Guidance for ACHA Leaders

How to Use Your ACHA Task Force or Committee Community

ACHA Connect Communities can be used as a primary, private, and convenient way of communication and file sharing for ACHA task force and committee members. Everyone on your task force or committee will be able to interact on this platform, but only community admins can use the announcements feature. Note: Committee and task force members are appointed and therefore only those appointed can be part of the community.

It’s important to keep the conversation going with your task force or committee and to avoid anyone being left out of an email! The forum should be used in replacement of email, so that all your communications are in one space that can easily be revisited.

1. Posting and responding to messages through email

You can easily send a post to your community through your email. Each community has a unique email address, you can find it in your email header from the "Post New Message" link.

Here’s a sample email address from this community that pops up upon clicking the Post New Message button. Once you have the email address, you can send the message directly to the group from your email, but it must be sent from the email address you use for your ACHA Connect login. Otherwise, the email will not be sent.
When messages come to your inbox from your community, you can respond directly from your email using the “Reply to Group” button or “Reply to Sender” buttons.

Higher Education COVID-19 Community of Practice Digest for Thurs...

ACHA Connect <DoNotReply@ConnectedC

To Aisha Ali

Reply to Group  Reply to Sender

If there are problems with how this message is displayed, click here to view it in a web browser.

2. New Publication: Considerations for Colleges and Universities as the COVID-19 Public Health Emergency Declaration Ends

Mar 2, 2023 10:31 AM
Claudia Trevor-Wright

New: Considerations for Colleges and Universities as the COVID-19 Public Health Emergency Declaration Ends

Using those buttons will open an email window for you to send your response through as shown below.
2. Posting and responding to messages from the ACHA Connect platform
If you prefer to use the ACHA Connect website directly, you can post messages from the discussion tab and then click the “Post New Message” button.

You can respond to your fellow task force or committee members’ posts by using the reply button.

1. Brief on the end to the public health emergency

   Posted 15 days ago | View attached

   Hi all, Hope everyone is doing well and staying healthy.
   
   As you have likely heard, HHS has authorized the final public health emergency authorization which means it will end on May 11. As a result, there may be potentially significant implications for campuses. To help them, ACHA (i.e. Cludia) has created a brief that touches on several areas of the PHE end that may impact campuses and gives some suggested action items for each. We also share a few reputable resources. At the end of the day, this is a moving target so we can only alert folks to the need to stay aware.
   
   We’ve put the attached brief out to several coalitions/committees for review but would love to have this panel’s input as well. If you are so inclined and would like to review the document, please get back to us with any edits and/or recommendations no later than Monday 2/20.
   
   Thanks!
   
   Robyn
3. Curate a library of resources

Your ACHA Connect library can store files that can be organized in folders to keep your task force and committee resources or meeting minutes in an organized space. Select the “Create New Library Entry” button to start uploading files. Use the Folders section on the left to add/delete folders and use the space on the right to view your folder contents. Attachments used in posts or announcements are also automatically stored in the library.

4. Publish an announcement

This feature is available to community admins only. Typically, the committee/task force chairs are the community admins.

As a community admin, using the "Add Announcement" button allows you to post a highlighted announcement on the community homepage to inform your task force about important news, events, or upcoming changes. Announcements include a title, message, URLs, and attachments. Click here for a step-by-step guide.

Community Settings

Because task force and committee forums are private communities meant for facilitating conversations related to your projects and charges, we recommend setting your community notifications to real time. However, if you prefer, you can subscribe to a daily digest and receive one email each morning with all posts made the previous day. Please see “How to Manage Your Privacy and Email Settings” in the Getting Started section for further instructions.

Additional resources can be found here:

Getting Started  Community Admins  FAQs