

## Group Leader: Member Management

Complete the following steps as directed.

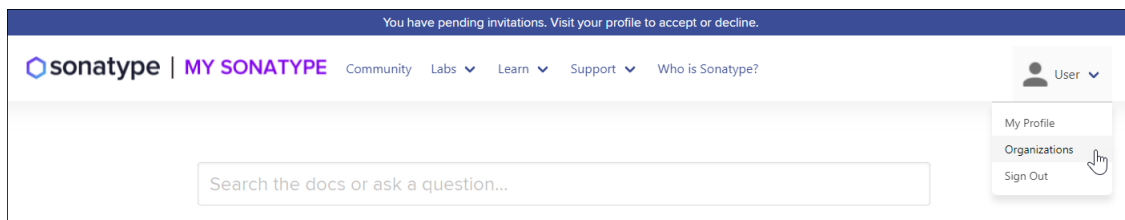
If You Wish To...	Then:
Create a Team	Proceed to <a href="#">Section 1.</a>
Request Users Join an Organization	Proceed to <a href="#">Section 2.</a>
Users Accept an Invitation	Proceed to <a href="#">Section 3.</a>
Review eLearning Courses	Proceed to <a href="#">Section 4.</a>

### Add a Team to your Organization

As a group leader, you have the ability to add and edit teams (also called groups) in your Organization.

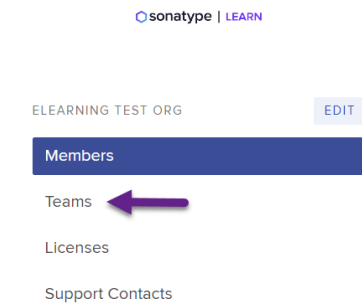
#### Section 1: Create a Team

1. Log in to your [my.sonatype.com](https://my.sonatype.com) account.
2. From your **My Sonatype** page, hover over your name and select **Organizations**.

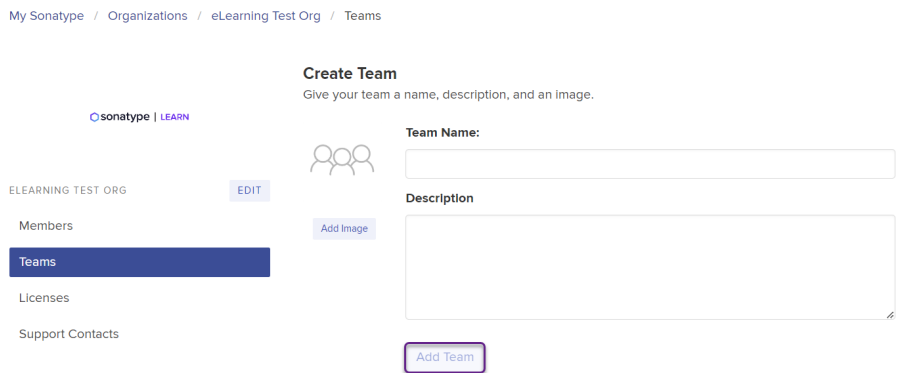


3. Select **Organizations** from the drop down menu under your profile name. The Organization screen will display.
4. Select your Organization listed.

- On the left side of the screen, select the **Teams** tab.



- Select **Create Team**.
- Name your team, give a description, assign a logo, and select **Add Team**. You may create up to **5 teams**.



Next, you can **add members** of your Organization or **invite new members** to your Team.

## Section 2: Request Users Join an Organization

If you're the owner/administrator of your Organization, it's time to request members to join you on your Learn journey.

- Log in** to your My Sonatype account.
- From your My Sonatype page, hover over your name and select Organizations.
- Select **Organizations** from the drop down menu under your profile name. The Organization screen will display.

4. Select the name of your organization listed. Members will be displayed.
5. Select the **Invite Members** button to add email addresses.
6. **Enter** separate email addresses of individuals and select the **Send Invitations** button.

## Invite Members

Send invites to your organization members by entering their email addresses.

**Email Addresses**

Separate email addresses with commas, semicolons, spaces, or new lines.

Send Invitations

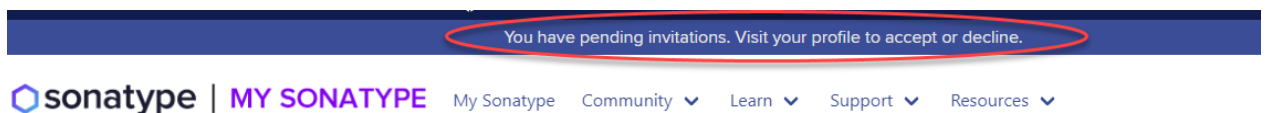
These users will receive an invitation in their email. Once that person creates an account with the specified email address, they'll **automatically be added to your team**.

## Section 3: Users Accept an Invitation

1. Users will receive an invitation to join your Organization in their email.  
Follow the **link in the email** for My Sonatype and select "Sign In" to register or log in.



2. Select the banner text at the top of the page to view the pending invitation or find it by hovering over your profile name and selecting "Organizations".



3. Your pending invitation will display.



4. Select the **Accept invitation**. A confirmation box will display.
5. Select **Yes** to confirm.

## Section 4: Exploring the Course Catalog on Sonatype Learn

Now you're a member of your organization. Keep in mind that you can always see the organizations that you are a member of from the Organizations page.

While you're logged in, take a look at what My Sonatype has to offer, including our community, support documentation, and our educational materials on Sonatype Learn.

Hover over **Learn** and then select **Courses** from the drop down menu to see our course catalog.

