How can I copy a User Group in EBSCOadmin?

**EBSCOadmin allows consortium administrators** to copy User Groups, including all of the existing profiles and settings.

This can be useful if you would like to create a separate user group for a different group of patrons, such as remote users versus on-campus users.

If you want to copy information from an existing group into a new group, you must [add the new group first](https://help.ebsco.com/interfaces/EBSCOadmin/Admin_User_Guide/copy_a_User_Group_in_EBSCOadmin).

**Please note**, you must be the administrator for a consortium to use the Copy Group feature.

**To copy a user group:**

1. Click the **Site/Group Maintenance** button in the toolbar.

2. Click the **Group** Sub-Tab and then click the **Copy Group** Link. The **Copy Group Screen** displays.

3. In the **Source Info** area, from the **Site** and **Group** drop-down lists select the site and group that you want to copy.

4. In the **Target Info** area, from the **Site** list, select the site(s) to which you want to copy the source’s information.

5. When you have finished making your selections on this screen, click **Submit**.