



How to create your account?

To create your account, click this link: community.cdha.ca. Bookmark it for future use.

You can connect from your desktop computer or mobile device using the above link. Both options will allow you to easily manage your settings and stay connected.

Which Community will I have access to?

After clicking on community.cdha.ca, you will automatically have access to the online community for which you purchased supplementary membership (e.g., IPN and/or Educators).

Please note when you access your community for the first time, you will have to accept CDHA's community privacy policy.

How do I set up my profile?

To complete your profile, hover over your first initial at the top right, then click *Edit Profile*. Start by adding a profile photo. Drag and drop your image onto the page and it will automatically upload. You can also edit your name, add a tagline, your location, and other profile information on that page. Fill out the *About me* field to help people learn more about you, your role, industry expertise, and your interests. Under the Web field, you can also add your LinkedIn or Twitter profile link. When done, click the *Save Changes* at the bottom of the page.

How do I create a post?

To create a post in your community, go to the *Home* category, click on the community box (e.g., Independent Practice or Educators), go into the General Section, click the *Start a new topic* button at the top right, and type in your title and message. You can also add an image, video or attach a file. When ready to send, click *Post*.

How do I reply to a post?

If you want to reply to a post, you must connect to your community at community.cdha.ca. Locate the post, select the *Reply* option, type your response, and click *Reply*.

How do I change my notification settings?

You may not want to receive all the notifications. To change these settings, hover over your profile picture at the top right, then click *Notification Settings*. You can now select how often you wish to receive notifications.

If email notifications are ON, you can choose the frequency of your email alerts. You can be notified as soon as someone posts an item in the community or be notified hourly, every 4 hours, once a day or once a week. The default setting has been set to "Every 4 hours."

You can also choose what type of content you wish to receive. Under *Subscriptions*, toggle over the checkboxes to select ON or OFF to customize your notifications.

For more information on CDHA's online communities, contact [Clayton DeCorte](#), CDHA practice advisor.