Group Administration

Please note:

- If you have recently purchased your group subscription, there are **no** active members in your group. You must manage your group to activate the group administrator and/or add additional members to your group.
- If you chose "Generate Invoice" during the checkout process, you will be able to manage your group prior to the receipt of payment, but you **will not** be able to access your subscription content until payment is received by NCCN. You will receive e-mail notification when your payment is received and your subscription is activated.

To manage your group settings, you must be logged into NCCN.org. You can do that here:

https://www.nccn.org/store/Login/Login.aspx

Once logged in, go to the following page to manage your groups:

https://www.nccn.org/store/Profile/Groups.aspx

On this page, click on the pencil/notebook Action icon for your group.

On the resulting page, you have your Group Information. You can add or update your Group Name, Company, Mailing Address, and Web URL. The only required field on this form is **Group Name**, to help distinguish your group from any other in our system.

To access your list of group members, click on the **Members** tab (circled in the image above).

Each user in your group is listed, showing their First Name, Last Name, Email, and their status as a Group Admin and Access to the subscribed content. Each of these columns in sortable by clicking on the column header.

Editing User Access

To edit an individual user's settings within the group, click on the blue pencil/notebook **Action** icon for that individual.

The user's information appears on the right side of the screen. You can give the user **Admin** access (allowing them the permissions to do everything described in this document, as well as manage subscription renewals) or **Access** to the subscribed content by checking or unchecking the appropriate boxes. Once you have updated the settings accordingly, click on the **Save** button.

Please note: You are able to have users in your group that do not have **Access** to your subscription content. These users <u>do not</u> count against the limit of active users in your group. Only those with **Access** to your subscription content count against your group's total number of active users.

Add a New User to the Group

To add a new user, enter their e-mail address in the **Add User by Email** textbox and click on the **Add User** button:

If the user already exists in the NCCN system, their **First Name** and **Last Name** will auto-populate in the user information section. You can provide Access or Admin access by using the appropriate checkboxes and clicking on **Save**.

If the user does not already exist in the NCCN system, you will need to enter the user's **First Name** and **Last Name** before providing the appropriate permissions and clicking on **Save**.

Please note: Any user not already in the NCCN system will not have access to your group's subscription content until they have registered with the email address provided. Each user can register here:

https://www.nccn.org/store/Login/Register.aspx

Remove a User from the Group

To remove a user from the group, click on the red X **Action** icon in the user listing: