

Remove a member from a group

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Summary

You can remove a member (individual users, or a group) from a group, if you have the permissions required to do so.

Privilege requirements

You need **UPDATE** (or **ADMIN**) on the group in order to remove members from the group. If you are a Grouper sysadmin you inherently have this privilege on every group.

Procedure

1. Navigate to the group's membership list page (in this example we're back at the **QS University of Bristol:Academic faculties:Arts:Staff** group).

Home > Root > QS University of Bristol > Academic faculties > Arts > Staff

Staff [+ Add members](#) [Group actions ▼](#)

[Show details ▼](#)

Members Privileges More ▼

The following table lists all entities which are members of this group.

Filter for: [All members](#) [Apply filter](#) [Reset](#) [Advanced](#)

[Remove selected members](#)

<input type="checkbox"/> Entity name ▼	Membership	Choose action
<input type="checkbox"/> Ian Tarbuck	Direct	Actions ▼
<input type="checkbox"/> Ian Windsor	Direct	Actions ▼

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2. To remove a single member, click the **Actions** menu on their row and select **Revoke membership**.

The screenshot shows the 'Staff' management page. At the top, there's a breadcrumb trail: Home > Root > QS University of Bristol > Academic faculties > Arts > Staff. Below this is a header with the 'Staff' logo, a 'Show details' link, and buttons for '+ Add members' and 'Group actions'. A tab bar shows 'Members', 'Privileges', and 'More'. A message states: 'The following table lists all entities which are members of this group.' Below this is a filter section with 'Filter for: All members', a 'Member name' search box, and buttons for 'Apply filter', 'Reset', and 'Advanced'. A 'Remove selected members' button is at the top of the table. The table has three columns: 'Entity name', 'Membership', and 'Choose action'. It lists two members: 'Ian Tarbuck' and 'Ian Windsor', both with 'Direct' membership. A red arrow points from the 'Direct' membership of 'Ian Windsor' to the 'Actions' dropdown menu. The menu is open, showing options: 'Edit membership and privileges', 'Revoke membership' (highlighted), 'Trace membership', 'Attribute assignments', and 'Provisioning'.

3. To remove multiple members at once, click the checkbox next to each member who you want to remove, and then click the **Remove selected members** button.

The screenshot shows the same 'Staff' management page. In this view, the checkboxes next to 'Ian Tarbuck' and 'Ian Windsor' in the 'Entity name' column are checked and highlighted with a red box. A red arrow points from this box to the 'Remove selected members' button at the top of the table. The rest of the interface, including the header, filter section, and table structure, is identical to the previous screenshot.