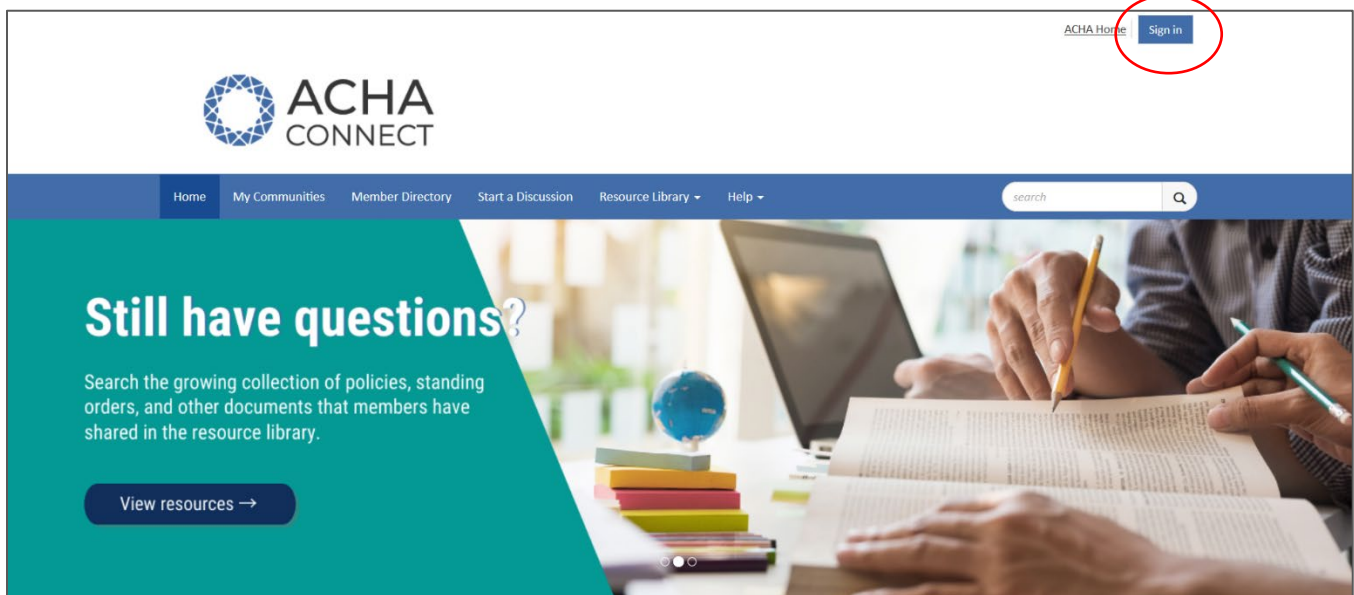



# How to Manage Your Privacy and Email Settings

1. Sign in to ACHA Connect by clicking on the Sign in button in the upper right corner.



You will be directed to the main ACHA login page to enter your ACHA member username and password.



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Passwords must be at least 7 alphanumeric characters, including at least one alpha character, and at least one numeric character. If you are prompted to change your password, please click the "Forgot password?" link at the bottom of the sign in button and follow the instructions to update your password. Please email [membership@acha.org](mailto:membership@acha.org) with questions.

**You will be locked out if you attempt to login unsuccessfully multiple times. Please use the FORGOT USERNAME AND/OR FORGOT PASSWORD links instead.**

### Login or Create an Account

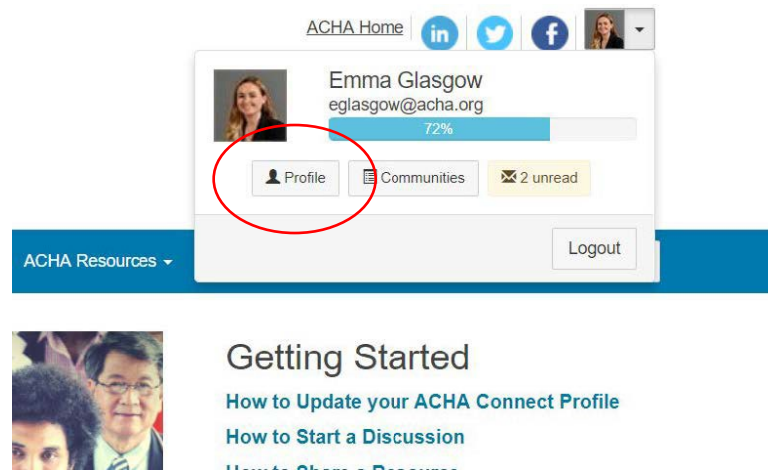
**Username**

**Password**

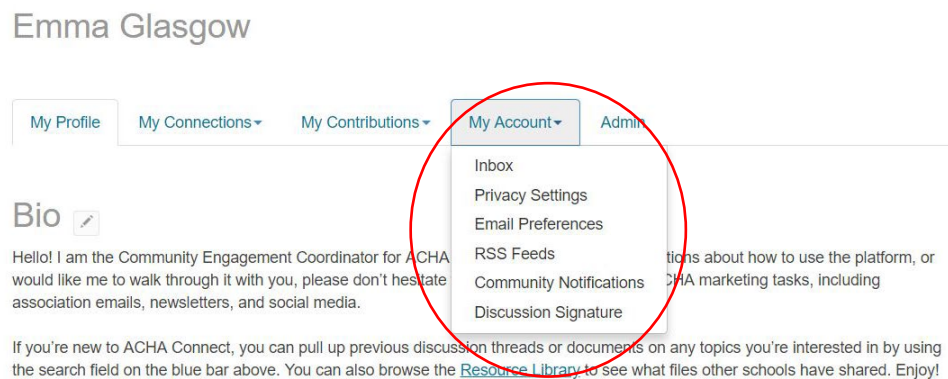
☐ Keep me signed in

[Forgot username?](#) | [Forgot password?](#)

2. Navigate to your profile page from the link in the upper-right corner of the screen



3. On your profile page, hover over the “My Account” drop-down menu and review “Privacy Settings,” “Email Preferences,” and “Community Notifications.”



4. Privacy Settings allow you to opt in/out of the member directory and set who can see your contact and profile information.

## Privacy Settings

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and community rosters: ☒ Yes ☐

Picture	<div>Public</div>
My Networks	<div>Members Only</div>
Company Information	<div>Public</div>
Job Title and Department	<div>Members Only</div>
Address Lines	<div>My Contacts</div>
City, State, Zip	<div>Members Only</div>
Country	<div>Public</div>

5. Email Preferences allow you to set your preferred email address and opt in/out of notifications.

## Email Preferences

In addition to [community notifications](#), other messages are routinely sent to users. These messages -System, Community, Participation, and Promotional - will always be sent to your [profile inbox](#). By default, they are also emailed to your preferred email address. Select "no" below to opt-out of receiving certain emails per your preferences. You will always receive these messages in your profile inbox regardless of these settings.

Email notifications and communications will be delivered to the email address below.

[eglasgow@acha.org](#) [Change](#)

### System Emails

☒ Yes ☐

Emails required to confirm user participation. Users cannot opt-out of these emails.

### Community Emails

☒ Yes ☐

Emails typically sent from Community Admins or the Community Manager via automation rules (ex: moderation notifications, Component Manager emails). Some automation rules-based emails may be in other categories. By default, you receive Community emails from all your Communities unless you explicitly

6. The Community Notifications section allow you to choose how often you hear about discussions. All members receive the daily digest by default, but you can change your preference to Real Time or No Email by selecting those options in the drop-down menu. You can choose different frequencies for different communities.

## Social Links

Link to other social media accounts

[Add](#)

## Notification Settings

☒ Yes ☐ No Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

7 Communities

Community Name A-Z

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">ACHA COVID-19 Task Force</a>	Real Time	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">ACHA Reproductive Rights Task Force</a>	Real Time	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Health Promotion Section</a>	Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Higher Education COVID-19 Community of Practice</a>	No Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Historically Black Colleges and Universities (HBCUs)</a>	Daily Digest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Member Forum</a>	Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Travel Health Coalition</a>	No Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>