

Assign Users to Reporting Groups

On this page:

[General Information](#) [Prerequisites](#) [Instructions](#) [What's Next?](#)

Search

You can assign [users](#) to a reporting group so they can view group reports for either **student registrations** or **student tests**, depending on your program's requirements.

Pearson recommends that you assign users through a [file import](#); however, you can also assign users through UI data fields.

Prerequisites




You must **create a reporting group** before you assign a user to it.

Step-by-Step



Read It

(Click  to view image)

1. From **Reports**, select **Reporting Groups**. 
2. Type into the search field a reporting group, and click **Search**. 
3. Click the checkbox next to the group. 
4. Click **Select Tasks**, select **Assign Users to Reporting Groups**, and click **Start**. 
5. Click the checkbox next to the reporting group. 
6. Type a user name into the **Authorized Users** search field. 
7. Click **Assign to selected reporting groups**. 
8. Click **Save**. 

∨ To assign a user to multiple groups...

Repeat steps 1 and 2, above, and then:


3. Click the checkbox next to the reporting groups.

4. Type a user's name into the **Authorized Users** search field, and click **Assign to selected reporting groups**.

5. Click the checkbox next to the reporting groups.

6. Click **Save**.

What's Next? (Optional)

You can remove a previously assigned user from a group by clicking the **X** next to the user's name, and clicking **Save**. 

[Back to the top](#)