Guidance for ACHA Leaders

How to Assign a New Community Admin for Your Community

This guide is for ACHA leaders who are community admins for their group's ACHA Connect community. Community admins can send blast emails to community members, update the announcement box in their community, and assign additional community admins. For additional help with community admin status, please email Aisha Ali at aali@acha.org.

1. After logging into ACHA Connect, click the circle with your initials or profile photo to access your communities. It will take you to the page below where you can search for the community.

2. In the list of communities, click the community to which you'd like to make member role edits to by clicking the community title from your community list.
3. Once at the community homepage, go to settings and click members.

4. At the member management list below, you can search for a member or find them by scrolling through the member list. Click the edit role button to start assigning their new role.
5. After clicking the edit role button, select the new community admin role and click Add to apply the changes.

6. You can use the Back to Community button and all changes will be saved.