

AMERICAN CME

Group and Team Leader Reference Guide

New Group Onboarding

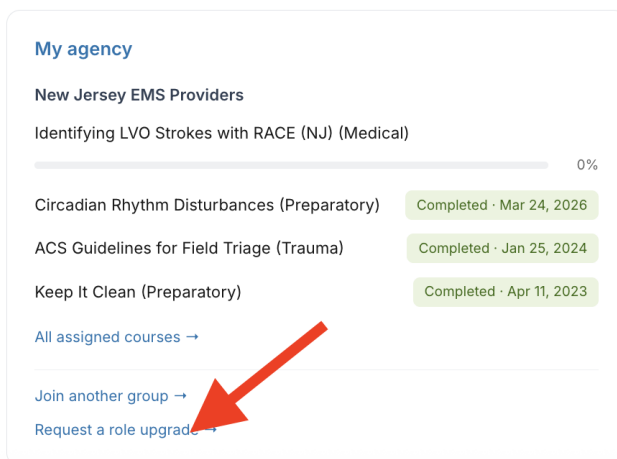
Enroll as the account owner-group leader

One Group Leader is the account owner with a set number of sub accounts (seats) for members. Account owners enroll using the link provided by ACME.

Add Members

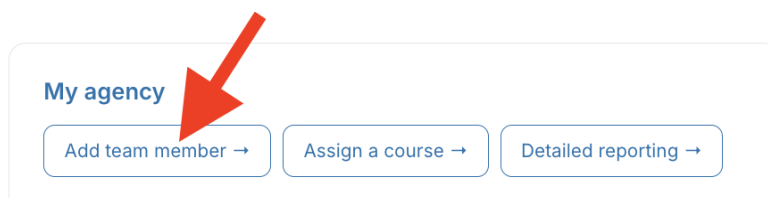
Add a team leader

Team leaders must first be enrolled as team members (see “Add team members” below). Once enrolled in the group, team leaders request a role upgrade. Use the Request a role upgrade button on the My Dashboard > My Agency card to open the form.



Add team members

Group and team leaders enroll members using the **Add Team Member** tool. Get started by clicking the Add team member button on the My Dashboard > My Agency card.



The Add Team Member tool allows you to add members who do not yet have an American CME account, who already have an account, or you can import a roster on a .csv spreadsheet.

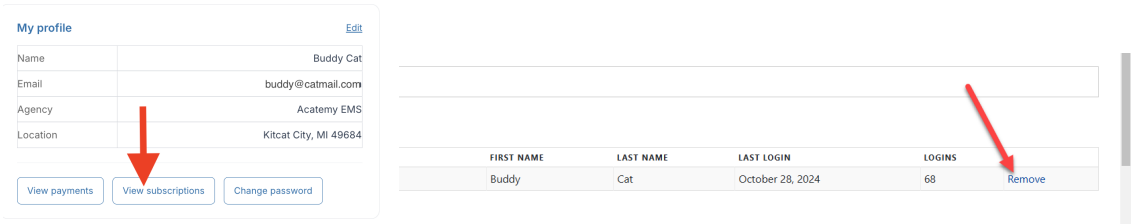
Group members may also self-enroll. Share the [Group Leader's Sub Account URL](#) with them or have them use the enrollment link on the group page or MCA dashboard.

Group Management

Remove a member

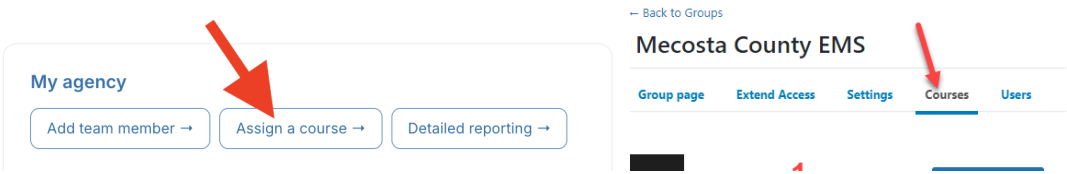
Only the group leader-account owners can remove members from the group.

- 1. On the My Dashboard - Profile Box, click View Subscriptions. On the Subscriptions > Sub Accounts page ([see guide](#)), click Remove by the member's name.



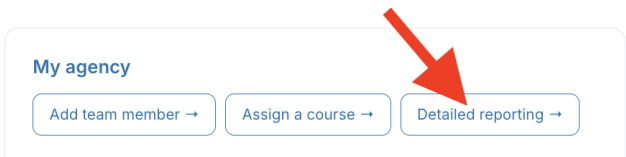
Add or remove courses from the group

To add or remove a course, click the My Dashboard > Assign a Course button. Open the Group editor and go to the Courses tab. Refer to this [guide](#).



See list of members

Account owner-group leaders have a roster on their Subscriptions > Sub Accounts page. Additionally, all group/team leaders have a user roster on the User Report tab of Tin Canny. In the My Dashboard > My agency box, click Detailed Reporting.



See Who Has or Hasn't Completed a Test

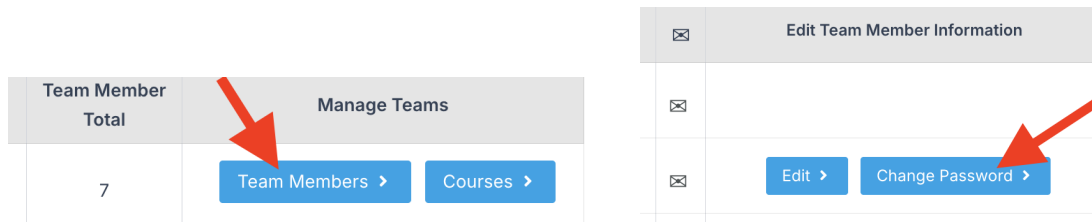
In the My Dashboard > My agency box, click Detailed Reporting. Refer to this [guide](#).

Edit Group Member's Profile

Does a group member have an incorrect practice level listed? In the My Dashboard > My agency box, click Detailed Reporting. You can edit their profile via Tin Canny Reporting. Refer to this [guide](#).

Change a Member's Password

If they haven't logged in since 2023 on our old website and aren't receiving the password reset email on the new site, they likely need to register a new account. If they have an account and are affiliated with your group, you can change their password by going to the [LearnDash Groups Plus Dashboard](#). Click Team Members and then next to the team member's name, click Change password, and you'll be able to input a new one.



Questions? Contact Chrissine at support@americancme.org for help with the following:

- Creating new groups or dividing a group into practice levels.
- Creating lessons and tests. A Custom Education subscription is required.
- Changing the Group Leader - Account Owner.
- CAPCE discounts for agency members.