How to add Colleagues and provide access to the site

Date: August 2022

'Master Account' holders can add colleagues to their organization's membership profile and provide access to the A4L Community Site.

To do this, just follow the instructions below:

- Log in to the website/collaboration area.

- Click on the 'Welcome, (your name)' drop down at the top of the page.

- Select 'Account & Settings'

- Click on 'Information & Settings' tab on the left-hand side.

- Select the 'Colleagues' tab at the top of this section.

- Then either:

    o Cut/paste 'Colleagues direct link' and send it in an email to your colleagues.

      OR

    o Add email address in the 'Invite New Members' text box, and click 'Send Invite'.

Please Note: If you do not have access to the 'Colleagues' direct link, it means that you are not the master account holder for your organization. Please Contact Us *so that we may assist you.*