

How to Add an Admin

People with an admin account on Snap! Connect can add other admins and change the permissions on any given account. This can be done to limit or expand access.

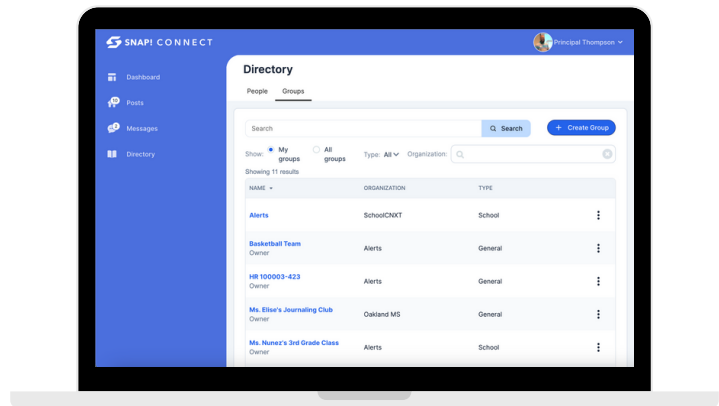
Step One

Click [Directory](#) in the left-hand navigation menu.

Select the [Groups](#) tab at the top of the screen.

Use the search bar or scroll to find your school group.

Click on your school's name or click on the three dots to the right and select [Group Details](#).

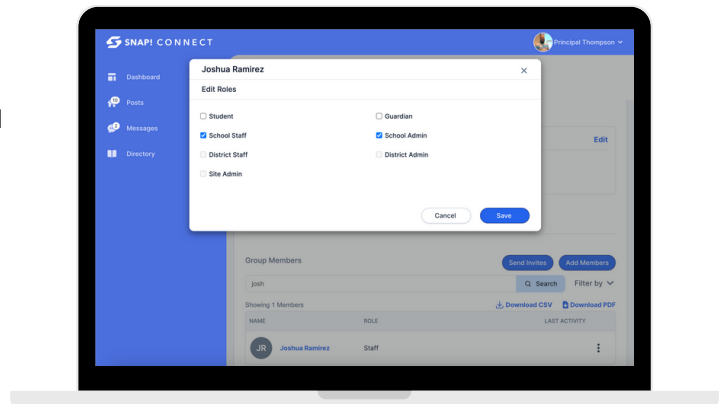


Step Two

Use the search bar or scroll to find the member whom you wish to make an admin.

Click the three dots to the right of their name and select [Edit Roles](#).

Select the checkbox next to School Admin. Click [Save](#).



Optional:

If needed, click [Edit Permissions](#) to change the user's permissions. These permissions will only pertain to that group, or groups that are hierarchically lower than that group.

If you are granting administrative access to someone who is not a traditional school admin, we recommend removing the ["Can Moderate Messages"](#) permission.

