Group Manager: Grant and revoke access
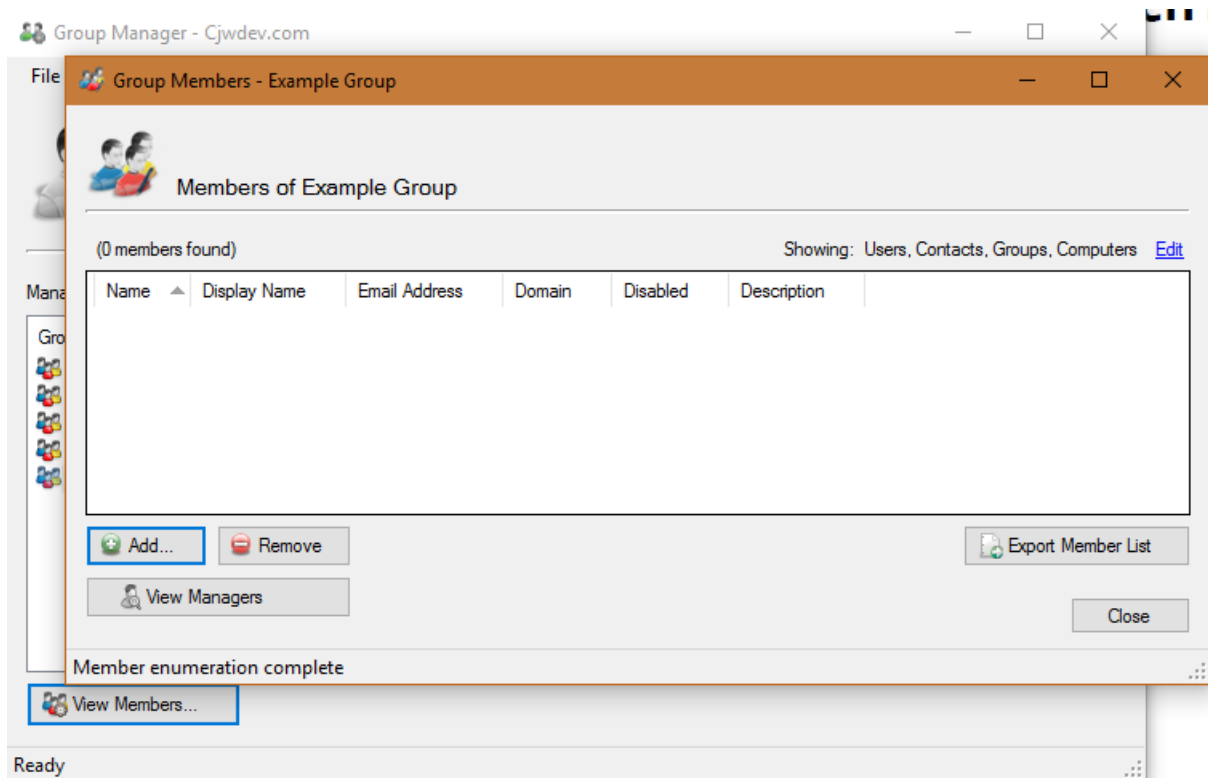
Last Modified on 01/16/2026 2:23 pm EST

Tags:

This article reviews how to use **Group Manager to grant/revoke access** to network drives and printers.

What is Group Manager?

Group Manager allows a supervisor to **control access to network drives and printers** by **adding or removing individuals** to permission-granting groups.

Using Group Manager

> **Warning:** If you are a File Steward **using macOS**, please contact the Help Desk to make changes, as Group Manager is currently only available on Windows.

> **Attention:** Individuals will need to **logout and login** to their device to receive **updated permissions/access**.

Group Manager is installed via Software Center.

Grant access

1. Open **Group Manager**
2. Select the **Group** you'd like to grant access to
3. Click **View Members…**
4. Click **Add…**
5. Enter the **following information**:
   - **Member Type:** User
   - **Member Domain:** BrynMawr.edu
   - **Member Name:** the College username of who you'd like to grant access
6. Click **Add**
7. Click **OK**

Revoke access

1. Open **Group Manager**
2. Select the **Group** you'd like to grant access to
3. Click **View Members…**
4. Click the **College username** of who you'd like to revoke access for
5. Click **Remove**

File Stewards

Access to departmental network drives (S:) is **granted by specific individuals** in each department.

Departmental Network Drive	Primary File Steward	Secondary File Steward
Access Services	Joanna Timmerman	
Admissions	Nichole Reynolds	
Alumni Association	Bob Miller	
Anthropology	Dawn Lord	David Marchino
Archaeology	Alexis Dooley	
Art, Archaeology, and Cities	Margaret Kelly	Alexis Dooley
Arts and Sciences Dean	Contact the Help Desk	
Biology	Kimberly O'Connell	
Bookshop	Jim Huang	Sakinah Rahman
Career and Civic Engagement Center	Contact the Help Desk	
Career Development	Katie Krimmel	
Center for Visual Culture	Lisa Kolonay	
Chemistry	Kimberly O'Connell	
College Counsel	Brandyn Hicks	
College Seminars	Daniel Parker	
Community Service	Dayna Levy	Ellie Esmond
Computer Science	Nina Fichera	
Controller	Tijana Stefanovic	Patricia Szybowski
Creative Writing	Daniel Parker	
Data Science	Marc Schulz	
Dining Services	Richard Clow	Sakinah Rahman
Economics	Dawn Lord	David Marchino
Education Program	Margo Schall	
English	Daniel Parker	
Enrollment	Nichole Reynolds	
Environmental Health and Safety	Melanie Allen	Sakinah Rahman
Events Office	Lisa Zernicke	Sakinah Rahman

Departmental Network Drive	Primary File Steward	Secondary File Steward
Facilities	Ernesto Gonzalez	
Financial Aid	Joanne Sullivan	
Geology	Kimberly O'Connell	
GGACHA	Contact the Help Desk	
GSAS Student Services	Contact the Help Desk	
GSSW Administrative	Contact the Help Desk	
Health Center	Contact the Help Desk	
Health Professions	Marian Brill	
Hepburn Center	Contact the Help Desk	
Human Resources	Jill Walsh	Mike Johnson
Impact Center	Contact the Help Desk	
Institutional Research	Richard Barry	
International Studies	Dawn Lord	David Marchino
Investment Office	Contact the Help Desk	
Investment Team	Contact the Help Desk	
LITS	Jennifer Spohrer	Vince Patone
Math	Tina Fasbinder	
McAuliffe Research	Caroline Byerman	
Modern and Ancient Languages	Contact the Help Desk	
Phebe Anna Thorne	Amanda Ulrich	Sakinah Rahman
Physics	Nina Fichera	
Political Science	Dawn Lord	David Marchino
Post Office	Jim Huang	Sakinah Rahman
President's Office	Caroline Byerman	
Provost	Susan Lewis	Beth Shepard-Rabadam
Psychology	Ann Ogle	
Public Affairs	Victoria Schoellhammer	
Public Safety & Transportation	Steve Green	Sakinah Rahman
Registrar	Kirsten O'Beirne	
Residential Life	Contact the Help Desk	

Departmental Network Drive	Primary File Steward	Secondary File Steward
Resources	Contact the Help Desk	
Russian	Billie Jo Ember	
Science Support Services	Bob Beyer	
SJI	Contact the Help Desk	
Sociology	Dawn Lord	David Marchino
Student Admin Support	Contact the Help Desk	
Student Employment Office	Jill Walsh	
System Volume Information	Zack Leach	Randal Gustitis
The Arts	Contact the Help Desk	
Treasurer	Tijana Stefanovic	
Trustees	Amanda Chudnow	
Undergraduate College	Contact the Help Desk	
Writing Center	Daniel Parker	

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

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