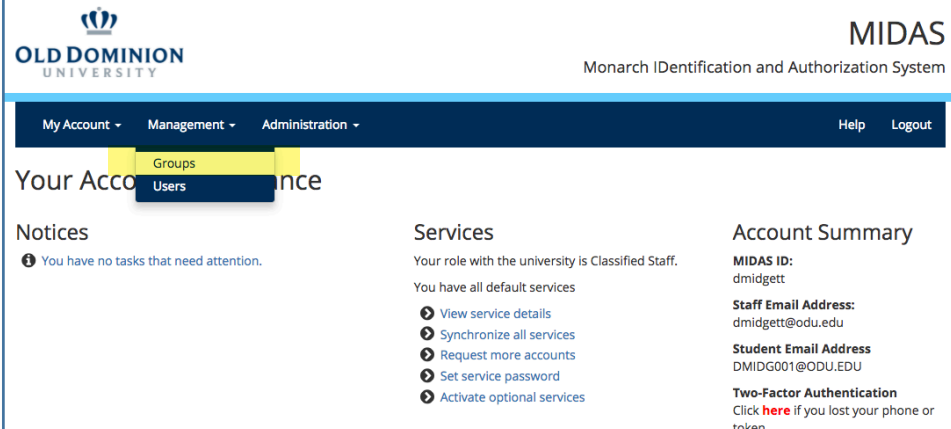


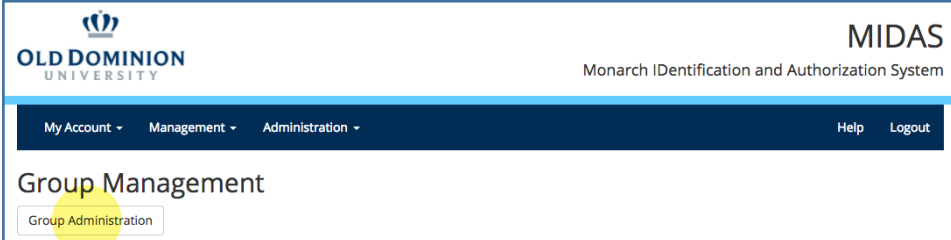
# Managing Groups in MIDAS

1. Log in to <https://midas.odu.edu> and select **Groups** under **Management** on the menu.



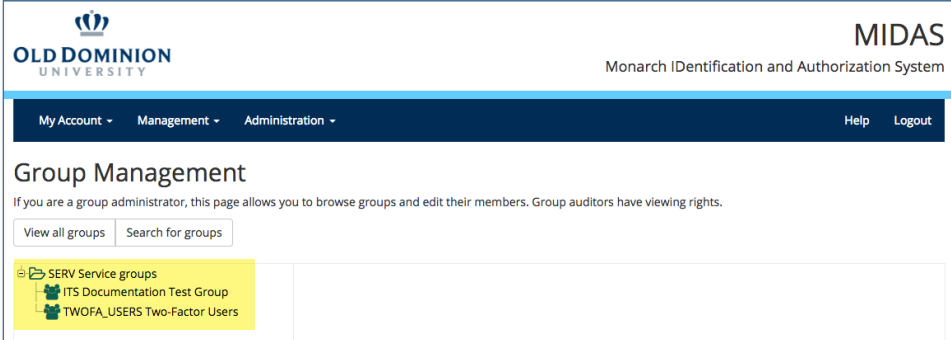
The screenshot shows the MIDAS Monarch Identification and Authorization System interface. At the top, the Old Dominion University logo is on the left, and 'MIDAS Monarch Identification and Authorization System' is on the right. A navigation bar contains 'My Account', 'Management', and 'Administration'. The 'Management' dropdown menu is open, with 'Groups' highlighted in yellow. Below the menu, the page title is 'Your Account' and the main content area includes 'Notices', 'Services', and 'Account Summary'.

2. Click **Group Administration**.



The screenshot shows the 'Group Management' page in the MIDAS system. The navigation bar is the same as in the previous screenshot. The page title is 'Group Management'. Below the title, there is a button labeled 'Group Administration' which is highlighted with a yellow circle.

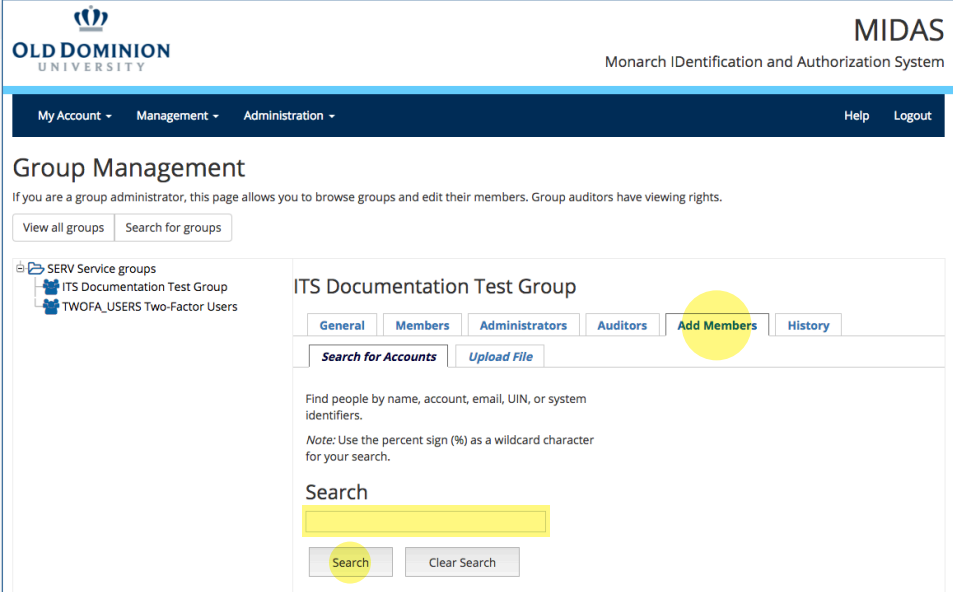
3. From the list, select the group you would like to modify.



The screenshot shows the 'Group Management' page with a list of groups. The page title is 'Group Management' and it includes a sub-header: 'If you are a group administrator, this page allows you to browse groups and edit their members. Group auditors have viewing rights.' Below this, there are two input fields: 'View all groups' and 'Search for groups'. A list of groups is displayed, with the first group, 'SERV Service groups', highlighted in yellow. Underneath it, two sub-groups are listed: 'ITS Documentation Test Group' and 'TWOFA\_USERS Two-Factor Users'.

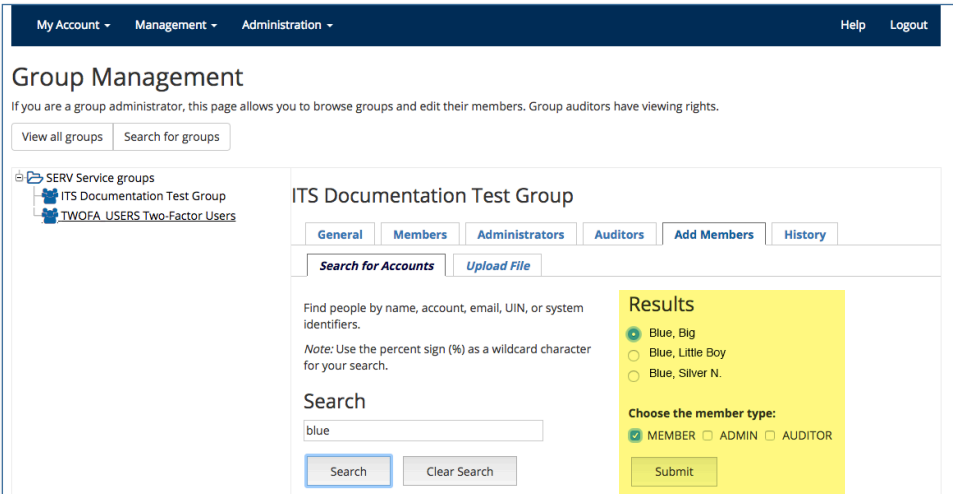
## Add a person to a group in MIDAS

1. Click the **Add Members** tab. In the **Search** box, type in the new member's name, UIN or account ID, and click **Search**.



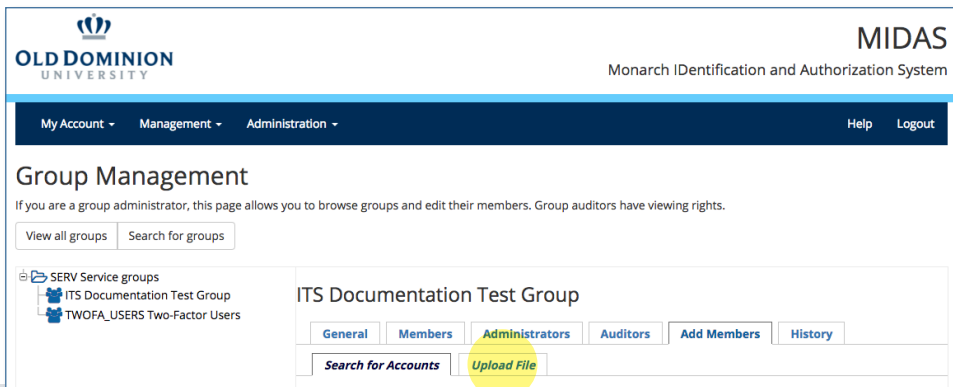
The screenshot shows the MIDAS Monarch Identification and Authorization System interface. The page title is "Group Management". Below the title, there is a navigation bar with "My Account", "Management", and "Administration" menus. The main content area shows a list of groups on the left, including "SERV Service groups", "ITS Documentation Test Group", and "TWOFA\_USERS Two-Factor Users". The "ITS Documentation Test Group" is selected, and the "Add Members" tab is highlighted. Below the tabs, there is a "Search for Accounts" section with a search box and a "Search" button. The search box is highlighted in yellow.

2. The person you are looking for should show up under **Results**. Select the person's name from the list, and choose whether they should be a Member, Admin or Auditor. Click **Submit**.



The screenshot shows the same MIDAS interface as the previous screenshot, but now the search results are displayed. The search box contains the text "blue". The results section shows a list of three items: "Blue, Big", "Blue, Little Boy", and "Blue, Silver N.". Below the results, there is a "Choose the member type:" section with radio buttons for "MEMBER", "ADMIN", and "AUDITOR". The "MEMBER" radio button is selected. A "Submit" button is highlighted in yellow.

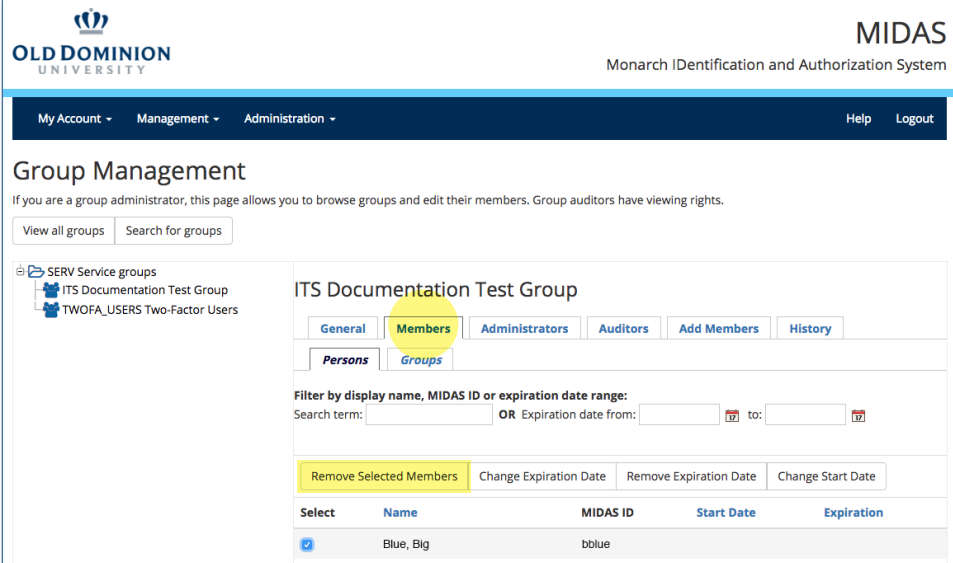
3. You can also upload members from a file using the **Upload File** tab.



The screenshot shows the same MIDAS interface as the previous screenshots, but now the "Upload File" tab is selected. The "Upload File" button is highlighted in yellow.

## Remove a person from a group in MIDAS

1. Click the **Members** tab. Check the box beside the person(s) you wish to remove, and click **Remove Selected Members**.



The screenshot shows the MIDAS Group Management interface. The 'Members' tab is highlighted in yellow. Below the tabs, there are filter options and a table of group members. The 'Remove Selected Members' button is highlighted in yellow.

**MIDAS**  
Monarch IDentification and Authorization System

My Account - Management - Administration - Help Logout

### Group Management

If you are a group administrator, this page allows you to browse groups and edit their members. Group auditors have viewing rights.

View all groups Search for groups

SERV Service groups  
 ITS Documentation Test Group  
 TWOFA\_USERS Two-Factor Users

#### ITS Documentation Test Group

General **Members** Administrators Auditors Add Members History

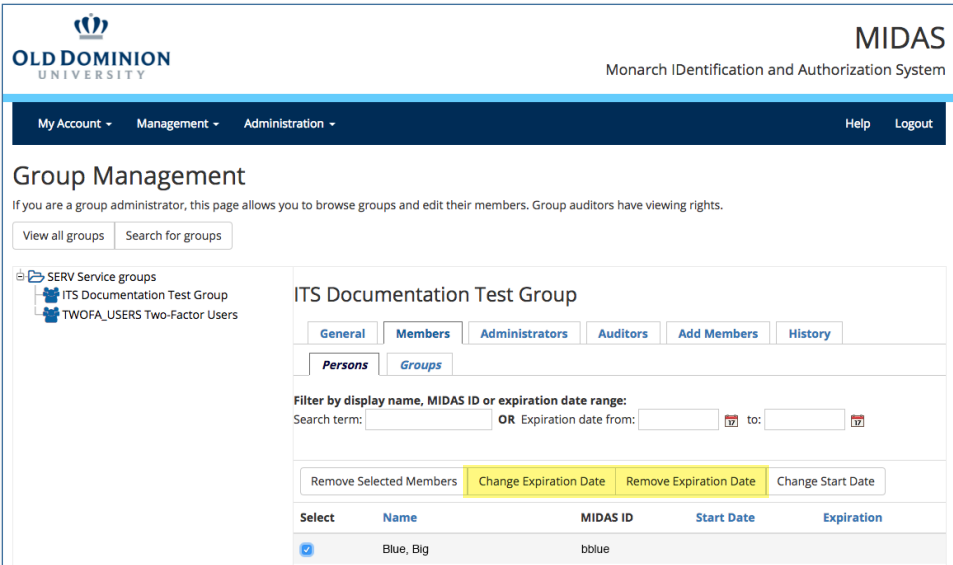
Persons Groups

Filter by display name, MIDAS ID or expiration date range:  
 Search term: OR Expiration date from: to:

Remove Selected Members Change Expiration Date Remove Expiration Date Change Start Date

Select	Name	MIDAS ID	Start Date	Expiration
<input checked="" type="checkbox"/>	Blue, Big	bblue		

2. You can also edit a person's group expiration date from this screen.



The screenshot shows the same MIDAS Group Management interface as the previous one, but with the 'Change Expiration Date' button highlighted in yellow.

**MIDAS**  
Monarch IDentification and Authorization System

My Account - Management - Administration - Help Logout

### Group Management

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#### ITS Documentation Test Group

General Members Administrators Auditors Add Members History

Persons Groups

Filter by display name, MIDAS ID or expiration date range:  
 Search term: OR Expiration date from: to:

Remove Selected Members **Change Expiration Date** Remove Expiration Date Change Start Date

Select	Name	MIDAS ID	Start Date	Expiration
<input checked="" type="checkbox"/>	Blue, Big	bblue		