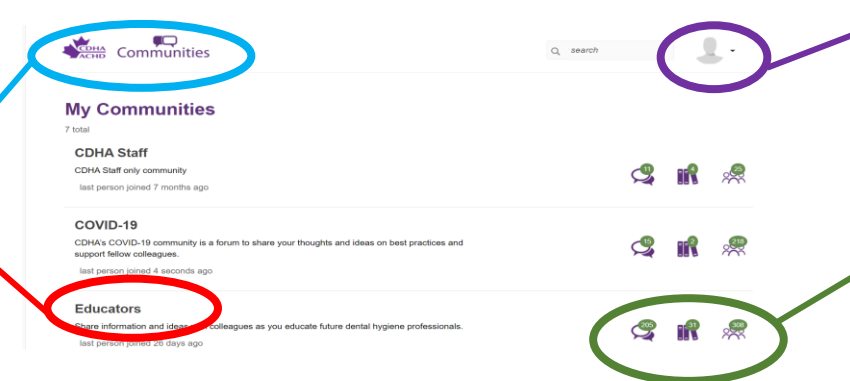


CDHA's ONLINE COMMUNITY INSTRUCTIONS

Connecting via your desktop computer

To access the online community and modify your profile and notification settings:

- Using your CDHA profile credentials, log onto: communities.cdha.ca
- Once logged in, a webpage will appear as per below. Here, you will be able to access your community.
- To modify profile preferences: click on the face image at the top right corner where you will be brought to the *Profile* section.



Select the home button at any time to return to the main screen

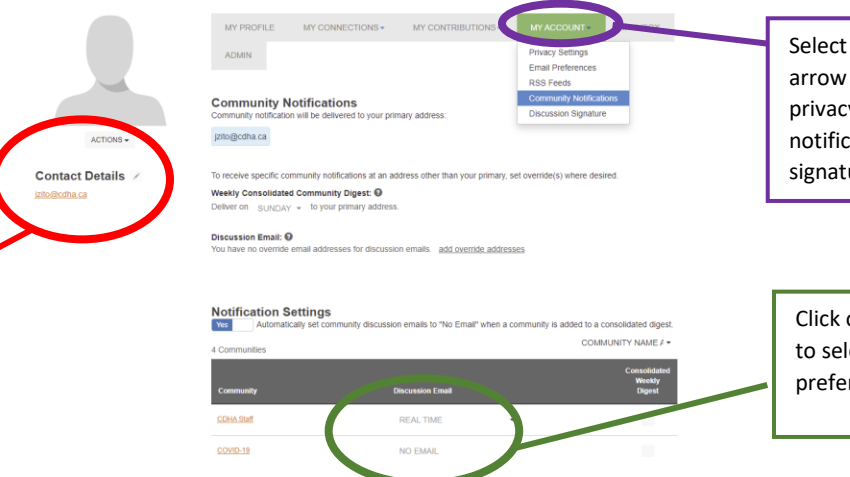
To access the community of interest platform, please select link here.

Profile section

You can also select one of the three icons to access the community features directly:

- Discussion Board
- Library
- Member Search

- On this page, you can change your photo, personal information, and communication preferences.
- On the horizontal menu bar, you can select *My Account* and use the drop-down to set your privacy settings, community notifications, and other features.



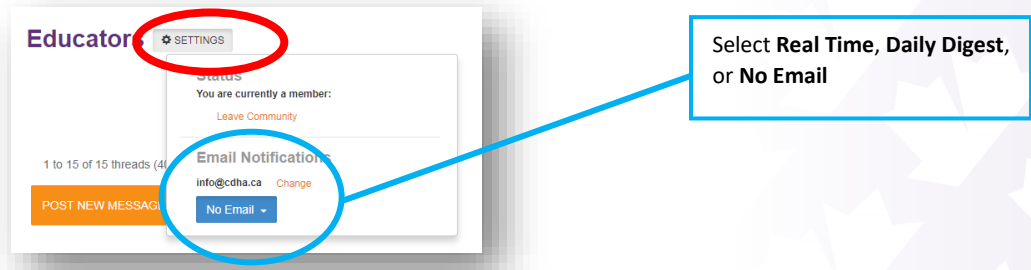
Select: **Actions** to add/change photo. Select: **Contact Details** to edit your profile and communication preferences.

Select the drop-down arrow to update your privacy, community notifications and signature line.

Click on any of these to select your email preferences

- By choosing *Community Notifications*, you can select *Real Time*, *Daily Digest*, or *No Email* to indicate the frequency of emails.

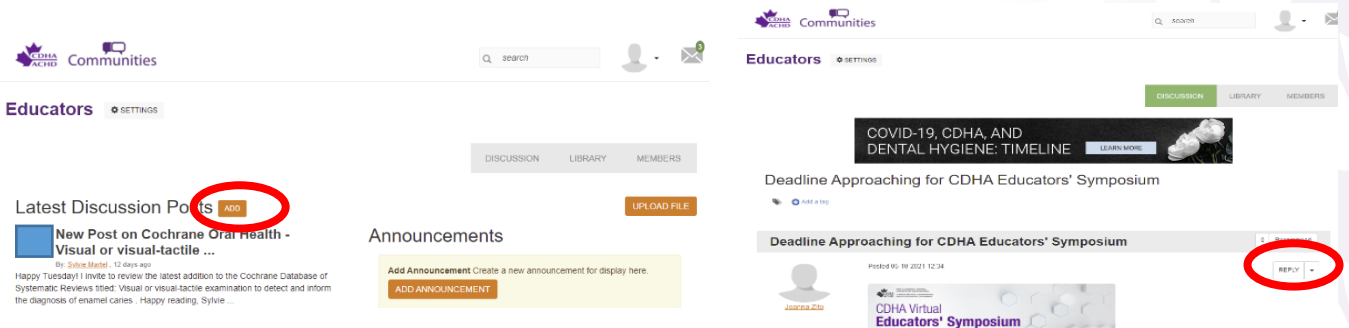
- You can also adjust your email frequency by selecting the *Settings* feature when you are in the community of interest.



- NOTE:** If you are a member of more than one community, you will need to set up preferences for each community.

To post/reply to a message:

- Log into the community platform and select the community of interest.
- The discussion board will appear. Select ADD to compose and send a new message.
- To reply to an existing one, enter the thread subject of the post and click on REPLY.



- NOTE:** if you create a new post with an attachment (image or document), the file will be automatically added to the library.

Connecting via your mobile device

To access the online community and modify your profile and notification settings:

- Download the **MemberCentric** app based on your device:



iPhone users:

<https://itunes.apple.com/ca/app/membercentric/id524165235>



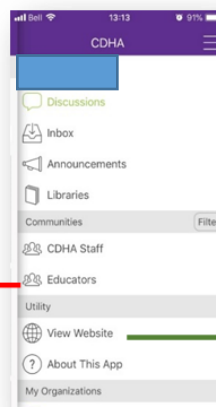
Android users:

<https://play.google.com/store/apps/details?id=net.rd.android.membercentric.base&hl=en>

- Once downloaded, type in 'CDHA' or 'Canadian Dental Hygienists Association'.
- Create/enter your login information.



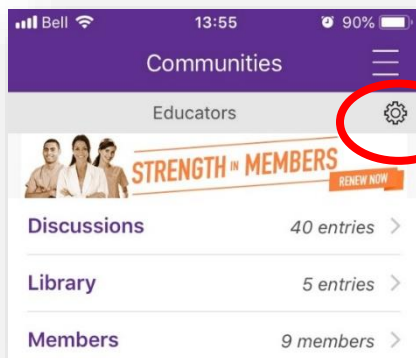
Select the community of interest here. If you are a member of more than one community, all of them will appear here.



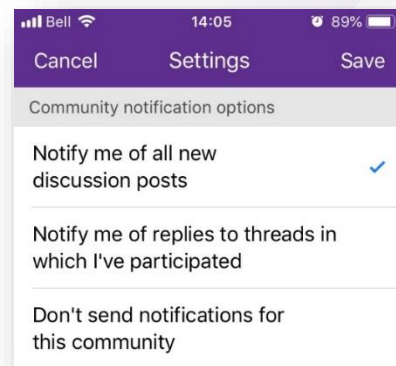
Select the home button at any time to return to the main screen

Use the *View Website* feature in the mobile app as alternative way to upload files in library and access other "desktop only" features.

- Using the gear icon along the upper right side of the screen, select your preferred notification setting. The app will then display a badge notification to alert you of new posts.

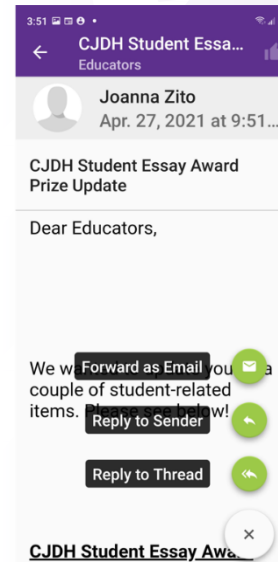
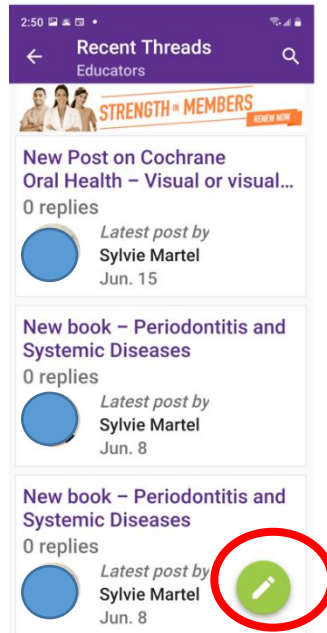
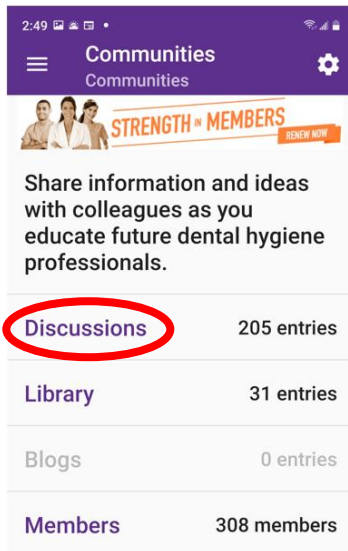


Select the gear icon to access **Settings**.



To post/reply to a message:

- Log into the community platform and select *Discussions*.
- Click the compose button (pen and paper icon) and start your message.
- All posts will be saved and accessible at future dates.
- To reply to a message, select and enter the thread. Tap the **+** sign and select *Forward as Email, Reply to Sender, or Reply to Thread* and enter your message.



Connecting via email:

- You can also email the online community directly. A confirmation email will be sent to you once it is received in the system. **NOTE:** *Only active members will be able to communicate.*
 - COVID-19: COMMUNITIES-covid19@ConnectedCommunity.org
 - Educators: COMMUNITIES-educators@ConnectedCommunity.org
 - Healthy and Respectful Workplace: healthyrespectfulworkplace@ConnectedCommunity.org
 - IPN-General: COMMUNITIES-ipn@ConnectedCommunity.org
 - IPN-Marketplace: independentpracticemarketplace@ConnectedCommunity.org
 - Program Directors: (exclusive to program directors on a national level)
COMMUNITIES-programdirectors@ConnectedCommunity.org