

User's Guide for Managing Communities/Groups

Office of Environmental Information Office of Information, Technology, and Operations National Security and Operations Division

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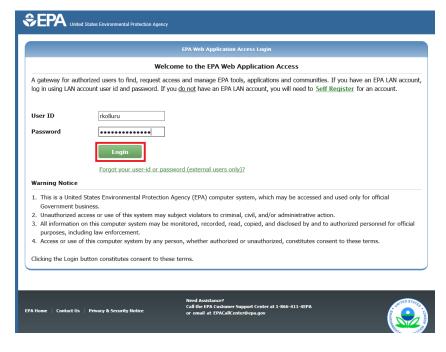


1. Purpose.

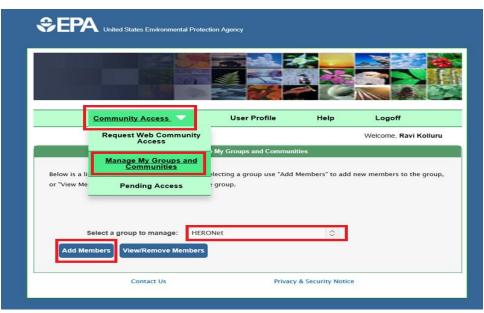
This document serves as a guide for managing users in a Community/Group using the OIM Console.

2. Add members to a Community/Group.

- Open your web browser to https://waa.epa.gov
- Log in with your LAN ID credentials.



- Click on *Community Access,* then click *Manage My Groups and Communities*.
- Choose a Community from dropdown box, *Select a group to manage*. Then click the *Add Members* button.





Add Members

- Enter the last name, email or User ID of the person to be added to the community in the *Search for User* field.
- Click the Search Users button. This will provide a list all rows matching the search criteria.

To Add Members, search by last name or email or userid, then click 'Search Users'. Choose the members (by clicking the check box under Select Column) and click on 'Add to List' button at the bottom of the screen. Additional members may be searched and added, click 'Submit' button at the bottom of the screen to add selected members.



 Highlight and select the user to be added to the Community. Then, click the *Add to List* button. More users can be added to the list by going back to the *Search for User* field. To Add Members, search by last name or email or userid, then click 'Search Users'. Choose the members (by clicking the check box under Select Column) and click on 'Add to List' button at the bottom of the screen. Additional members may be searched and added, click 'Submit' button at the bottom of the screen to add selected members.

| Group: HERONet Group Type: Community Search for User: ravi Search Users | | | | |
|---|----------------|---------------------------------------|-----------|--|
| Select | Name | Email | User ID | |
| | AREAMS, Day | 81008101ravi.kolluru@identitynest.com | n dareams | |
| ☑ | Agler, Travis | agler.travis@stg.epa.gov | tagler | |
| | Bachu, Aravind | bachu.aravind@stg.epa.gov | abachu | |
| | Bandung, Jay | 1005101ravi.kollugu@identitynest.com | jbandung | |

| Add to List | |
|---|--|
| No users have been selected to add yet. | |
| Back | |



• A Confirmation page is displayed with a list of users that were added to the community. Click the **Back** button to return and add more users.

| Add Mer | ibers |
|---|-------|
| The following users have been added to the HERONet group: • Agler, Travis (tagler) | |
| The following users already existed in the group: • Aravind Bachu (abachu) | |
| Back | |

3. How to View/Remove members of a Community/Group.

- Open your web browser and visit https://waa.epa.gov
- Log in with your LAN ID credentials.

| EPA Web Application Access Login | | | | | |
|---|--|--|--|--|--|
| | Welcome to the EPA Web Application Access | | | | |
| | uthorized users to find, request access and manage EPA tools, applications and communities. If you have an EPA LAN account account user id and password. If you <u>do not</u> have an EPA LAN account, you will need to <u>Self Register</u> for an account. | | | | |
| User ID | rkolluru | | | | |
| Password | Login | | | | |
| | Forgot your user-id or password (external users only)? | | | | |
| Warning Notic | | | | | |
| | | | | | |
| Government 2. Unauthorized | access or use of this system may subject violators to criminal, civil, and/or administrative action. | | | | |
| Government 2. Unauthorized 3. All informatio | business. I access or use of this system may subject violators to criminal, civil, and/or administrative action. In on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official | | | | |
| Government 2. Unauthorized 3. All information purposes, inc | business. I access or use of this system may subject violators to criminal, civil, and/or administrative action. | | | | |
| Government Unauthorized All information purposes, ind Access or use | business. access or use of this system may subject violators to criminal, civil, and/or administrative action. n on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official Juding law enforcement. | | | | |
| Government Unauthorized All information purposes, ind Access or use | business. I access or use of this system may subject violators to criminal, civil, and/or administrative action. In on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official sluding law enforcement. Is of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. | | | | |



- Click on *Community Access,* then click *Manage My Groups and Communities*.
- Choose a Community from dropdown box Select a group to manage, then click the View/Remove Members button. A list of all members currently having access to the selected community will display.

| | Community Access | User Profile | Help | Logoff |
|---|-------------------------------------|----------------------|--------------------|---------------------------|
| | Request Web Community Access | | | Welcome, Ravi Kollur |
| Below is a li | Manage My Groups and Communities | My Groups and Commun | | I new members to the grou |
| or "View Me | | group. | | |
| | | | | |
| Charles and the second s | Select a group to manage: HER | DNet | ٥ | |
| Add Me | mbers View/Remove Members | 1 | | |
| | Contact Us | | / & Security Notic | |

tal Protection Agenc

• To Remove members from the community, highlight and select the user. Then, click the *Remove* button.

| E | Group: HERON | bes : | (Pr | |
|-------|---------------------------------|-----------------------------|--|-------------------------|
| _ | p Type: Comm imbers: 111 | unity | C. | |
| elect | Mame | туре | Contact Information | EPA Contact Information |
| | Alsalam, Jameel (jalsal02) | EPA Staff | Washington, Washington D.C. 20460 alsalam jameel@stg.epa.gov 2023439807 | - |
| × | Amamilah, Ahmed (aamanula) | EPA Staff | amanulah ahmedi@shg epa.gov 4049054437 | - |
| 8 | Amaro, Laurie (lamaro) | EPA Staff | San Francisco, California 94105 amaro laurie@atg epa gov 4159723364 | - |
| × | Ambariantz, Lorie (lambaria) | EPA Outside Attiliate | Denver, Colorado 80225 ambariantz torie@stg.epa.gov 3034629408 | 5 |
| | Andrews, Amy (aandrews) | EPA Staff | andrews.amy@stg.epa.gov | |
| | Aquitania, Aster (asquitan) | EPA Outside Affiliate | San Francisco, California 94105 aquitania aster@stg.epa.gov 4159474181 | ÷ |
| | Azzam, Nidał (nazzam) | EPA Staff | New York, New York 10007 azzam nidal@stg eps gov 2126373740 | ÷ |



 A confirmation page with the list of users removed from the community/group is displayed. Click the *Back* button to go back to view/remove additional users.

| View/Remove Members | | | | |
|---|--|--|--|--|
| The following users have been removed from the group: • Amanulah, Ahmed (aamanula) • Amaro, Laurie (lamaro) • Ambariantz, Lorie (lambaria) | | | | |
| Back | | | | |