



User's Guide for Managing Communities/Groups

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



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.

The screenshot shows the EPA Web Application Access Login page. At the top, it says "EPA United States Environmental Protection Agency". Below that, it says "EPA Web Application Access Login" and "Welcome to the EPA Web Application Access". A paragraph explains that this is a gateway for authorized users to find, request access and manage EPA tools, applications and communities. It asks for a User ID and Password. The User ID field contains "rkolluru" and the Password field is masked with dots. A green "Login" button is highlighted with a red box. Below the login fields, there is a link: "Forgot your user-id or password (external users only)?". A "Warning Notice" section follows, containing four numbered points about system access and security. At the bottom, there are links for "EPA Home", "Contact Us", and "Privacy & Security Notice", along with contact information for the EPA Customer Support Center and the EPA logo.

- 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.

The screenshot shows the EPA Web Application Access "Manage My Groups and Communities" page. At the top, it says "EPA United States Environmental Protection Agency". Below that, there is a navigation bar with "Community Access" (highlighted with a red box), "User Profile", "Help", and "Logoff". A dropdown menu is open under "Community Access", showing "Request Web Community Access" and "Manage My Groups and Communities" (highlighted with a red box). Below the navigation bar, there is a "Pending Access" section. A dropdown menu labeled "Select a group to manage:" is set to "HERONet" (highlighted with a red box). Below this dropdown are two buttons: "Add Members" (highlighted with a red box) and "View/Remove Members". At the bottom, there are links for "Contact Us" and "Privacy & Security Notice".

- 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.

Add Members

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:

- 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.

Add Members

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:

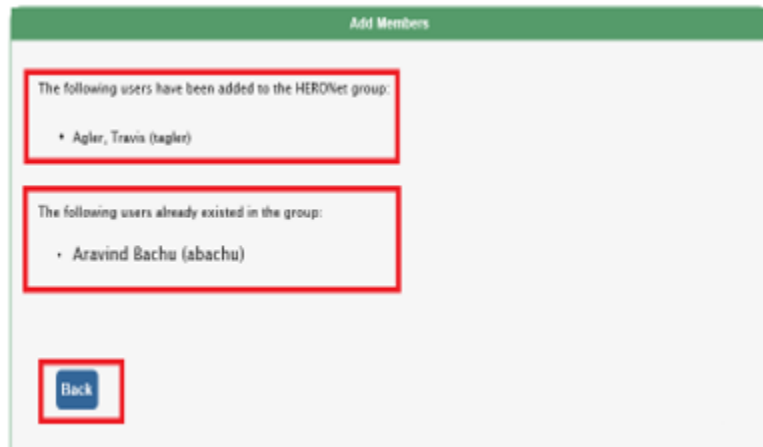
Select	Name	Email	User ID
<input type="checkbox"/>	AREAMS, Day	81008101ravi.kolluru@identitynest.com	dareams
<input checked="" type="checkbox"/>	Agler, Travis	agler.travis@stg.epa.gov	tagler
<input checked="" type="checkbox"/>	Bachu, Aravind	bachu.aravind@stg.epa.gov	abachu
<input type="checkbox"/>	Bandung, Jay	1005101ravi.kolluru@identitynest.com	jbandung

Add to List

No users have been selected to add yet.

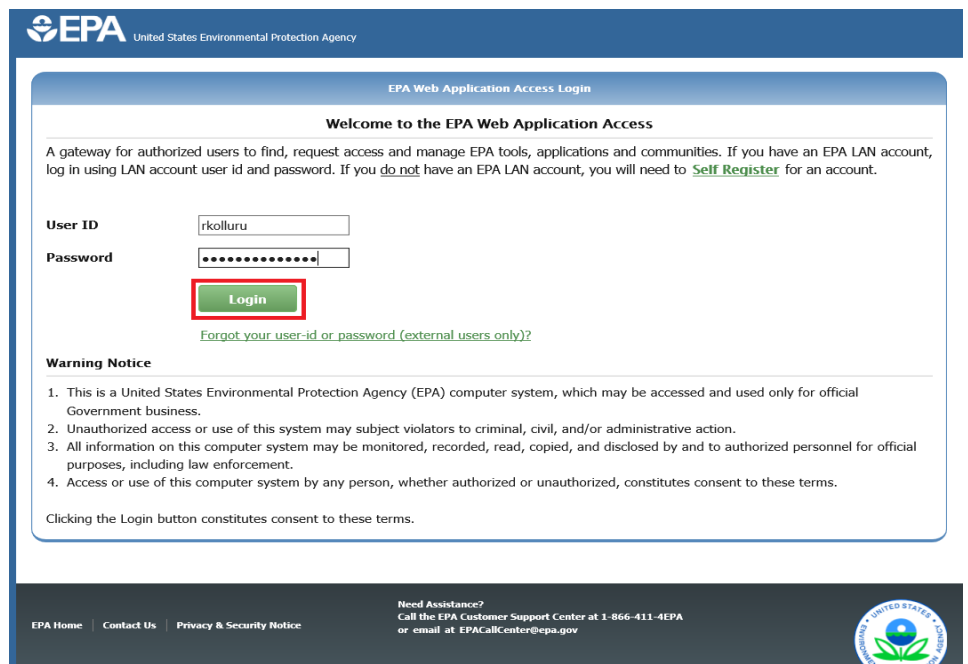


- A Confirmation page is displayed with a list of users that were added to the community. Click the **Back** button to return and add more users.

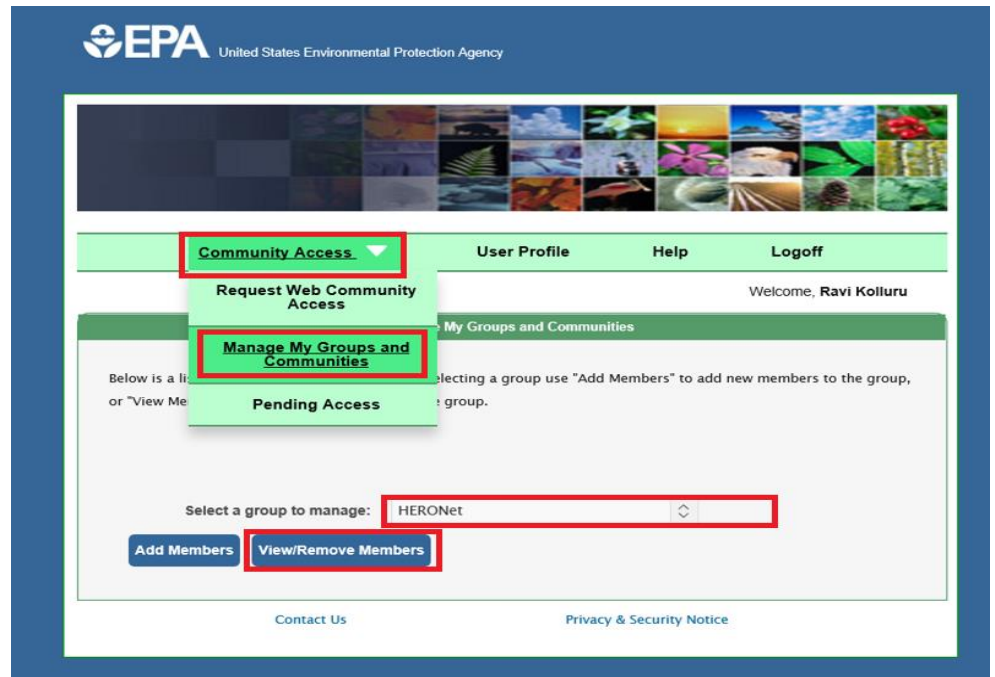


3. How to View/Remove members of a Community/Group.

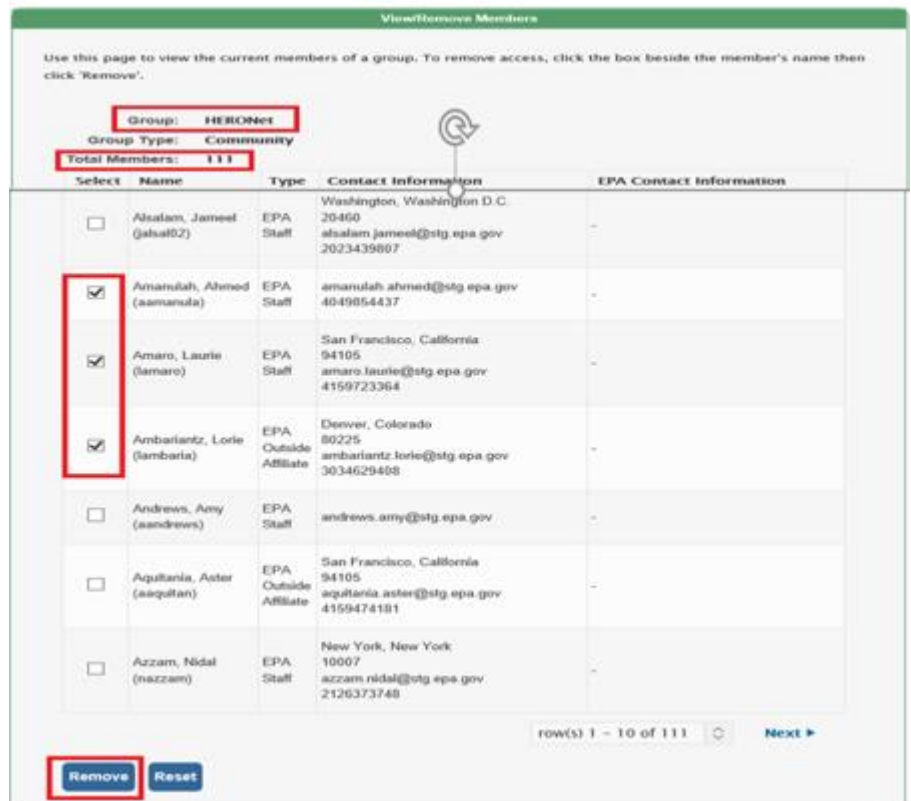
- Open your web browser and visit <https://waa.epa.gov>
- Log in with your LAN ID credentials.



- 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.



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



- 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.

