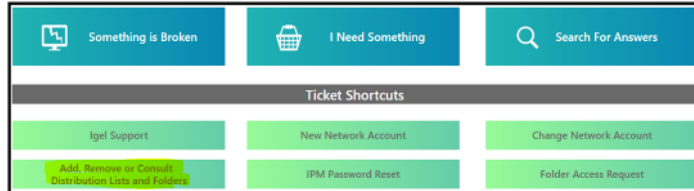


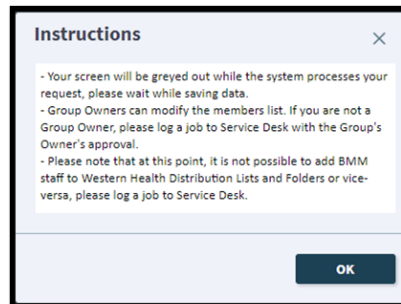
GROUP MEMBERSHIP MODIFICATION Via Cherwell Portal

The permission to modify group membership is now available in our Cherwell portal (<https://servicedesk@wh.org.au>). Log in to the portal and follow the instructions below.

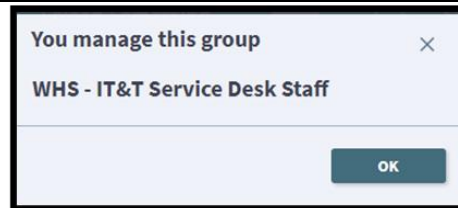
Click Add, Remove or Consult Distribution Lists and Folders option.



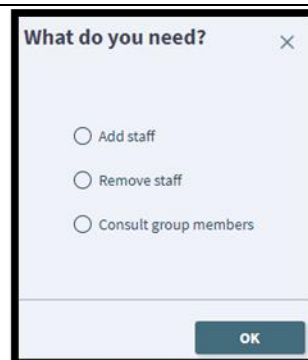
Read the Instructions carefully.



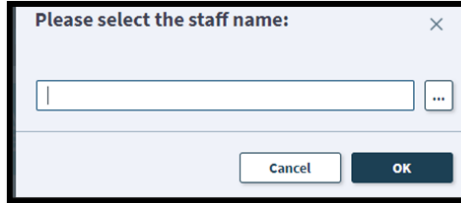
The system will display the group/s owned by the logged in user.



Select from the following options.



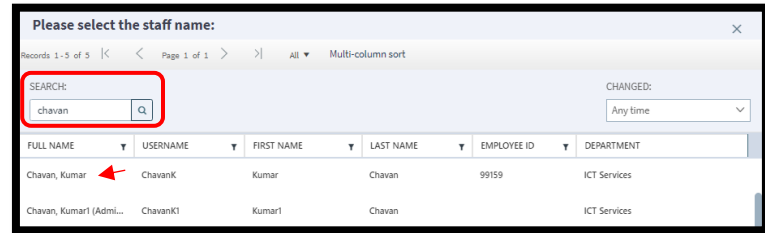
To add or remove users, click on the ellipsis (...) and search for the staff name.



A dialog box titled "Please select the staff name:" with a close button (X) in the top right corner. It contains a search input field with a magnifying glass icon on the right and a three-dot menu icon. At the bottom, there are two buttons: "Cancel" and "OK".

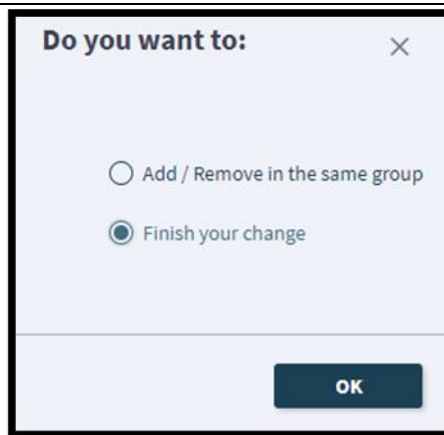
Type the last name on the search box and click the magnifying glass to search.

To select, double click on the name.



A screenshot of a search results interface. At the top, there is a search bar with the text "chavan" and a magnifying glass icon, which is highlighted with a red box. Below the search bar is a table with the following columns: FULL NAME, USERNAME, FIRST NAME, LAST NAME, EMPLOYEE ID, and DEPARTMENT. The first row of the table is "Chavan, Kumar", "ChavanK", "Kumar", "Chavan", "99159", "ICT Services". A red arrow points to the first row. The second row is "Chavan, Kumar1 (Admi...", "ChavanK1", "Kumar1", "Chavan", "ICT Services".

Select **Finish your change** and click **OK**.



A dialog box titled "Do you want to:" with a close button (X) in the top right corner. It contains two radio button options: "Add / Remove in the same group" and "Finish your change". The "Finish your change" option is selected. At the bottom, there is an "OK" button.