

## Articles in this section



# Where Do I Find My Group Code?



Miguel Jackson



a few seconds ago · Updated

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## General Information

In order for users to join a Group, they must be supplied with a Group code that they can enter into their account. Group codes always begin with a "G" and are 5 characters long. They can be found by logging in as an admin and viewing the Groups that you are an admin for. If you log in and do not see any Groups, please consult this article for possible remedies.

## Viewing Your Group Codes

There are two places in the admin dashboard where you can see your Group codes:

1. Method 1: Log into your Organization's Admin Dashboard and click the "Groups" link on the left hand navigation pane:

My Chi My Future

Lori E. Lightfoot ★ Mayor of Chicago

MCMF

EDIT ORG

OVERVIEW PROGRAMS BADGES GROUPS SITE CONTENT SUBMISSIONS

Programs

0 Current Programs

Add Program

Learners

0 Total Learners

Badges

16 Current Badges

Add Badge

Organization Members

Search

Name	Last Logon
activity manager su	Never
activity manager3 su	Never
skill tact eii	Never

2. On the Admin Groups page, you will see all Groups that you have access to. The codes are visible under the member count for each Group:

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Groups

Active Groups [Show Active & Inactive Groups](#)

Group Name	Members	Code
External Activities Test	2 members	G69XA
Get Schooled Question 2nd G...	0 members	GGMZ7
MCMF DB Test Group	10 members	G2X5K
test 1	1 member	GXD1T

3. Copy the appropriate code and distribute it to your users so that they can enter it into their account.
4. Method 2: If you are already within a Group as an admin, go to the News Feed tab, and the Group code will be shown on the right hand side of the page:

MCMF DB Test Group

Newsfeed

ANNOUNCEMENT

Miguel Jackson (Admin)

Welcome to Mongo DB, Here's How to Get Started

LOREM IPSUM

MongoDB Crash Course

Watch later Share

Information

Claim Code: G2X5K

Program details

Mongo Test Feb 2019

Test for mongo update

[read more]

Group description

Test for mongo update

[more]

Showcase

Group Overview [edit showcase]

Add showcase

5. Copy the code, and distribute it to your users.

## If You Do Not See A Your Group Code

If you do not see the Group Code that you are looking for on the Admin Groups page, try the following:

1. Confirm that you are in the correct organization. Some admins are members of multiple organizations, and as a result, you may have Groups that fall under different organizations. Confirm with your platform manager that you are in the correct Group. If not, on the Overview page, click "Switch Orgs" to change to the correct organization:

Good morning, Miguel Jackson

Switch Orgs

My CHI My Future

Programs

0 Current Programs

Add Program

Learners

0 Total Learners

Badges

16 Current Badges

Add Badge

Data Insights

We can provide data in

learners register

Organization Members

Name	Last Login	Action
activity manager su	Never	<a href="#">remove</a>
activity manager3 su	Never	<a href="#">remove</a>
akili test su	Never	<a href="#">remove</a>
Aldo Vasquez su	2016-01-27	<a href="#">remove</a>

2. In rare cases, you may be looking for a Group that has been set as Inactive. Click "Show Active & Inactive Groups" to see the inactive Groups as well:

## Groups

### Active Groups

[Show Active & Inactive Groups](#)

 External Activities Test  ✓ 2 members G69XA	 Get Schooled  Question 2nd G... ✓ 0 members GGMZ7	 MCMF DB Test Group  ✓ 10 members G2X5K	
0 submissions awaiting assessment <a href="#">Assess submissions</a> <a href="#">View Group</a>	0 Activities for Group Members <a href="#">Add Activities</a> <a href="#">View Group</a>	1 submissions awaiting assessment <a href="#">Assess submissions</a> <a href="#">View Group</a>	
 test 1  ✓ 1 member GXD1T	0		