How to Edit a User Group in iBuyNU

Overview

All labs serviced by Basic Science Administration (BSA) must maintain their own User Group in iBuyNU. These User Groups will support Group Cart assignments for iBuyNU purchases. User Groups must be edited when either local lab personnel or BSA staff onboard or offboard.

Step 1 – **Key Note: one lab member per lab should set up and maintain the lab’s User Group**

A. Navigate to iBuyNU: [https://www.northwestern.edu/procurement/purchasing/e-procurement/ibuynu-marketplace.html](https://www.northwestern.edu/procurement/purchasing/e-procurement/ibuynu-marketplace.html)
B. Use the Log in as a Shopper link on this page, and log in using your Net ID and password
C. Once logged in to iBuyNU, click on the Cart link (see image below)

![Cart link in iBuyNU](image1)

Step 2

A. Click on the User Groups link (see image below)

![User Groups link in iBuyNU](image2)
Step 3

A. Click on the **Pencil** button to edit an existing User Group (see image below)
Step 4

A. Add/Delete members from the User Group; there are two classes of members that must be maintained in the Group Members box (see image below, Arrow 1):
   a. Add/Delete staff responsible for placing orders in iBuyNU on behalf of your lab
   b. Add/Delete BSA staff members based on specific & timely instructions from BSA
   c. Click the Gray X to the left of a person’s name to delete a Group Member from the list
   d. Note that it is neither necessary nor possible to add your own name to the list
   e. Important Note: search for Group Members by entering their last name

B. Once all staff are updated, click the Submit button (see image below, Arrow 2)

For more assistance with this functionality, please reference the following additional guides:

A. iBuyNU Setup User Group
B. iBuyNU Create Group Cart
C. iBuyNU Group Cart History