

## FAQ – How do I change the default User Group?

If a user login is created and not assigned to a User Group, the user will automatically be added to the default User Group for the account. If you are an Administrator, you can change the default User Group with the following process:

- Hover over **My Account** and select **Administration**
- Select **Security** from the sections on the left-hand side
- Select **User Groups** from the sub-menu on the left-hand side
- Click on the **Configure** icon to the right of the relevant User Group 
- Enter your user Password
- Select the **Default group for new users** checkbox
- Click **Save**

This User Group will now be the default for the account.