Open Active Directory Users and Computers.

On the left-hand side, click the drop-down arrow for ad.wsu.edu.

Click the drop-down arrow for WSU.

Scroll down and click the drop-down arrow for Information Services.

Click the drop-down arrow for Groups.

Click the drop-down arrow for Application.
Click the drop-down arrow for **Atlassian**.

Choose which application group you would like to manage.

One the right-hand side look for your group name.

Right click on your group and select **Properties**.
In the properties window select the **Members** tab.

To add a user, click on the **Add...** button. In the popup window enter the users NID and select **Check Names then Ok.**
You should now see the user listed in the **Members** tab.

**NOTE:** AD syncs with Jira two times daily. Once at 6:45am and again at 6:45pm.

If you would like to remove a user, select the user in the **Members** tab. Then select **Remove**, Click **OK**, Click **Apply**, Click **Okay**.