

Self-Service Organizational Home Group Creation

Self-service organizational home group creation is supported under the following circumstances:

- The requested organizational home group is not already in use
- The requested group name has a corresponding 3rd-level domain name registered in UW DNS
- The requester is a registered DNS contact for that domain name in the washington.edu or uw.edu namespace. DNS contacts can be verified using the "Verify DNS Contacts" tool at [Certificate Services](#).

Procedure

1. Log in to: <https://groups.uw.edu/?view=new>
2. Enter a group description
3. In the Group id field, type uw_<dns-name-here>. For example **uw_pavesci**
4. **Enter a group description and contact person**
5. Selecting a classification is optional. See the note at the end of this procedure before selecting one.
6. Add the UW NetIDs of initial members to the Members field
7. Add initial Administrators or Member Managers to their respective fields
8. Click **Create group**



Groups may be classified according to [UW Administrative Policy Statement 2.6 \(Information Security Controls and Operational Practices\)](#). All groups are assigned "unclassified" status until an administrator has intentionally applied a "Public", "Restricted", or "Confidential" classification.