of the group list. Check the groups you wish to bulk modify.

   ![Figure 17](image)

   **Figure 17**

   3. Select the appropriate button to either **Add Sponsor(s)** or **Remove Sponsor(s)**, **Add Member(s)** or **Remove Member(s)**.
Other Administrative Duties

As a group sponsor, you may have a need to utilize other administrative responsibilities, depending on the type of group you have.

Send Group Summary Report

A group summary report details the list of every sponsor and group member in the group. This tool will include everything on the group details page.

1. From the Sponsored Group Details page, click Send Group Summary Report from the Name section.

![Figure 19](image)

2. The Email Group Summary window will appear. Enter the email address you would like to send the report to and click the Generate and Email Report button. Note: If you would like only a list of the group sponsors and members, place a check in the box beside Send group membership details only.

![Figure 20](image)

3. The report will be emailed. Click the Click here to close this dialog box hyperlink.

![Figure 21](image)
Adding Notes

Notes are used to store additional details about the purpose and usage of the group beyond its basic description. Notes can be added by a Sponsor and they are totally optional.

1. From the Sponsored Group Details page, click Update Notes from the Notes (Additional Description) section.

![Figure 22](image)

2. The Update Notes window appears. Add a note and click the Update button.

![Figure 23](image)

4. The note will be added. Click the Click here to close this dialog box hyperlink.

![Figure 24](image)
Adding an Audit Note

For groups that are marked sensitive, auditing by the sponsor is required periodically. Adding an audit note confirms that the sponsor has reviewed the group’s membership and sponsors and confirmed they are accurate to the best of their knowledge. Sponsors will receive an email reminder to perform an audit and add an audit note.

1. From the Sponsored Group Details page, click Add Audit Note from the Audit Details section.

   **Note:** If the Audit Details section does not appear, you are not in a group marked sensitive.

   ![Figure 25](image1)

   **Figure 25**

2. The Add Audit Note window appears. Add an audit note to indicate that you have confirmed the group members and click the Add Audit Note button. The current date/time and your name will automatically be attached to the note.

3. The audit note will be added. Click the **Click here to close this dialog box**.

   ![Figure 26](image2)

   **Figure 26**

   ![Figure 27](image3)

   **Figure 27**

Questions or Other Changes?

If you’d like to request a new group, remove a group, make additional modifications to a groups beyond what is possible with this tool, or you have other questions, please contact the Office of Technology Services at 410-704-5151 or submit a request in the TechHelp system.