

# Adding and removing group members

A group of users may be assigned permissions to a wiki space or to individual pages.

A group may be defined based on a departmental code, course code, or by explicitly listing the group members. While membership in the code-based groups is managed automatically, changing membership of the last type of groups requires administrative action.

Should you need to add or remove members of a group, please contact the ICT Service Desk and provide them:

- the name of the group
- the names of users (and if possible also user codes) of users to be added to the group
- the same for users to be removed from the group

For the case of new users to be added to the group, please ask the users to log in into the wiki at least once before requesting the Service Desk to add them to the group (the users' account information would be mirrored in the system by then).