Committees and Groups

Committees and groups are used to manage access to FalconFile shared folders, to make appointments in Oracle Calendar, and for other purposes. If you are an administrator of a committee or group, you can use eSIS to manage membership or to change who administrates the group.

Login to eSIS. Go to

In the navigation menu on the left, select Committees/Group and then Manage Committees/Groups. In the Description field, type in the first part of your group's name. Click Search.

Your group will be listed below the search form or will open directly. Once you are viewing details for your group, go to the Committee Members tab. Here you will add or remove committee members. Existing administrators and members will already be listed.

To change membership or roles of members on the Committee Members tab, you must first select a new effective date. To do so, click the plus (+) icon in the upper-right of the Effective Date part of the screen. See the illustration below.

To remove a member from this group, click the minus sign (-) near their name. To add a new group member, click the plus sign (+) in any member section. See the illustration below.

When adding members, first add their university ID, then assign a role (normally Member or Administrator), then select effective start and end dates for their membership. The default appointment is one year from the start date, but you can adjust this if desired.

Use this area to adjust the Start and End dates of other members if you like, or to change their role. Administrators can change group membership and also control access to the shared FalconFile folder if one was requested.

When all changes are complete, click Save and log out of eSIS.