How to Make a Member into a CO Admin

Step-by-step Guide to Making a CO Member into an Admin

ⓘ These instructions assume that:

- The Platform Administrator has created a CO - How to Create a New CO
- The Platform Administrator has configured the CO - How to Configure a CO
- The Platform Administrator has added at least one enrollment flow - How to Configure Enrollment Flows
- The Platform Administrator has enrolled at least one member - How to Add New CO Members

1. From the COmanage Registry home page, click on your CO.
2. From the CO welcome page, click on the drop down menu for 'People' and select 'My Population'.
3. Select the member that you would like to make into a CO admin.
4. On the member's page, click on 'Manage Group Memberships'.
5. Select 'member' on the admin group line.

ⓘ This is just one path to making a user an administrator; there are several paths that might bring you to the group management pages, or the individual user pages.