### How do I manage membership of my Skillport group?

#### Tell Me

1. Log into [Skillport](#).
2. In the top left, click **Quick Links** > **Admin**.
3. Along the top, click **Users & Groups** > **User Management**.
4. Select the **Group** option and then enter the group name in the search box; click **Search**.
5. Click on the group from the **Search Results** tab.
6. On the right side, click on the **Membership** tab.
7. Click the option to **Copy/Move Users**.

![Copy/Move Users](image1)

<table>
<thead>
<tr>
<th>Group Info</th>
<th>Membership</th>
<th>Catalog Assignment</th>
<th>Learning Plan Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

8. Enter the **username** (the beginning of their University email, not alias) of the desired person and click **Search**.
9. Click on the person from the search results (if there are multiple options, any selection is fine); click **Copy**.

![Copy/Move Users](image2)

10. You should see the person displayed on the right as a member of the group.
11. Repeat the process for all desired members.

#### Remove User

1. Log into [Skillport](#).
2. In the top left, click **Quick Links** > **Admin**.
3. Along the top, click **Users & Groups** > **User Management**.
4. Select the **Group** option and then enter the group name in the search box; click **Search**.
5. Click on the group from the **Search Results** tab.
6. On the right side, click on the **Membership** tab.
7. Click the checkbox next to the person you want to remove from the group; click **Remove** along the top.

![Remove](image3)

8. A confirmation will be displayed; click **OK**.
9. Repeat the process for all desired members.

### Related FAQs

- How do I manage membership of my Skillport group?
- Why can't I run a course in Skillport?
- Why can't I log into Skillport?
- Who do I contact when I need help with Skillport?
- What is Skillport?