AUCH Connect New User Guide

AUCH Connect is a private online community created exclusively for AUCH members. As part of an AUCH Connect peer group community, you will be able to easily connect and engage with your Health Center peers, keep yourself informed of upcoming training and events, ask for advice, access the resource library, and share promising practices. The peer group communities feature discussion forums specific to your role and responsibilities. This platform is meant to help you stay in touch with peers - expanding the value of AUCH's in-person peer networking events to engage in ongoing conversation.

Login Instructions
1. Go to connect.auch.org.
2. To set up your account, click the SIGN-IN button in the top, right corner of the page. This will redirect you to the login/registration page.
3. If you do not have an account, please fill out the form on the right side labeled "Not registered yet? Create an account".
4. Once the form is complete press SUBMIT, after which you will receive an email verification. Please read the email thoroughly and follow the link provided to activate your profile.
5. When you have activated your profile and email, AUCH's Communication Coordinator will approve your new account and add you to the most applicable peer group.

If you have an account, but do not remember your login:
1. Click on the "Can't access your account?" link.
2. Enter your health center email address and press "Send Password Link".
3. You will receive an email with a link and instructions to set up a password.

Once your account is set-up, upload a photo of yourself and customize your profile information.

Uploading Profile Photo
- From the Home page, click on the circular profile photo in the top, right corner of the page.
- Click the "Profile" tab on the dropdown.
- Click the "Actions" button underneath the grey profile photo and choose "Change Picture" from the dropdown.
- Follow the steps to upload your photo.

Customizing Your Profile
- From the Home page, click on the circular profile photo in the top, right corner of the page.
- Click the "Profile" tab from the dropdown.
- From this page, you can edit your contact details by clicking the pencil button to the right of "Contact Details".
- To customize the other areas of your profile simply click on the green "Add" button below each heading.

Other Settings/Functions
On your Profile page, you will see a row of tabs below your name.
- The "My Account" tab allows you to change your privacy settings, email notification preferences, and add your signature to be used for discussion posts.
- The "My Connections" tab allows you to access the communities you belong to by clicking "Communities " from the dropdown menu.
    - Click on your peer group(s) and you will be able to see and engage in all discussion posts, announcements, and shared files.