Group Studio provides homepages for clubs or other affiliations and enables members to participate in a collaborative environment. Clubs, committees, office personnel and work teams might use a group to share documents and text-based messages (ideas), chat and more.

1. Sign on to Porches and click on the **Groups** icon at the top of the Porches homepage.

2. Click on the **Request Group** link (there is one at the top and one towards the bottom of the window).
3. Fill out the following information listed below. Skip the Browse Control section.

- **Group Name**: Banner/Porches Training
- **Group Title**: Banner/Porches Training
- **Guest Page Description**: Training aids for all Banner and Porches classes, etc.

Choose a:
- **Group Category**: Training

Choose a **Group Type**:
- **Public**: Group access is available to all Porches users.
- **Restricted**: Group access is available to Porches users approved by the Group Admin. Be sure to include Criteria for access.

Click on the **Sorting** check box.

Choose the appropriate **Group Applications** - features available to Group users.

(Optional) Type additional comments or instructions in the **Request Comment** field.
4. Click on the **I have read and understood...Groups** check box and click on the **Submit Request** button.

5. You will be notified by email when your Group has been created. You will also receive instructions on how to arrange a Group Studio Administrator training session with the IT Training Department.