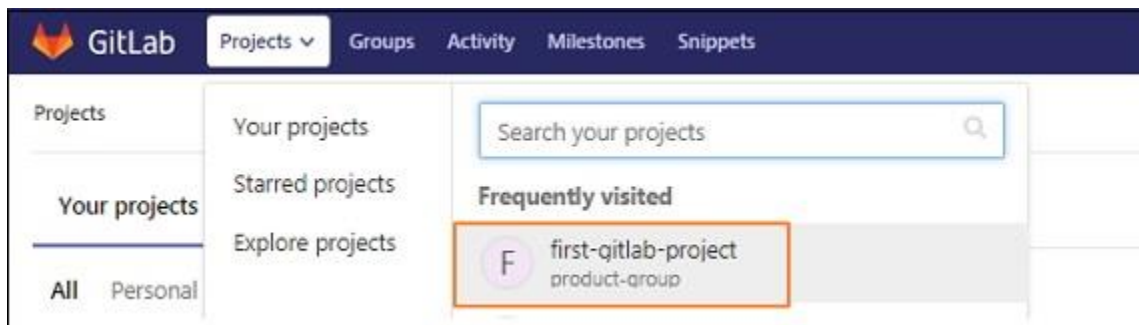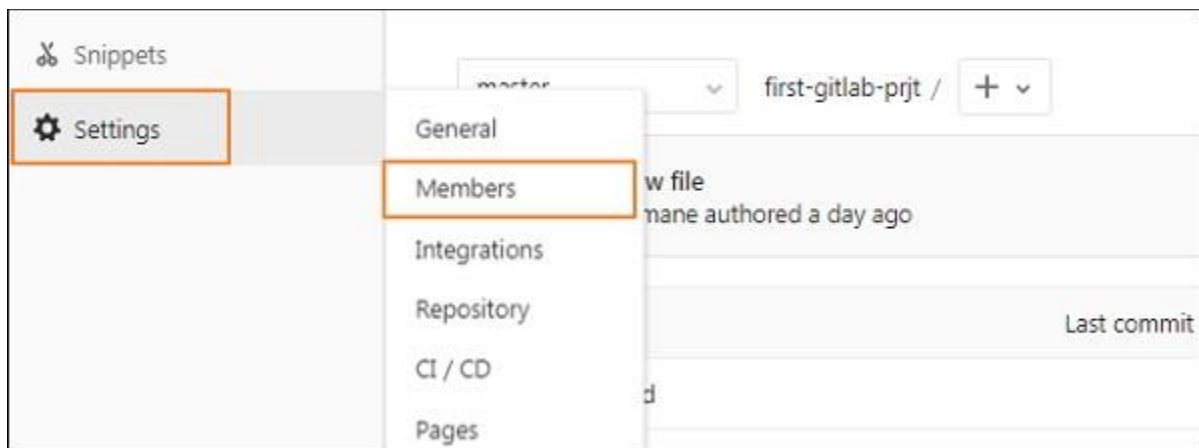# Steps for Adding Users and Groups
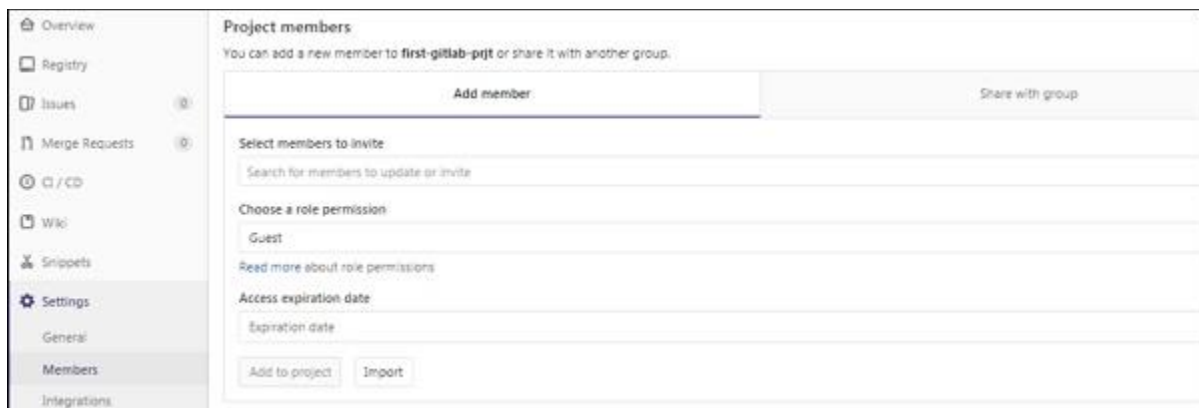
Step 1 − Login to your GitLab account and go to your project under *Projects* section.
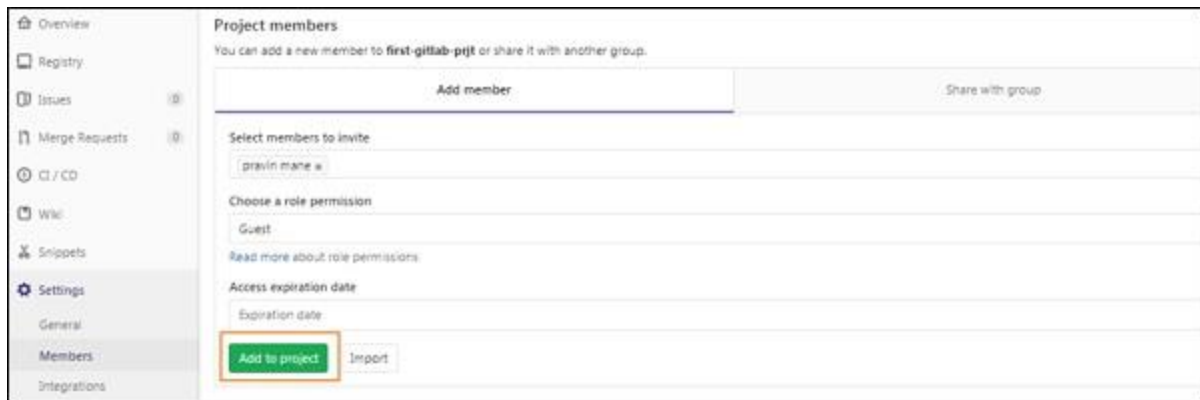

Step 2 − Next, click on the *Members* option under *Settings* tab −
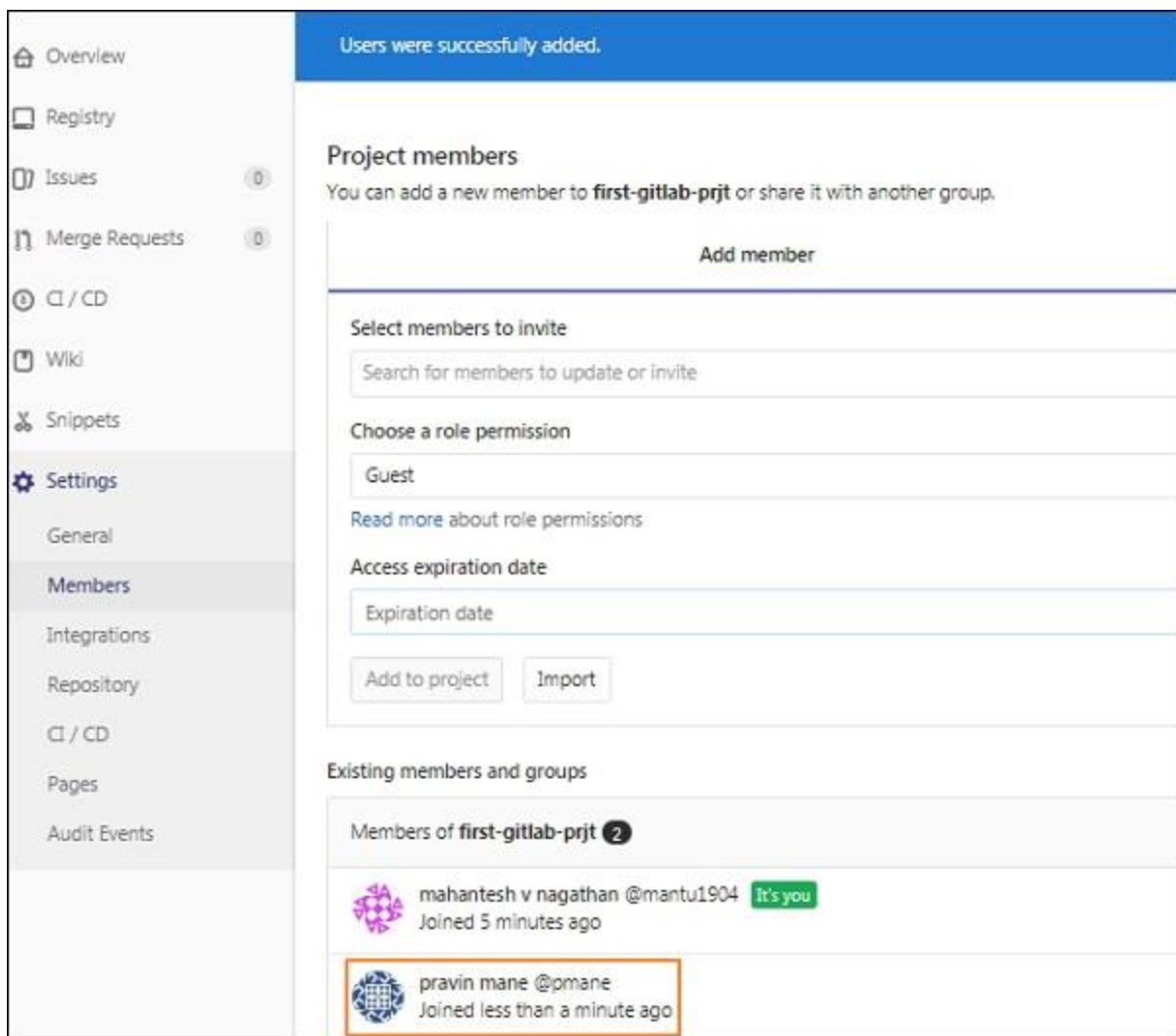

Step 3 − It will open the below screen to add the member to your project −

Step 4 − Now enter the user name, role permission, expiration date(optional) and click on *Add to project* button to add the user to project −
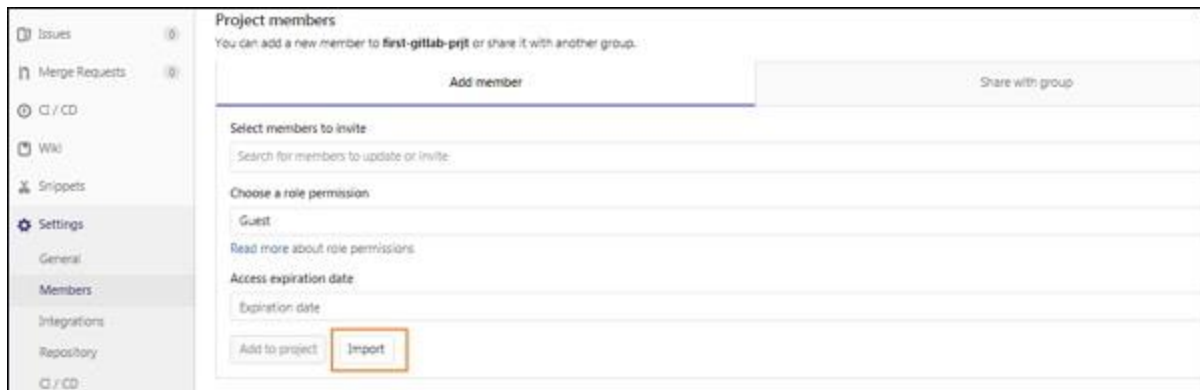
Step 5 − Next, you will get a successful message after adding user to the project.
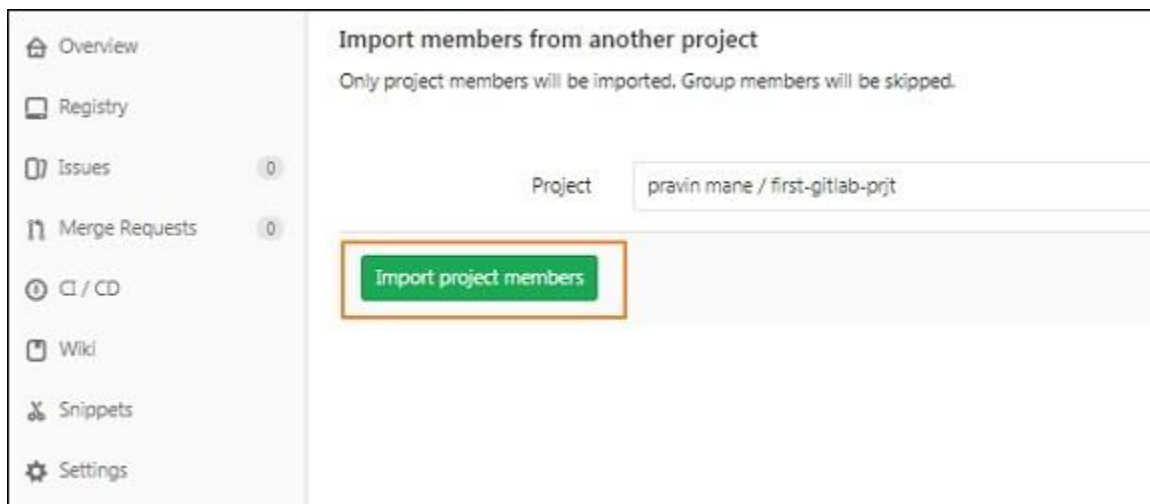

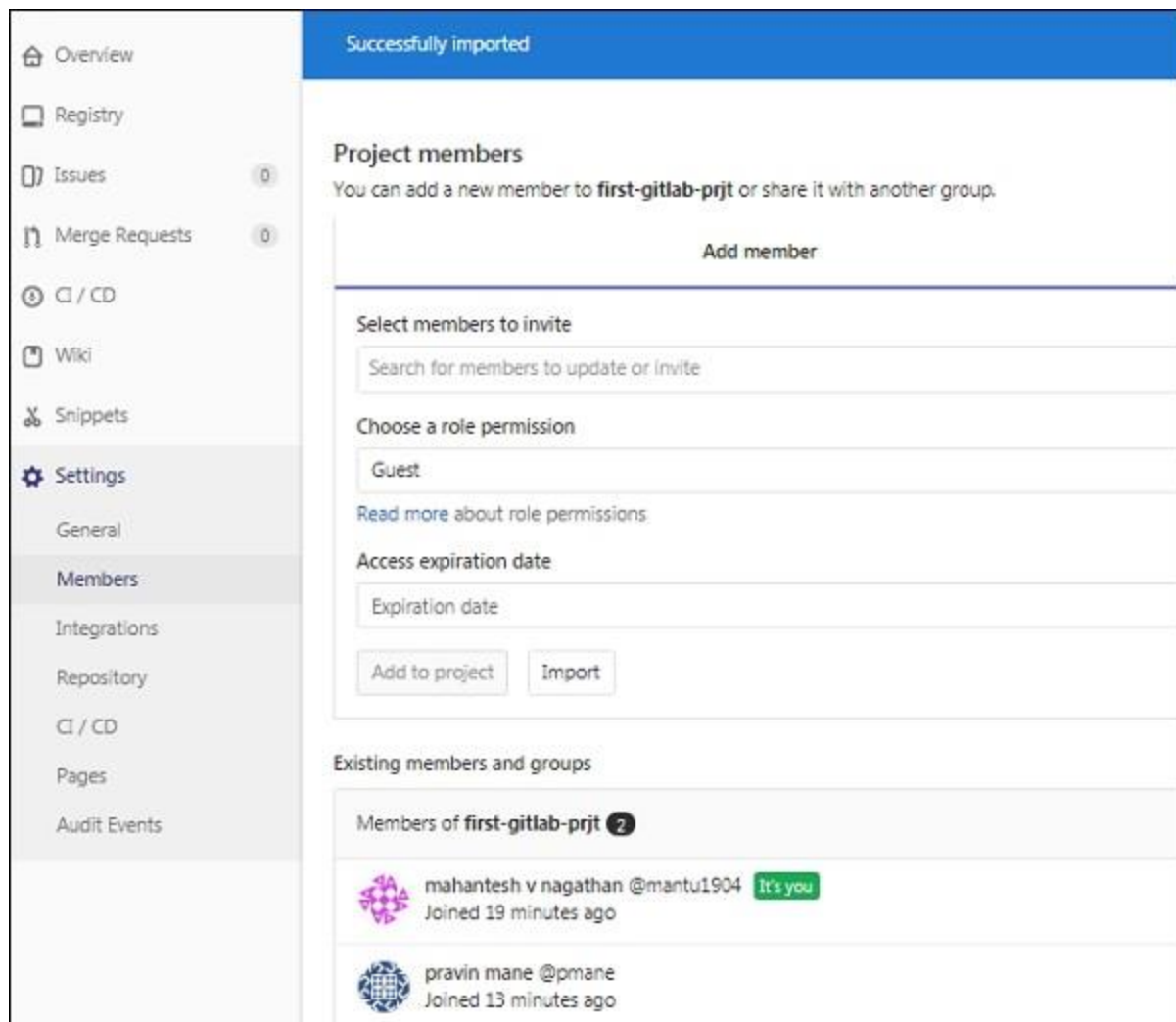The highlighted box in the above image indicates, a new user has been added to the project −

Step 6 − You can also add user to the project by clicking on the *Import* button −

Step 7 − Now select the project from which you want to add the user to your project and click on the *Import project members* button −

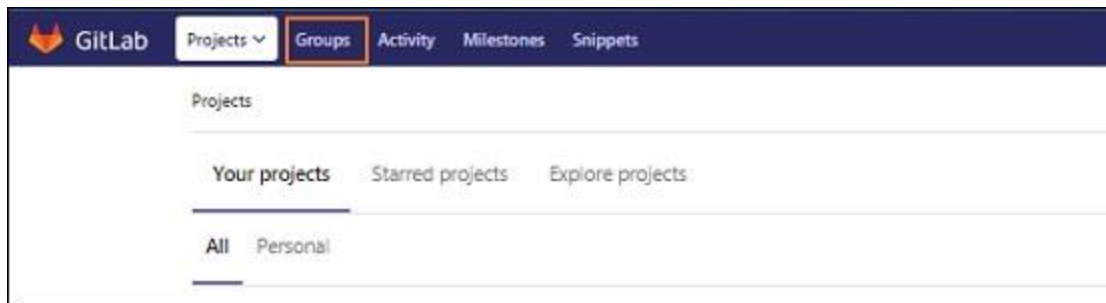**Step 8** − You will get a success message after importing user to the project −

Description

Creating group helps to connect multiple repositories and allows members to access the project by giving permissions on the group level.

Steps for Creating Group

Step 1 − Login to your GitLab account and click on the *Groups* menu −

Step 2 − Next, you will get the below screen and click on the *New group* button to create a group −

Step 3 − Enter the *Group name*, *Description*, *visibility level*(Private/Public/Internal) and also you can set the image for the group of your choice which should be within 200kb in size. Now click on the *Create group* button.

Step 4 − Next, it will display the success message after creating the group as shown below −

Step 5 − Now, go back to your *Groups* section and you will see the created group in the list −
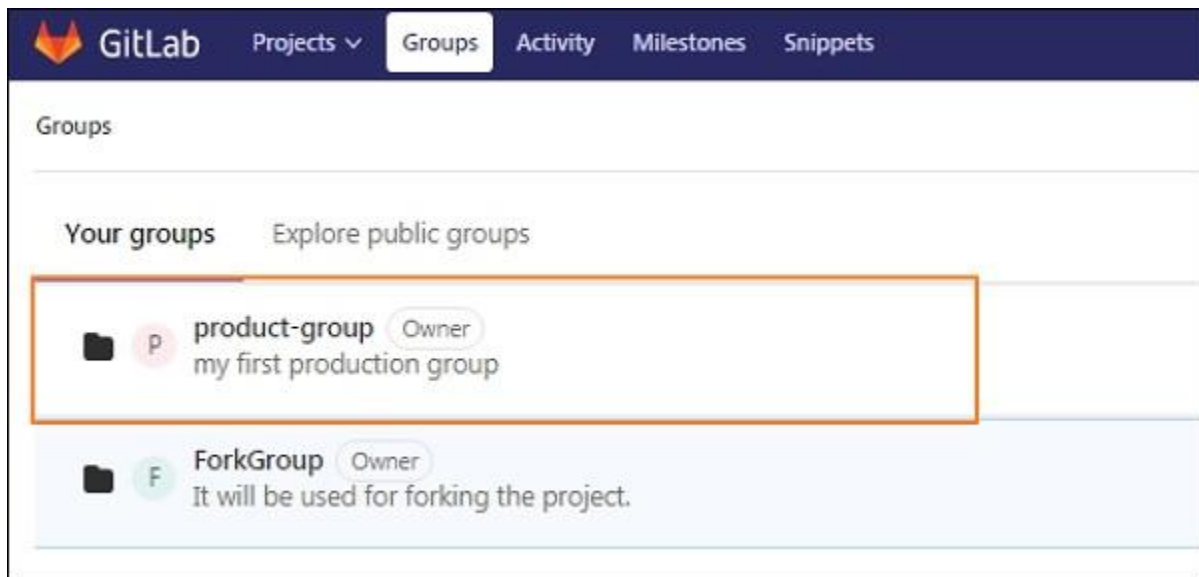
Steps for Removing User

Step 1 − Login to your GitLab account and go to your project under *Projects* section −
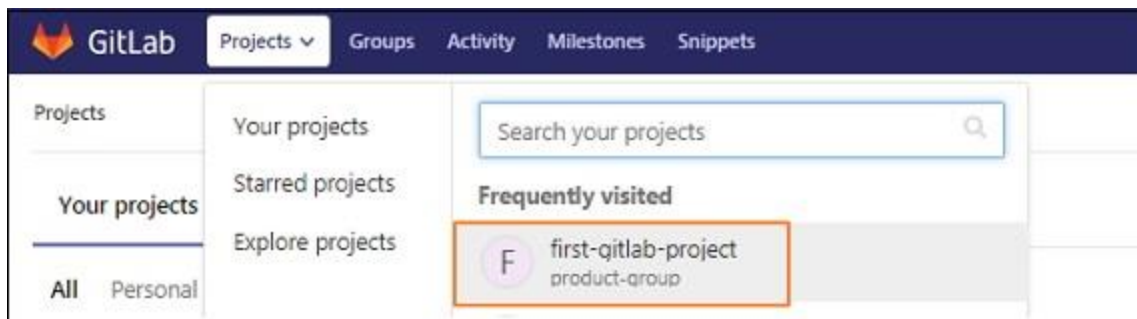
Step 2 − Now, click on the *Members* option under *Settings* tab −
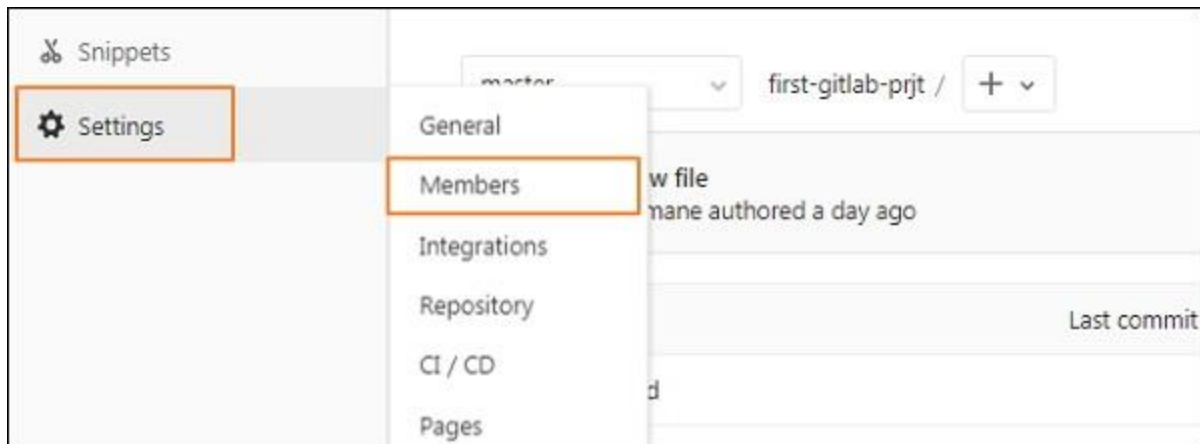
Step 3 − You will see the list of users under *Existing members and groups* section and click on the delete option at right side to remove the user from project −

Step 4 − After clicking remove button, it will display a pop-up window saying whether to remove the selected user from the project or not. Click on *Ok* button to remove the user.

Step 5 − Now, it will display the success message after removing the user from the project as shown in the image below −
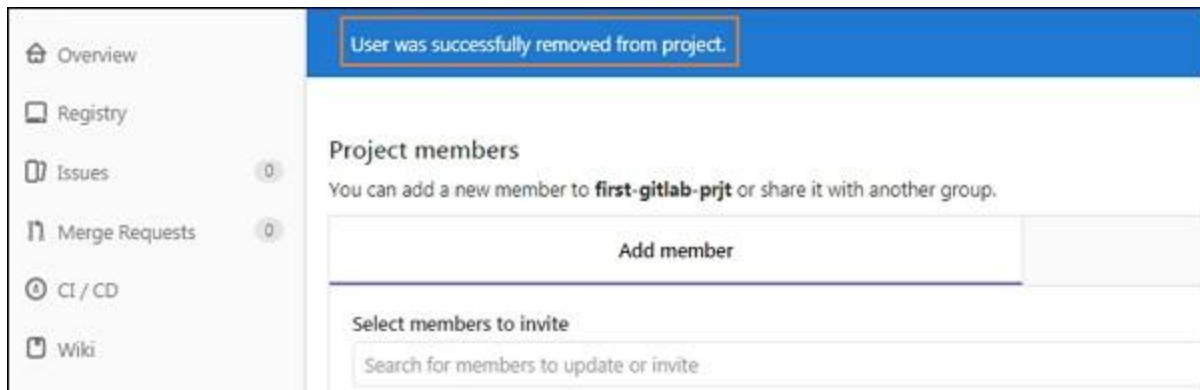
Steps for creating User Permissions

Step 1 − Login to your GitLab account and click on the *Members* option under *Settings* tab −
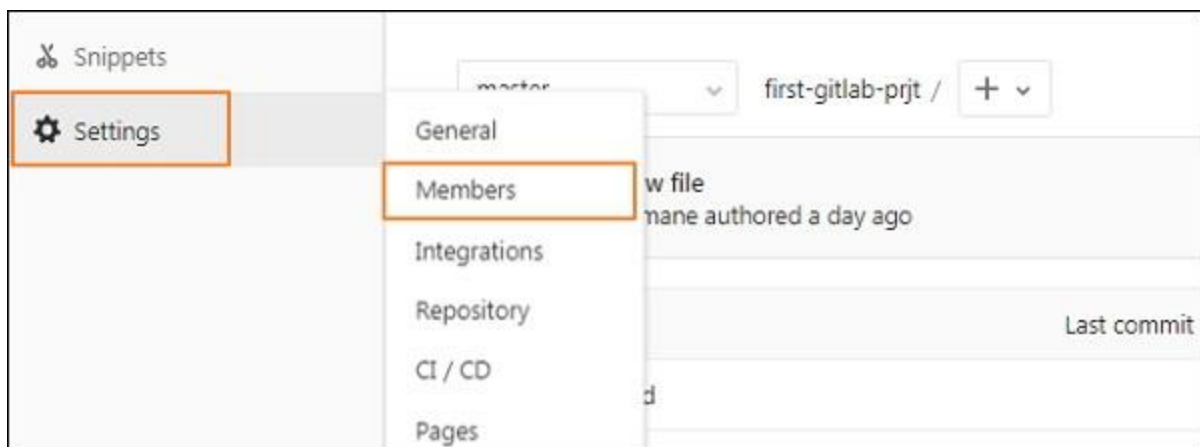
Step 2 − It will open the below screen to add the member to your project −

Step 3 − You will see the different types of permissions when you click on a dropdown under *Choose a role permission* section −

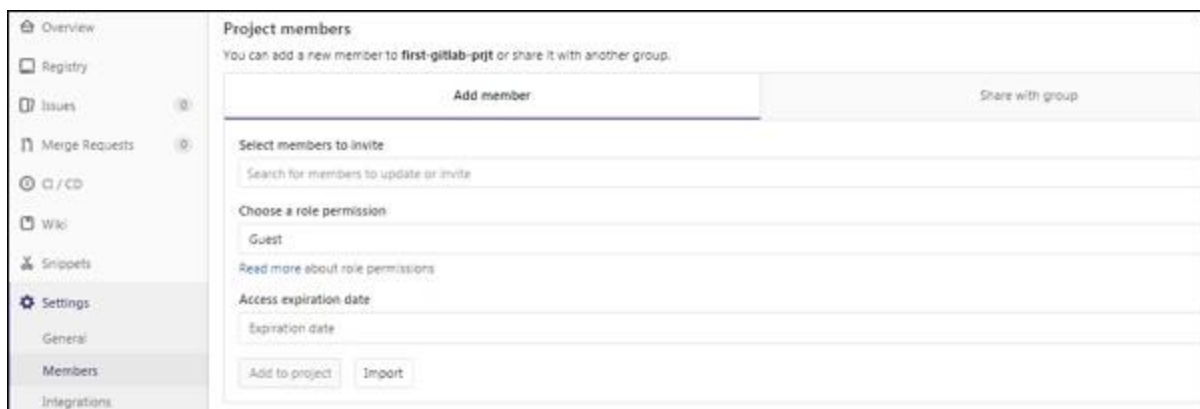| S.N.	Guest	Reporter	Developer	Master
1	Creates a new issue	Creates a new issue	Creates a new issue	Creates a new issue
2	Can leave comments	Can leave comments	Can leave comments	Can leave comments
3	Able to write on project wall	Able to write on project wall	Able to write on project wall	Able to write on project wall
4	-	Able to pull project code	Able to pull project code	Able to pull project code
5	-	Can download project	Can download project	Can download project
6	-	Able to write code snippets	Able to write code snippets	Able to write code snippets
7	-	-	Create new merge request	Create new merge request
8	-	-	Create new branch	Create new branch
9	-	-	Push and remove non protected branches	Push and remove non protected branches
10	-	-	Includes tags	Includes tags
11	-	-	Can create, edit, delete project milestones	Can create, edit, delete project milestones
12	-	-	Can create or update commit status	Can create or update commit status

13	-	-	Write a wiki	Write a wiki
14	-	-	Create new environments	Create new environments
15	-	-	Cancel and retry the jobs	Cancel and retry the jobs
16	-	-	Updates and removes the registry image	Updates and removes the registry image
17	-	-	-	Can add new team members
18	-	-	-	Push and remove protected branches
19	-	-	-	Can edit the project
20	-	-	-	Can manage runners, job triggers and variables
21	-	-	-	Add deploy keys to project
22	-	-	-	Able to manage clusters
23	-	-	-	Configure project hooks
24	-	-	-	Can enable/disable the branch protection

| 25 | - | - | - | Able to rewrite or remove Git tags |

Here, we will briefly discuss about different user permissions which can be applied to projects.

The following table shows available permission levels for different types of users −