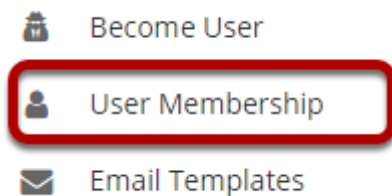


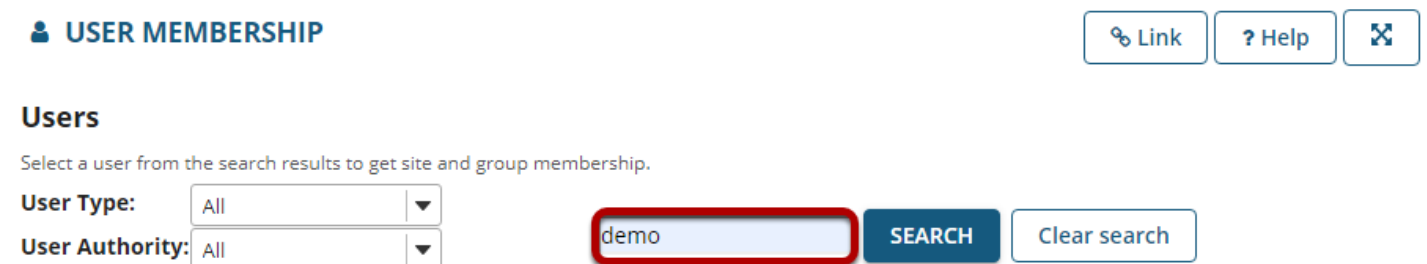
# How do I filter search results in User Membership?

## Go to User Membership.



Select the **User Membership** tool from the Tool Menu in the Administration Workspace.

## Enter a search term.

A screenshot of the Sakai User Membership tool interface. At the top, it says 'USER MEMBERSHIP' with a person icon. To the right are buttons for 'Link', 'Help', and a close icon. Below this is a section titled 'Users' with the instruction 'Select a user from the search results to get site and group membership.' There are two dropdown menus: 'User Type:' and 'User Authority:', both set to 'All'. To the right of these is a search field containing the text 'demo', which is highlighted with a red rectangle. Next to the search field is a blue 'SEARCH' button and a 'Clear search' button.

Enter a search term into the field provided. You may search for a full or partial name, user id, or email address.

## Filter search by User Type.

You may filter your search to show only a specified user type if desired.

## Select the User Type from the drop-down menu.

### [USER MEMBERSHIP](#)

[Link](#)
[? Help](#)


#### Users

Select a user from the search results to get site and group membership.

User Type:

All

▼

All
guest
**maintain**
registered
(no type)

User Authority:




From the User Type drop-down menu, select the type of user for which you would like to limit the search results. The list displayed in the drop-down menu will include any user types that currently exist in your instance. In this example, we have selected "maintain" as the user type.

## Click Search.

### [USER MEMBERSHIP](#)

[Link](#)
[? Help](#)


#### Users

Select a user from the search results to get site and group membership.

User Type:

maintain

▼

User Authority:

All

▼

## View search results.

### USER MEMBERSHIP

[Link](#)
[? Help](#)


#### Users


Select a user from the search results to get site and group membership.

User Type:

User Authority:




Viewing 1 to 1 of 1 users

<a href="#">User ID</a>	<a href="#">Internal User ID</a>	<a href="#">Name</a> 	<a href="#">Email</a>	<a href="#">Type</a>	<a href="#">Authority</a>	<a href="#">Created On</a>	<a href="#">Modified On</a>
<a href="#">admin demo</a>	7498ff0e-9f9e-4cd3-95bc-e27bfa6c792	Admin Demo	<a href="mailto:benleveillee@uri.edu">benleveillee@uri.edu</a>	maintain	Internal	Mar 9, 2020	Mar 9, 2020



The filtered search results will display. In this example the results show all users matching the search criteria with the user type of faculty.

## Filter search by User Authority.

The User Authority filter allows you to filter your search to show only internal or external accounts. Internal accounts are created and authenticated directly in Sakai. External account are created and authenticated via an external system such as LDAP, Active Directory, etc.

## Select the User Authority from the drop-down menu.

### Users

Select a user from the search results to get site and group membership.

User Type:

All

All

Internal

External

User Authority

demo

SEARCH

Clear search

Viewing 1 to 1 of 1 users

|<

<

Show 20

>

>|

From the User Authority drop-down menu, select the type of account for which you would like to limit the search results, either Internal or External. In this example, we will select Internal.

## Click Search.

### Users

Select a user from the search results to get site and group membership.

User Type:

All

User Authority:

Internal

demo

Search

# View search results.

## USER MEMBERSHIP

[Link](#)
[Help](#)


### Users

Select a user from the search results to get site and group membership.

User Type:

User Authority:




Viewing 1 to 9 of 9 users

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
<a href="#">admin demo</a>	7498ff0e-9f9e-4cd3-95bc-e27bfa6c792	Admin Demo	<a href="#">benleveillee@uri.edu</a>	maintain	Internal	Mar 9, 2020	Mar 9, 2020
<a href="#">demoinstructor</a>	d3de0278-a13b-4def-8727-f4357c86df38	Demo Instructor	<a href="#">demoinstructor@longsight.com</a>	registered	Internal	Feb 6, 2020	Feb 10, 2020
<a href="#">demostudent01</a>	b32fc2a5-cc9a-4647-92cf-5b622b0104bf	Demo Student 1	<a href="#">demostudent01@longsight.com</a>	registered	Internal	Feb 6, 2020	Feb 6, 2020
<a href="#">demostudent02</a>	9ebe3adf-106c-408a-8a8d-e28c1a6c7b88	Demo Student 2	<a href="#">demostudent02@longsight.com</a>	registered	Internal	Feb 6, 2020	Feb 6, 2020
<a href="#">demostudent03</a>	228a29d7-c94c-41e0-b0ae-ac92a0ea6621	Demo Student 3	<a href="#">demostudent03@longsight.com</a>	registered	Internal	Feb 6, 2020	Feb 6, 2020
<a href="#">demostudent04</a>	710e17db-7c45-4dd1-bfd2-4905464d3680	Demo Student 4	<a href="#">demostudent04@longsight.com</a>	registered	Internal	Feb 6, 2020	Feb 6, 2020

The filtered search results will display. In this example the results show all users matching the search criteria with an internally authenticated account.