

# Managing Your CCOS Group Memberships

**V1.0 – August 15, 2025:** Estimated 5 minute read

## Overview

This guide explains how CCOS users can join, leave, and manage their group memberships. Only approved CCOS account holders may access group features. If you do not yet have a CCOS account, [click here to register](#).

If you have questions, [email our support team](#).

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## Who can use this feature?

This feature is designed for the following roles:

- **CCOS Users:** All approved CCOS account holders may access group features and must be logged in to do so.

## Glossary

Quick definitions for terms used in this guide:

- **Hub Admin:** A designated administrator for each CTSA hub who can approve new CCOS accounts for their institution.
- **Member Directory:** A searchable database of CCOS members and their group affiliations.
- **Role:** The user's role within a group.
- **Restricted Group:** A group that cannot be joined through open membership. Access is limited and typically by invitation.
- **Sunsetting Group:** A group that is in the process of winding down operations and will no longer meet or accept members.

## Version History

- **V1.0 – August 15, 2015:** Initial Version

# Guidance

## Joining a Group After Account Registration

Once your CCOS account request is submitted, you will receive a confirmation email. This email will include instructions on how to join a group.

If you need to be added to a group immediately, you may reply directly to the registration confirmation email with the group name you wish to join.

After your account is approved by your Hub Admin, you will receive a second email with instructions on how to join groups through your profile.

## Accessing the Memberships Tab

To update your group membership at any time:

1. Log in to your CCOS account.
2. Click **View Account** from the drop-down menu when you click your name in the upper right corner.



3. From the left-hand navigation panel, click **Memberships**.

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## My Account

Account Management: **Memberships** [Join a group](#)

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### CTSA Program Groups

View and manage your memberships to various CTSA Program Groups.

Showing 0 Membership Sort by: Role (A-Z)

Membership	Tenure	Role	Action
You don't have any memberships yet. <a href="#">Join a group</a> to get started.			

If you are not part of any group, your Memberships tab will indicate this.

## Joining a Group

1. From the **Memberships** tab, click **Join a Group**.

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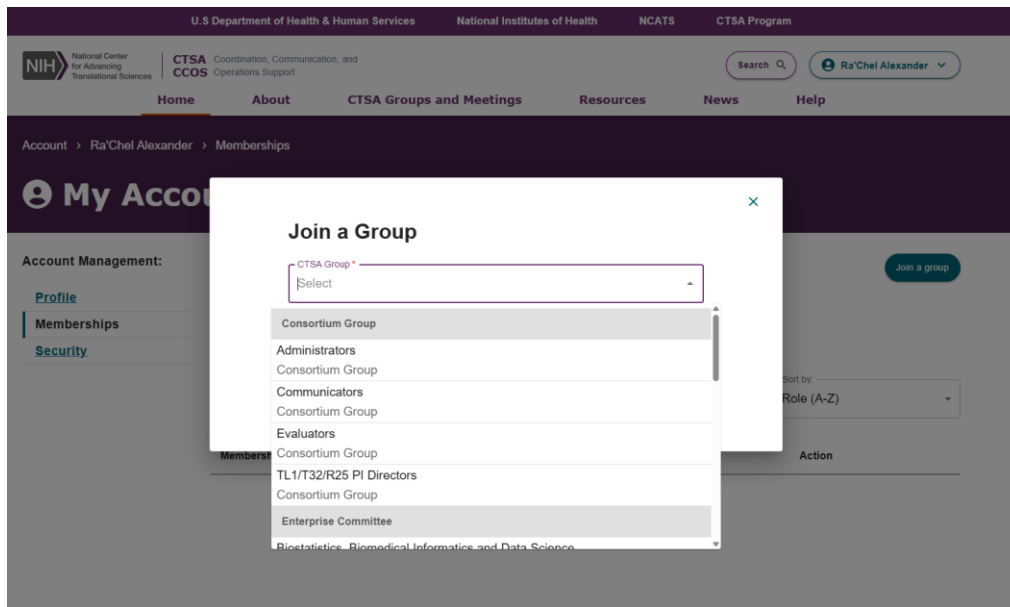
### CTSA Program Groups

View and manage your memberships to various CTSA Program Groups.

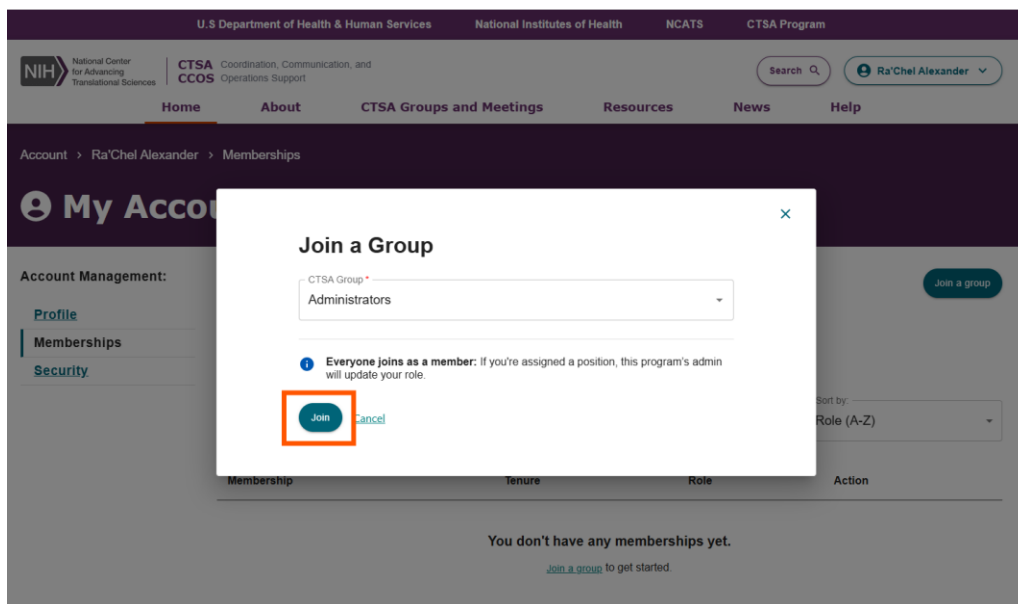
Showing 0 Membership Sort by: Role (A-Z)

Membership	Tenure	Role	Action
You don't have any memberships yet. <a href="#">Join a group</a> to get started.			

2. Use the dropdown menu to browse available groups (excluding restricted groups like the Steering Committee or QA/QC CG).



3. Select a group and click **Join**.





4. A confirmation banner will appear at the top of your screen.

5. Your Memberships table will now display the new group under:

- **Membership:** Group Name
- **Tenure:** Active
- **Role:** Member
- **Actions:** Depart | View History

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CTSA Program Groups

View and manage your memberships to various CTSA Program Groups.

Showing 1 Membership

Sort by:Role (A-Z)

Membership	Tenure	Role	Action
Administrators Consortium Group	Active	Member	<a href="#">[+] Depart</a> <a href="#">View History</a>

You have successfully joined this group.

An email will be automatically sent to the group’s shared inbox notifying them of your membership.

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# Viewing Group Memberships in the Member Directory

To confirm you are properly listed:

1. Navigate to the **Member Directory** tab.
2. Search for your name.
3. Under the **CTSA Group(s)** column, your newly joined group will appear.

The screenshot displays the CTSA Member Directory interface. At the top, there is a navigation bar with links to U.S. Department of Health & Human Services, National Institutes of Health, NCATS, and CTSA Program. Below this is a header with the NIH logo, CTSA CCOS logo, and a search bar containing 'Ra'Chel Alexander'. The main navigation menu includes Home, About, CTSA Groups and Meetings, Resources (highlighted), News, and Help. The breadcrumb trail shows 'Resources > CTSA Member Directory'. A 'Need Help' button is also present.

### Member Directory

View all active members in the CTSA Program.  
If you would like to correct any information displayed in the directory, [email CCOS Support](#).

**Filters** Clear Filters

Institution: Select  
Hub: Select  
CTSA Group: Select

Search By: Name  
Search by Name: Ra'Chel Alexander Apply

Count: 3  
Sort By: Name  
Sort Order: Ascending (A-Z)

Name	Institution	Hub	CTSA Group(s)
Alexander, Ra'Chel	Digital Infuzion	Coordination, Communication, and Operations...	CG - Administrators

# Leaving a Group

1. Go to the **Memberships** tab.
2. Click **Depart** for the group you wish to leave.
3. Confirm your selection in the popup window.


After leaving, the Memberships table will show:

- **Tenure:** Inactive
- **Role:** Member
- **Actions:** Rejoin | View History

An email will be sent to the group's shared inbox indicating that you have departed.

Your name will also be removed from the Member Directory listing for that group.

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**Memberships**

Join a group

**CTSA Program Groups**

View and manage your memberships to various CTSA Program Groups.

Showing 1 Membership

Sort by:Role (A-Z)

Membership	Tenure	Role	Action
<b>Administrators</b> Consortium Group	Active	Member	<div>Depart</div> <div>View History</div>




# Rejoining a Group

1. On the **Memberships** tab, click **Rejoin** for the desired group.
2. Confirm the action in the popup window.

Your status will be updated to **Active**, and the group inbox will be notified.

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**Memberships**

CTSA Program Groups

View and manage your memberships to various CTSA Program Groups.

Showing 1 Membership

Sort by: Role (A-Z)

Membership	Tenure	Role	Action
<b>Administrators Consortium Group</b>	Inactive	Member	<div> <a href="#">Rejoin</a> <a href="#">View History</a></div>

✓ You have successfully left this group.

✕

# Viewing Your Membership History

You can track your activity with any group:

1. Click **View History** in the Actions column.
2. You'll see a timeline of your join, depart, and rejoin actions, with sortable categories such as:
  - Joined (Earliest/Latest)
  - Departed (Earliest/Latest)

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Join a group

CTSA Program Groups

View and manage your memberships to various CTSA Program Groups.

Showing 1 Membership

Sort by: Role (A-Z)

Membership	Tenure	Role	Action
Administrators Consortium Group	Inactive	Member	<div>Rejoin</div> <div>View History</div>

✓ You have successfully left this group.

Consortium Group

Showing 1 Tenure

Sort by: Joined (Newest to Oldest)

Joined	Departed
08/17/2025	08/18/2025

# Joining a Group from a Group Page

Some CCOS Group pages allow direct access to join:

1. Visit the group's landing page.
2. Click **Join from your Account** or **Manage Membership** from the banner.
3. You'll be directed to your Memberships tab.
4. Follow the instructions in the "Joining a Group" section.

**Note:** This feature is available only for groups that accept open membership.

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CTSA Groups and Meetings > Consortium Groups > Administrators Group

**Administrators Group**

**Overview**

The CTSA Program Administrators Group plays an important role in facilitating effective communication between program leadership, hub directors, and NCATS personnel. This group focuses on implementing best practices and resolving issues related to the efficient operation of the CTSA Program. Comprised of administrative leads from each hub, this group convenes both virtually and in person to share insights and drive collaboration across the consortium. With their unique positions as key points of contact, administrators are equipped to identify challenges and provide valuable input towards enhancing the programs within and beyond the consortium.

**Be part of the CTSA Administrators group!**

[Join from your account](#) and start connecting.

Manage Memberships

# Sorting Your Group Memberships

From the **Memberships** tab, use the **Sort By** menu to organize by:

- Membership (A–Z or Z–A)
- Tenure (Active or Inactive)
- Role (A–Z or Z–A)

## Restricted Groups

Some groups have restricted access and cannot be joined directly:

Group Name	Access Note
Steering Committee	Membership is invitation-only, managed by NCATS.
KL2/K12 Consortium Group	Contact the Meeting Coordinator if you are a KL2/K12 PI Director.
QA/QC Consortium Group	Not accepting new members until the fall. Links to email and collaborative space are available.
Translational Case Studies WG	Currently sunseting; not accepting new members.

## Already a Member?

If you're already in a group, it will no longer appear in the "Join a Group" dropdown list.

## Viewing Another Member's Group Affiliations

You may view group affiliations for any CCOS member through the **Member Directory**:

1. Click a member's profile.
2. Select the **Memberships** tab to view their groups (read-only).

## Need help?

[Email support](#) with the following information so we can help you faster:

- **Your name:** [First and last name]
- **Your role or team:** [e.g., Program Analyst, HR Specialist]
- **Feature or task you were using:** [e.g., Uploading a document in File Manager]
- **What you expected to happen:** [e.g., I expected the file to upload and show a confirmation message]
- **What actually happened:** [e.g., I received an error message that said “Upload failed”]
- **Steps you took before the issue occurred:**
  - [Step 1]
  - [Step 2]
  - [Step 3]
- **Screenshot (if possible):** [Attach image]

## We’d Love Your Feedback

Have thoughts on this guide? [Send us an email](#) and let us know what you think. Your feedback helps us understand what’s working well and where we can improve.