



UNIVERSITY
OF
WATERLOO

GROUP LIST MANAGER – VERSION 1.4

Group List Manager

Version 1.4 July 18, 2012

Table of Contents

What is Group List Manager?	2
How do I get access?	3
Viewing group members	5
Adding group members	6
Deleting group members	8
Current Student Design Centre groups.....	10
Questions?	10

What is Group List Manager?

Group List Manager is a web based tool that makes it easy for Nexus groups to manage their own membership list.

This means that a select group of **managers** can maintain the **membership** list of a specific on-campus security group within the Nexus domain. This security group list can then be used to allow access to specific resources within Nexus.

A prime example is allowing access to specific lab computers to a group of users. Another example would be allowing a group access to print to a specific printer without any charge.

The group managers themselves are part of a manager security group, specific to their own group. These manager groups are administered by a local permanent University of Waterloo employee (this can be a local staff member or a faculty member, etc.). This will allow for easy maintenance and updates, if group managers change over time.

The following illustration will make it easier:

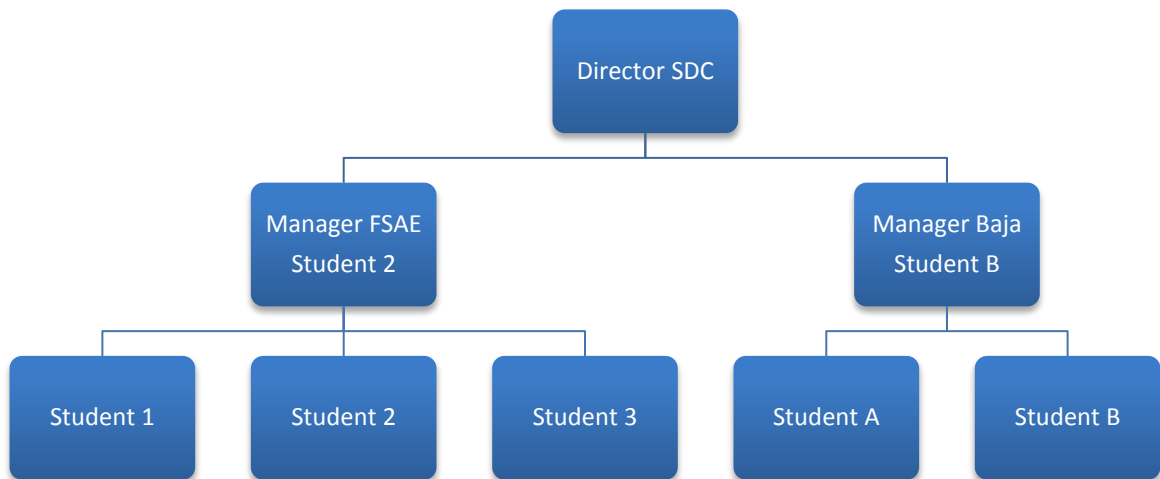


Figure 1 - Hierarchy example

In this example the Director SDC is the permanent employee who can update the Manager FSAE and Manager Baja groups.

Each of the managers will be able to update their own membership list with students, who in turn will have access to specific computers, and will also be able to print to specific printers in the Student Design Centre.

How do I get access?

The Group List Manager Web based tool is accessible from the following address:

<https://enggroup.uwaterloo.ca>

You will have to log in with your usual Nexus / UW credentials.

Group List Manager

Login to Nexus

Userid

Password

Figure 2 - Login

Once you are logged in, group managers will see a list of groups they can manage. If you don't see your group(s), **and** you are a group manager, you will have to contact your local group administrator for your group managers (e.g. Director SDC).

Groups you can manage with this tool:

Group	Comment
TestEngClubTest	Kilmadough

1 row


Select a group above, then press Add or Delete below to change memberships.

Figure 3 - Groups

If a regular member of a group logs on to the system they will be able to see which group(s) they belong to.

If the user does not see the group they are supposed to belong to, they will need to contact their respective Group Manager(s). The Group Manager(s) can add the user to their group.

Groups you are in.

Group	Comment	
TestEngClubTest	Kilmadough	

1 row

Logout

Figure 4 - Group membership

Viewing group members

Once logged in, select the group you want to view and click on the **View Users** button.

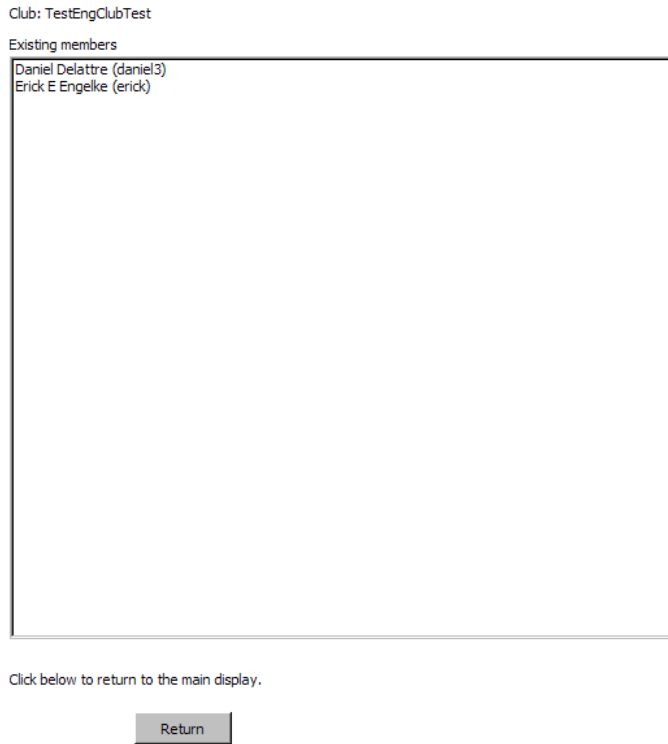


Figure 5 - Viewing members

This will show you a list of current existing members in the specified group.

To return to the main screen, please click on the **Return** button.

Adding group members

Once logged in, select the group you want to add members to and click the **Add Users** button.

Club: TestEngClubTest

Existing members

Daniel Delattre (daniel3)
Erick E Engelke (erick)

Enter one or more userids below, then press Add to add those users.

Figure 6 - Adding members

This will show you a list of current existing members in the specified group.

The second window will allow you to enter one or more Nexus / UW user ID's of people you want to add to your group member list.

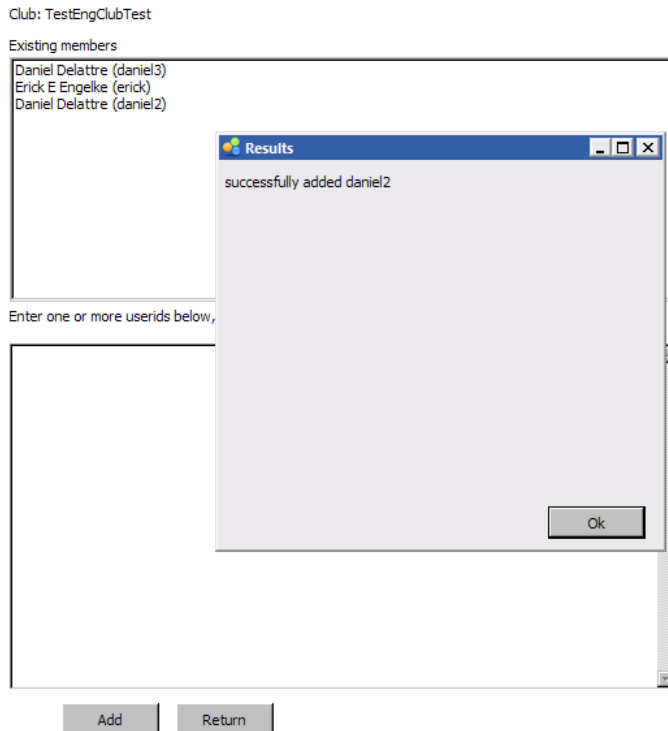


Figure 7 - Added a member

Once you click **Add**, the user ID's will be verified and if the user exists in Nexus it will be added to your group.

Note: Each time when you add a user, that particular user will receive an e-mail!

added to group TestEngClubTest

World Wide Web Owner [www@ecserv18.uwaterloo.ca]

To: Daniel Delattre

This is an automated note sent on behalf of
daniel1@uwaterloo.ca to say that your account
has been added to the Nexus group:
TestEngClubTest

Figure 8 - Email added a member

To return to the main screen, please click on the **Return** button.

Deleting group members

Once logged in, select the group you want to delete members from and click the **Delete** button.

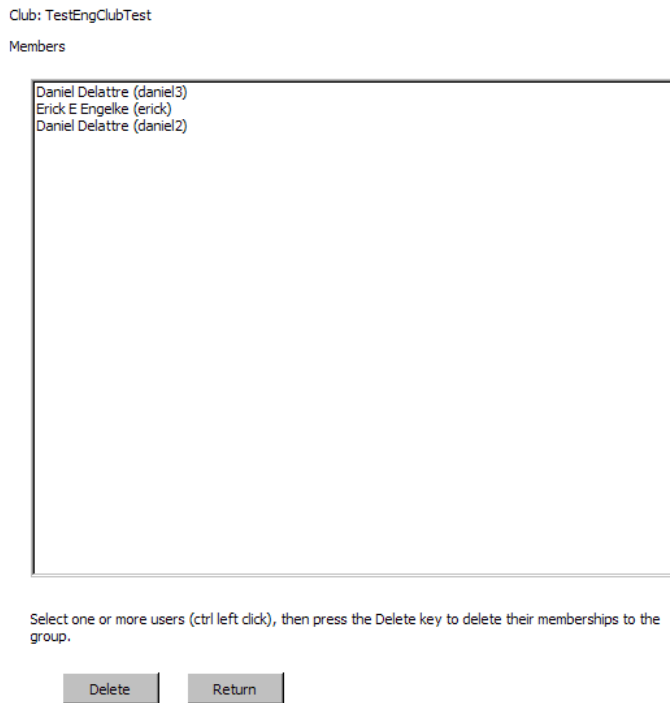


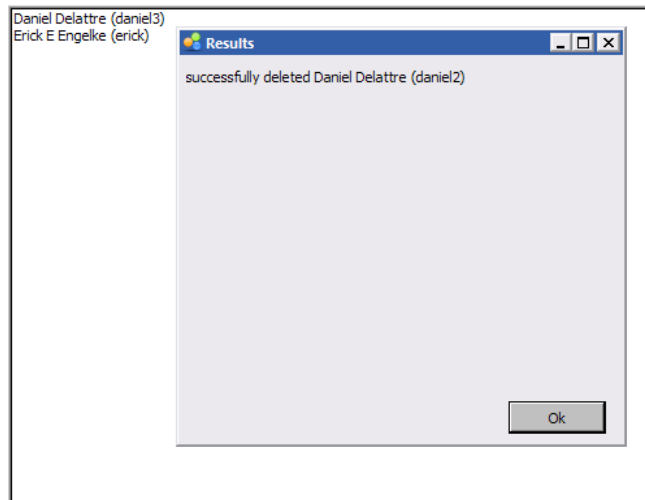
Figure 9 - Deleting members

This will show you a list of current existing members in the specified group.

This window will allow you to select one or more usernames who you want to remove from your group member list.

Club: TestEngClubTest

Members



Select one or more users (ctrl left click), then press the Delete key to delete their memberships to the group.



Figure 10 - Deleted a member

Once you click **Delete**, the selected users will be removed from your group.

Note: Each time when you remove a user, that particular user will receive an e-mail!

deleted from group TestEngClubTest

World Wide Web Owner [www@ecserv18.uwaterloo.ca]

To: Daniel Delattre

This is an automated note sent on behalf of
daniel1@uwaterloo.ca to say that your account
has been deleted from the Nexus group:
TestEngClubTest

Figure 11 - Email deleted a member

To return to the main screen, please click on the **Return** button.

Current Student Design Centre groups

Name	Managed by	Workstation(s)
EngClub_Baja	EngClub_Baja_Mgr	SDC14
EngClub_CleanSnow	EngClub_CleanSnow_Mgr	SDC13
EngClub_Coop	EngClub_Coop_Mgr	SDC07
EngClub_FSAE	EngClub_FSAE_Mgr	SDC09/SDC10/FSAE001
EngClub_IEEE	EngClub_IEEE_Mgr	SDC03
EngClub_IGEM	EngClub_IGEM_Mgr	SDC05
EngClub_MidSun	EngClub_MidSun_Mgr	SDC12
EngClub_Robotics	EngClub_Robotics_Mgr	SDC01
EngClub_Rocketry	EngClub_Rocketry_Mgr	SDC08
EngClub_UWAFT	EngClub_UWAFT_Mgr	SDC11
EngClub_UWMAV	EngClub_UWMAV_Mgr	SDC06
EngClub_WARG	EngClub_WARG_Mgr	SDC02
EngClub_WATSAT	EngClub_WATSAT_Mgr	SDC04

Questions?

- ✓ Visit <http://enggroup.uwaterloo.ca> for frequently asked questions.
- ✓ Contact Erick Engelke (erick@uwaterloo.ca) for technical questions
- ✓ Contact Daniel Delattre (daniel@uwaterloo.ca) for set up and Active Directory questions