



The WakeID Portal uses roles to manage distribution lists in other district applications (e.g. e-mail distribution lists). Learn more about your WakeID at <http://mywakeid.wcpss.net>.

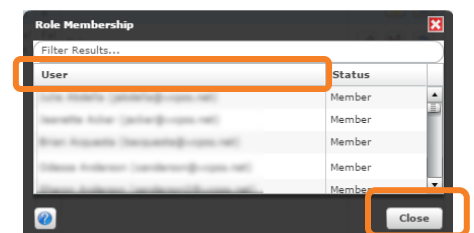
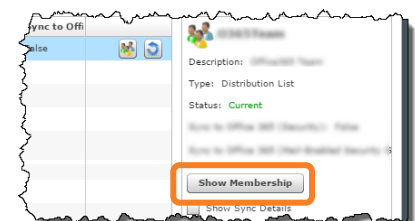
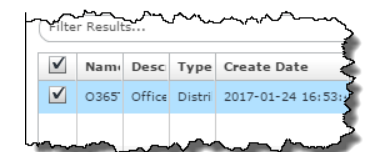
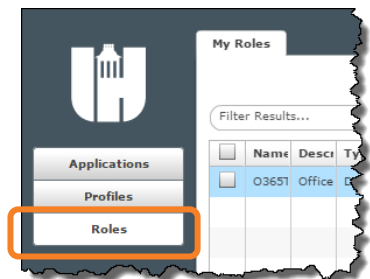
Role/Group Basics

Roles are commonly known as groups. Roles/groups in the WakeID Portal control groups in other applications (e.g. a staff e-mail distribution list).

- Membership managers can **manually** add and remove people to a role/group.
- Role/group membership can be **automated** by Technology Services (e.g. all school staff) by contacting the WCPSS Help Desk.
- Changes to a role/group membership in the WakeID Portal is reflected in its assigned application (e.g. e-mail distribution lists).
- Roles/groups can have **multiple membership managers**. This allows for a backup manager to be available in the event the primary manager is not available.

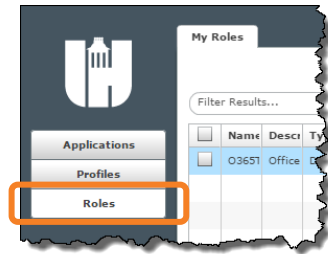
Show Role/Group Membership

1. Using **Google Chrome or Firefox**, visit <http://wakeid.wcpss.net> and login.
2. Click **Roles**.
3. **Click the checkbox** beside a **role/group** you want to view.
4. Click **Show Membership**.
 - A list of the current members will be displayed.
 - Click the **User** column header to sort alphabetically by last name.
5. Click **Close**.



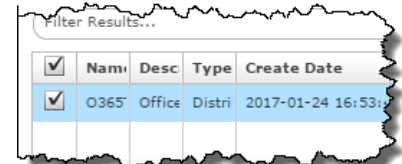
Add Role/Group Member


1. Using **Google Chrome or Firefox**, visit <http://wakeid.wcpss.net> and log in.

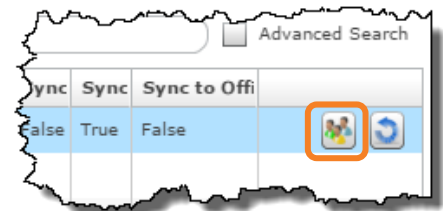



2. Click **Roles**.

3. **Click the checkbox** beside a **role/group** you want to edit.

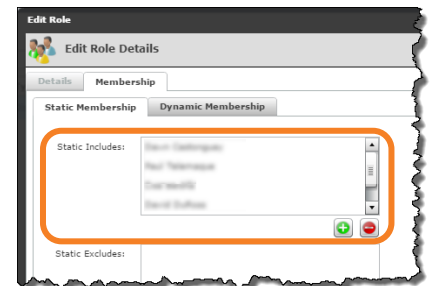


4. Click the **Edit Membership** icon  beside a **role/group** you want to manage.



5. In **Static Includes** section, click the **Add Member** icon .

IMPORTANT: Disregard the Dynamic Membership tab. This is managed by Technology Services.



6. Use the **search field** to find the person.

- Enter the complete WakeID, complete first name, or complete last name.
- Best practice is to search by the complete WakeID (e.g. juser@wcpss.net).

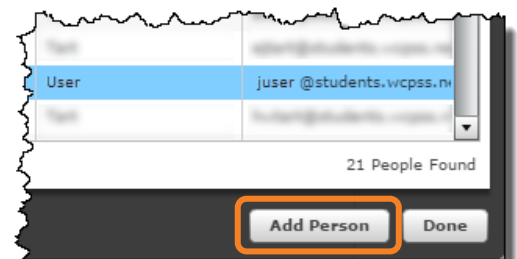


7. Click **Search**.

8. Click the **name** of the person to add.

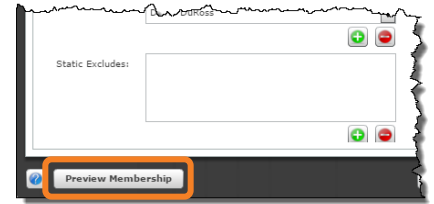
9. Click **Add Person**.

- Repeat steps 6-9 to add additional members.



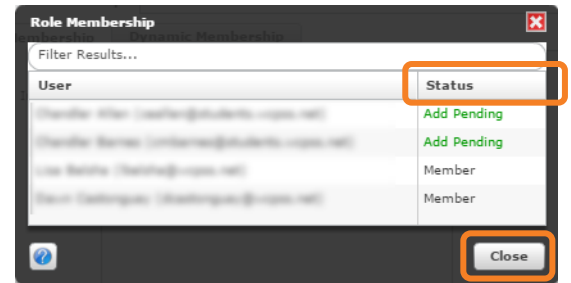
10. Click **Done** once all users have been added.

11. Click **Preview Membership** to verify changes.



12. Verify “**Add Pending**” users in **Status** column.

- Sort the Status column by clicking on the Status column header. This is useful for roles/groups with large memberships.



13. Click **Close**.

14. Click **Save**.

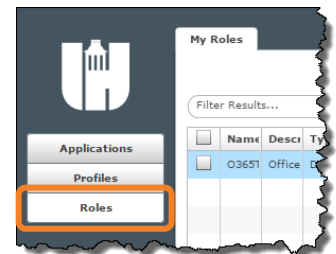
- Members will **NOT** be added unless you click save.



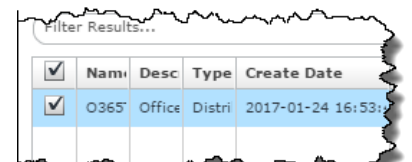
Remove Role/Group Member

1. Using **Google Chrome or Firefox**, visit <http://wakeid.wcpss.net> and login.

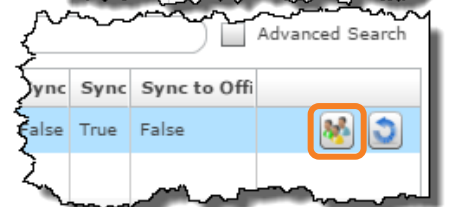
2. Click **Roles**.




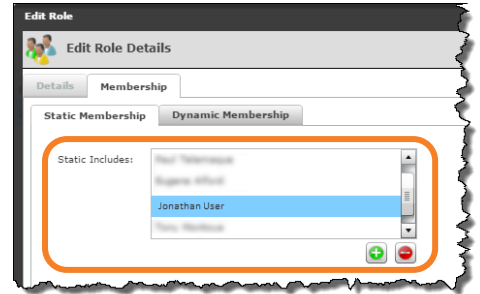
3. **Click the checkbox** beside a **role/group** you want to edit.



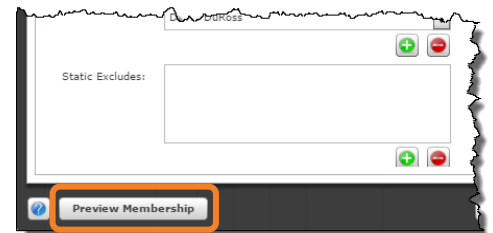
4. Click the **Edit Membership** icon  beside the group you want to manage.



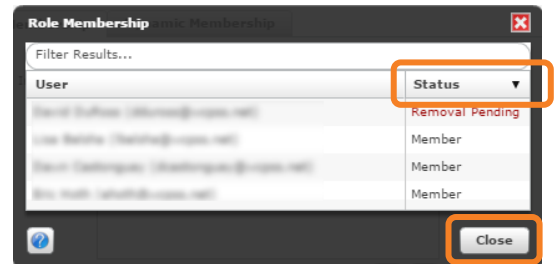
5. In the **Static Includes** section, select the **name** of the user to remove.
 - Only one member can be selected at a time.
 - Members are **not** listed in alphabetical order.
6. Click the **Remove Selected Member** icon .
 - Repeat steps 5-6 to remove additional people.



7. Click **Preview Membership** to verify changes.



8. Verify the **“Removal Pending”** users in the **Status** column.
 - Sort the Status column by clicking on the Status column header. This is useful for roles/groups with large memberships.



9. Click **Close**.

10. Click **Save**.

- Members will **NOT** be removed unless you click save.



Request a New Role/Group

New roles/groups must be requested via the **WCPSS Help Desk** by school/department staff responsible for reporting other technology-related issues.

Include the following information in the request:

1. What is the name of the new role/group?
2. Is the role/group manual or automated?
3. If automated, who are the types of users to be added? (e.g. all teachers and principal at ABC ES)