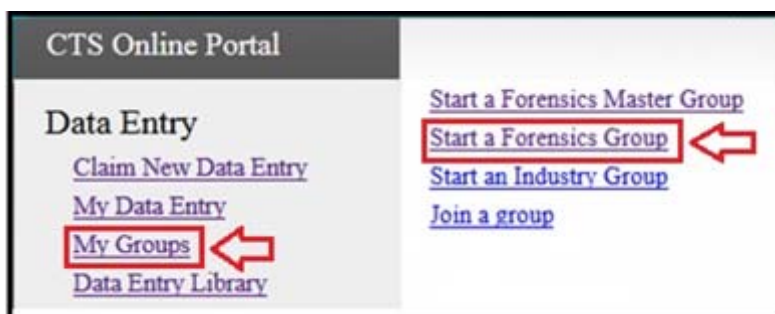


How to Start a Group for Forensic Programs

Note: *These instructions should only be used if not using the Master Group Feature. If you are using the Master Group Feature, follow the instructions listed here: [“How to Create & Manage a Master Group & Sub-Group\(s\)”](#). Need help deciding? See this section of the Help guides for more information on the features of a Master Group ([“How to Choose a Lab Setup”](#)).*

A Group is started by a Group Manager. The Group Manager will then add users and set permissions for those users. A group allows users to submit tests to the group for review or final submission. The tests can then be reviewed by a manager or another designated member of the group. Permissions can be set to allow only certain users to be able to submit tests to CTS.

Sign onto the CTS Portal and click on "My Groups" on the left side of the page. Then, click on "Start a Forensics Group".



Type in a user-defined group name. In our example, we used "Tech Review 123". Click on the "Create Group" button.



A confirmation page will open and you can move directly to adding members through the link below the group name. This group will now be visible on your "My Groups" page.

