

Manage Site Membership

This feature will allow you manage site membership. Here are the functions available:

- Add new members manually
- Add members on request
- Remove members

Add Members Manually

1. Find the **Members** section on your home page (right column) and click on the **Add Members** tab

Active Member Request Add Members

Search for Users ⓘ

Login Name

First Name

Last Name

Reset Search

Search Results

Cindy Cypress

Cancel Add Members

2. In the setup screen that appears, search for the user in question by typing in one or more search terms (login name, first name, last name) in the fields provided and click the **Search** button.
3. All matches to your search term(s) will appear in the **Search Results** box at the bottom. Click on the desired name in the search results and click the **Add Members** button to complete the process.
4. A message will appear if the user was added successfully. Click on the **Active** tab to verify. The added user will appear in the group roster in alphabetical order.



Add Members on Request

Often, other MyGateway users will want to join the site but find it is restricted and sends a request to the site admin for approval to join. If the site is restricted, then click on the **Member Request** tab to view users requesting access.

Members

Owner | Member Request

Active Member Request Add Members

No users have requested membership in this site.

Remove Members

Members can also have their site access removed. Click on the **Active** tab, check the box next to the member's name, and click the **Remove Membership** button.

Members

Owner | Active

Active Member Request Add Members

10 per page Filter...

<input type="checkbox"/>	First Name ↕	Last Name ↕	Display Name ↕
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	> Child	Problem	Child 5 Problem
<input type="checkbox"/>			
<input type="checkbox"/>	> admin	user	admin user

If removal is successful, a confirmation will and the site membership list will be updated.