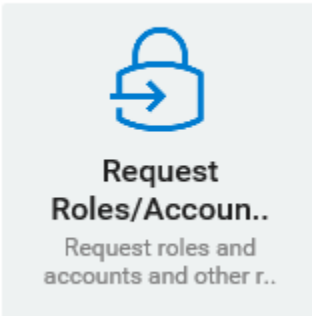


### **Assigning users to the CSDW LDAP group:**

1. Sign into Account Administration ( <https://ncid.nc.gov/idmdash/> ) using your NCID and password.
2. Under the applications tab, click on the 'Request Roles/Account' box.

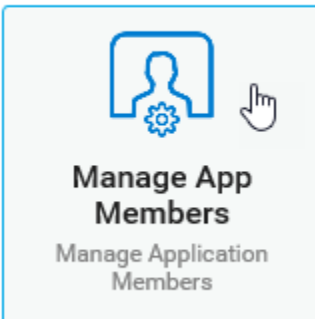
#### Requests



(You can reach the same page by clicking the 'Access' drop-down tab and selecting 'Requests'.)

3. From the 'Requests' page, select the 'Manage App Members' box under the 'Roles' section.

#### Roles



(Note: This will open an additional tab in your browser.)

4. From the 'Manage App Members' tab, enter the new users NCID in the User ID field and select the small search icon located on the right side of the screen.

# Manage App Members

Manage Application Members

## Manage Application Role

Enter search criteria in the boxes below then click the search icon.

**User Search Criteria**

Last Name: Contains <input type="text"/>	First Name: Equals <input type="text"/>	User ID: Contains <input type="text"/>
Email: Equals <input type="text"/>		User NCID <input type="text"/>

Enter User ID and Select Search

Click to Search: 

**User Search Result**

Full Name:  
User ID:  
Email:  
Member of:

Add/Remove role of up to 5 roles.

DHHS-LDAP-CSDW-Users

Add Role  Remove Role

5. After clicking search a small window will appear with the available users. Select the appropriate user by clicking their name.

Object Lookup - Internet Explorer

Select an object from the list:

Full Name	User ID	Email	User Type	Member Of Organization	Sta
Shaun Gaines	sgaines2	Shaun.Gaines@dhhs.nc.gov	State Employee	DHHS - Department of Health and Human Services	Act

- Verify the correct user has populated in the 'User Search Result' area, select the 'DHHS-LDAP-CSDW-Users' role, and click 'Submit'.

## Manage App Members

Manage Application Members

### Manage Application Role

Enter search criteria in the boxes below then click the search icon.

**User Search Criteria**

Last Name:	First Name:	User ID:
Contains <input type="text"/>	Equals <input type="text"/>	Contains <input type="text"/>
		sgaines2
Email:		
Equals <input type="text"/>		

**User Search Result**

Full Name: Shaun Gaines  
User ID: sgaines2  
Email: Shaun.Gaines@dhhs.nc.gov  
Member of:

**User information will appear here.**

Add/Remove role of up to 5 roles.

DHHS-LDAP-CSDW-Users

**Make sure this is highlighted.**

Add Role  Remove Role

Submit

Cancel