How do supervisors and faculty manage membership of a Skillport group?

Tell Me

Supervisors and managers can request elevated access in Skillport and assign courses and materials to employees. To request access, contact the ITS Service Desk, 7-5500 or help@uncc.edu

**Add User to Group**

1. Log into **Skillport**
2. In the top left, click **Quick Links > Admin**
3. Along the top, click **Users & Groups > User Management**
4. Select the **Group** option and then enter the group name in the search box; click **Search**
5. Click on the group from the **Search Results** tab
6. On the right side, click on the **Membership** tab
7. Click the option to **Copy/Move Users**

**Membership**

8. Enter the **username** (the beginning of their University email, not alias) of the desired person and click **Search**
9. Click on the person from the search results (if there are multiple options, any selection is fine); click **Copy**

10. You should see the person displayed on the right as a member of the group
11. Repeat the process for all desired members

**Remove User from Group**

1. Log into **Skillport**
2. In the top left, click **Quick Links > Admin**
3. Along the top, click **Users & Groups > User Management**
4. Select the **Group** option and then enter the group name in the search box; click **Search**
5. Click on the group from the **Search Results** tab
6. On the right side, click on the **Membership** tab
7. Click the checkbox next to the person you want to remove from the group; click **Remove** along the top

8. A confirmation will be displayed; click **OK**

9. Repeat the process for all desired members

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**Related FAQs**

- How do I access Skillport via Citrix?
- Are there any tutorials for how to use Skillport?
- Why can't I log into Skillport?
- How do supervisors generate a Skillport completion report for a specific employee?
- How do supervisors assign Skillport resources to an employee?