

Assigning User Groups for Discovery

Last Modified on 06/16/2023 4:23 pm EDT

This guide explains the second step for setting up new users for an aACE Discovery. It is intended for system administrators.

Each team member on your Discovery team should be assigned to the System Admin user group:

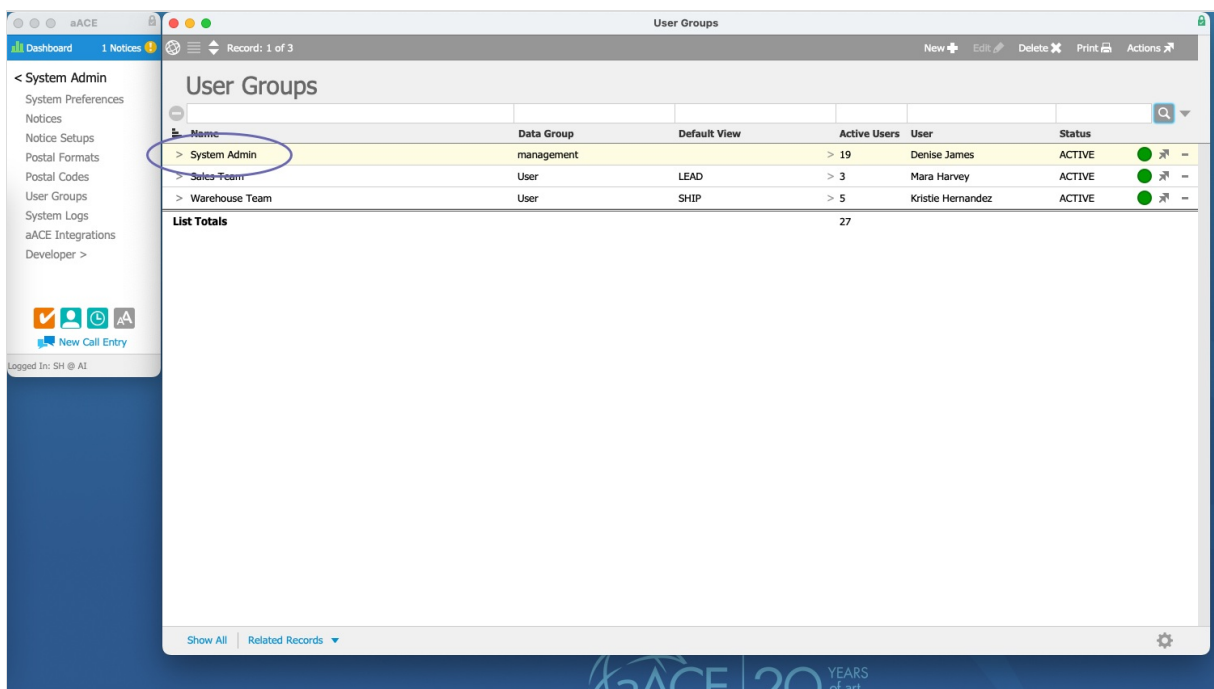
1. At the Main Menu, click **System Admin**.



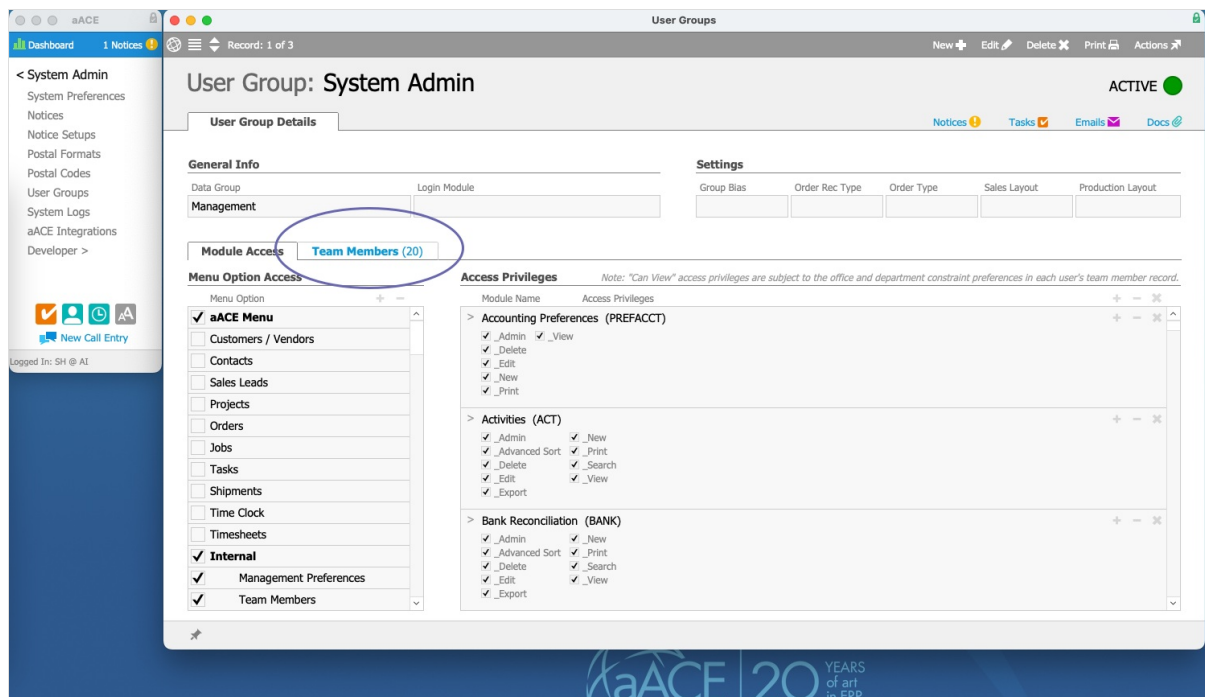
2. Click **User Groups**.



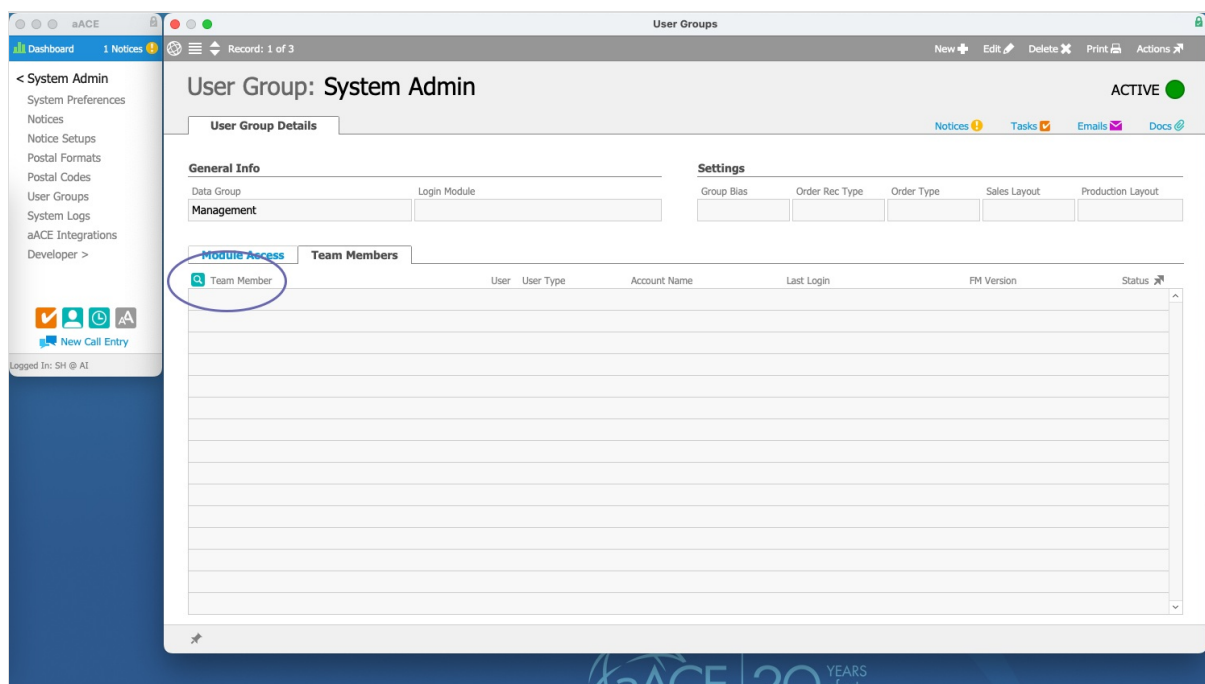
3. At the User Groups list view, click the Go-To arrow (>) for **System Admin**.



4. At the detail view, click the **Team Members** tab.

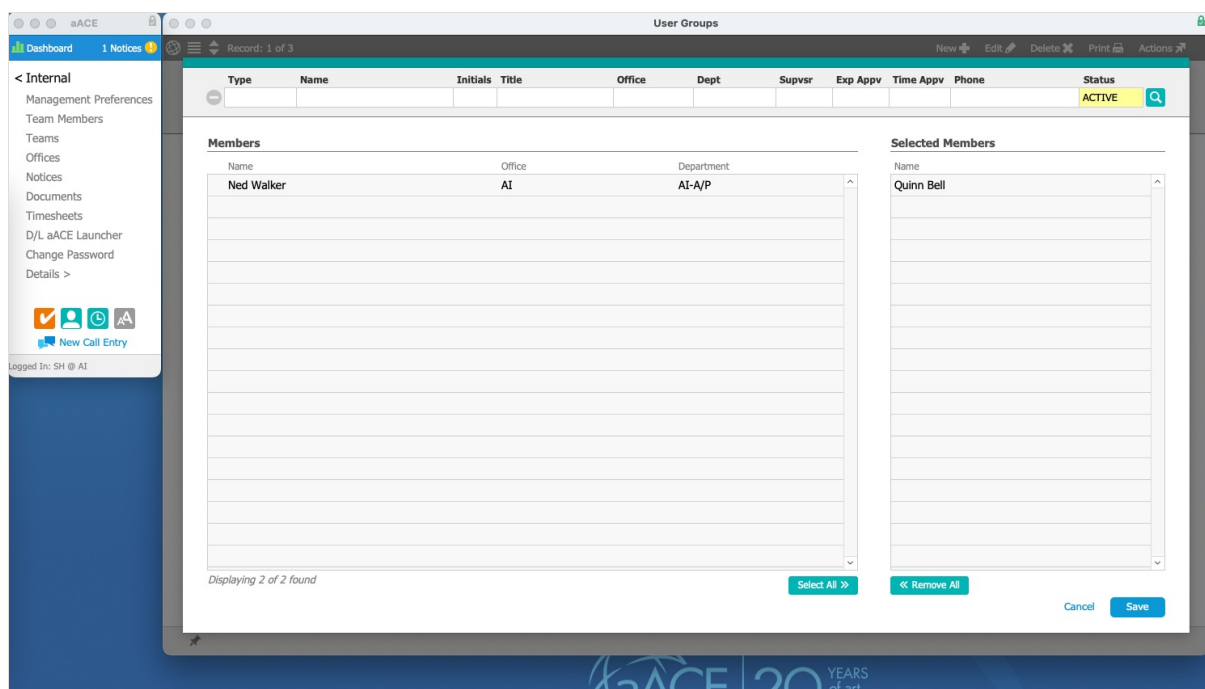


5. Click the Search icon () next to the Team Member column.



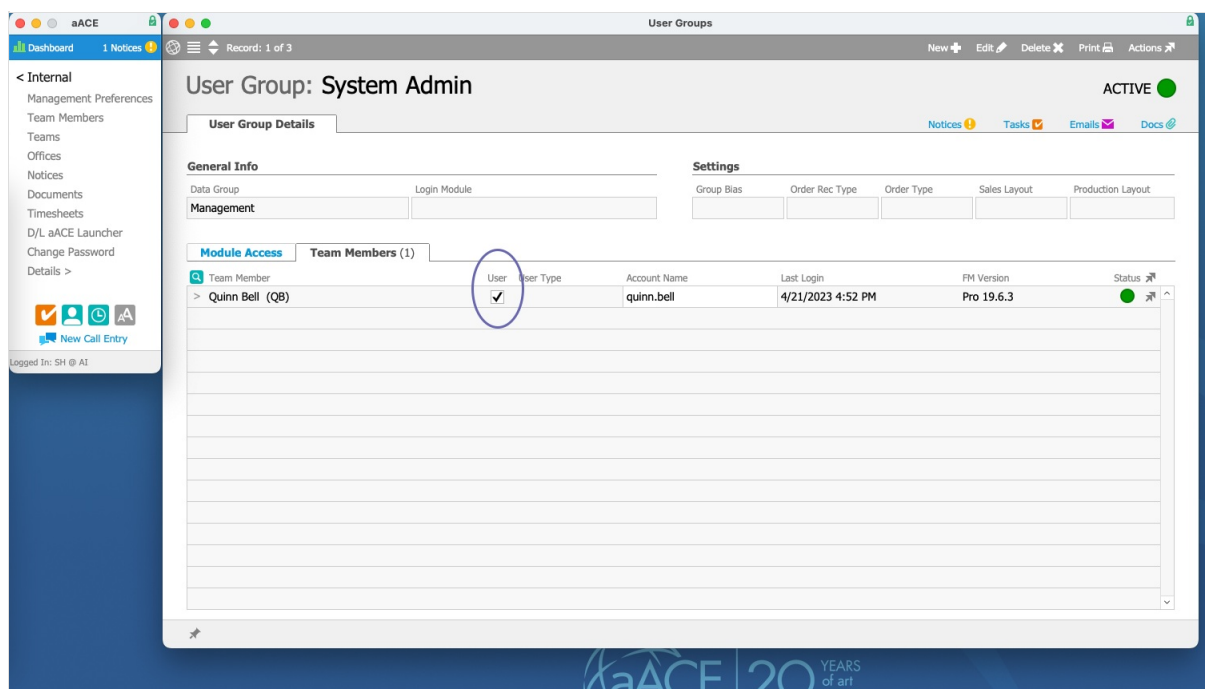
6. At the selector, scroll or search to locate the desired team member.

7. Click the team member name to move it to from the Members list to the Selected Members list.



8. Click **Save**.

9. At the Team Members tab again, verify that the User flag is marked.



Next Step

[Assigning Teams for Discovery](https://aace6.knowledgeowl.com/help/assigning-teams-for-discovery) (<https://aace6.knowledgeowl.com/help/assigning-teams-for-discovery>)