

## New ODP Communication Notification Feature for MyODP Users

### ODP Announcement 19-074

#### AUDIENCE:

All Interested Stakeholders

#### PURPOSE:

ODP is pleased to announce the implementation of an ODP communication notification feature for all MyODP registered users. Users will begin receiving web and email notifications for all ODP communications that are added to the MyODP Communications page.

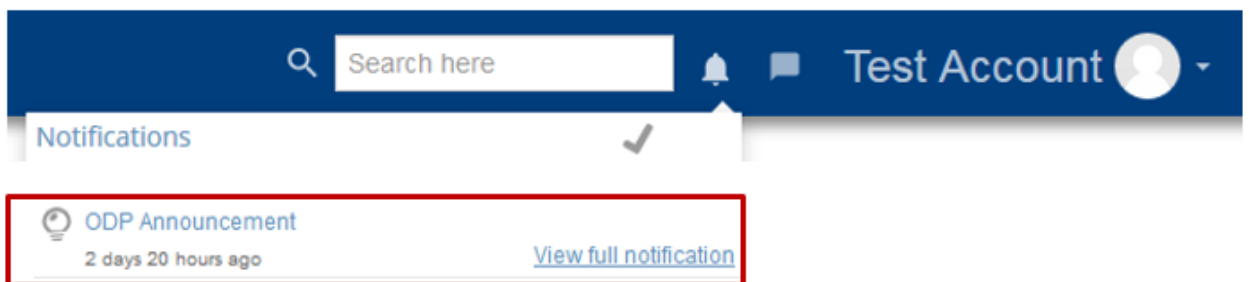
#### DISCUSSION:

Users who have a registered account on MyODP will begin receiving web and email notifications for new ODP communications. Users who do not yet have an account may [create a new account](#) on MyODP to be automatically subscribed to ODP communications. ODP communications will include ODP Announcements, Health Alerts, ODP Newsletters, and information on upcoming events. MyODP users will be subscribed to all ODP communications by default. Users may select targeted audiences and opt out of receiving ODP communications at any time. Instructions to follow.

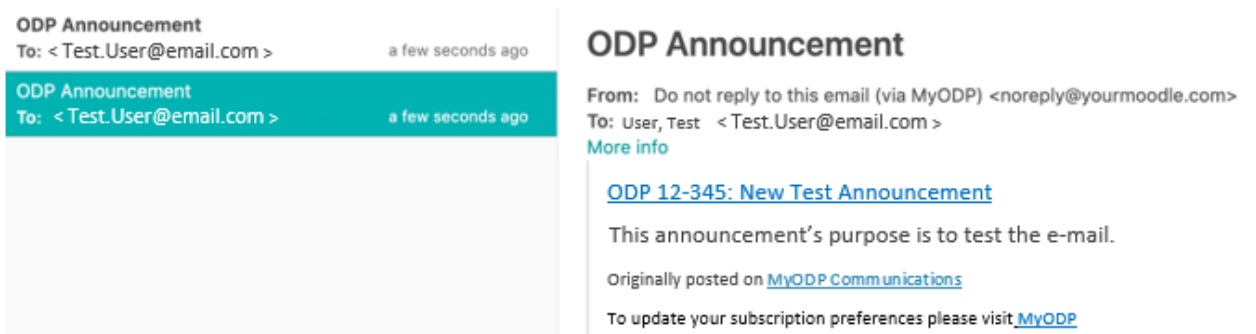
When logged into your MyODP account, ODP communications will show within your notifications panel. The notifications bell next to your username will display a counter of new notifications that have not yet been read.



Clicking on the bell will display your most recent notifications, including ODP communications. This will display as “ODP Announcement”. Clicking on the notification will direct you to the full communication.



You will also receive communications through the email that is registered to your MyODP account. The email will contain a link to the announcement, it's location on MyODP, as well as a link to [Update your subscription preferences](#).



To **Manage subscriptions**, click on the link to [update your subscription preferences](#) within each communication that is sent to your e-mail. You may also find the Manage subscriptions link on the [MyODP Communications](#) webpage. On the **Manage subscriptions** page, all audiences are checked by default.

## Communications

### [Manage your subscriptions](#)

If there are any audiences that you do not wish to receive communications for, you may uncheck the box next to each audience and click **Update subscriptions** to save your settings.

### Manage subscriptions

Manage Notification Preferences

To unsubscribe from e-mail and/or web notifications, please visit the [Notification preferences page](#). News feed notifications will be listed at the top of the page.

Manage subscriptions

Deselect the audiences you do not wish to receive notifications for.

|   |                                     |
|---|-------------------------------------|
| Individuals and Families                        | <input checked="" type="checkbox"/> |
| Administrative Entities                         | <input checked="" type="checkbox"/> |
| Adult Community Autism Program (ACAP) Providers | <input checked="" type="checkbox"/> |
| All Interested Parties                          | <input checked="" type="checkbox"/> |
| Intellectual Disability Providers               | <input type="checkbox"/>            |
| Intellectual Disability Supports Coordinators   | <input checked="" type="checkbox"/> |

[Update subscriptions](#)

At the top of the **Manage subscriptions** page, there is a link to the **Notification preferences page** which will enable you to unsubscribe from email and/or web notifications.

To unsubscribe from notifications, locate the section labeled **Database module audience notifications** within the **Notification preferences** page. You may click on each of the **green On** icons to turn **News feed notifications** off for web and/or email, whether online and/or offline.

| Notification preferences            |        |         |        |         |
|-------------------------------------|--------|---------|--------|---------|
|                                     | Web    |         | Email  |         |
| Self enrolment                      | Online | Offline | Online | Offline |
| Self enrolment expiry notifications | Off    | Off     | On     | On      |
| ODP Communication Notifications     | Online | Offline | Online | Offline |
| ODP Communication Notifications     | On     | On      | On     | On      |
| Data privacy                        | Online | Offline | Online | Offline |
| Data request processing results     | On     | On      | On     | On      |

Once notifications are turned **Off**, your **News feed notifications** will display “Off” in red.

| Notification preferences            |        |         |        |         |
|-------------------------------------|--------|---------|--------|---------|
|                                     | Web    |         | Email  |         |
| Self enrolment                      | Online | Offline | Online | Offline |
| Self enrolment expiry notifications | Off    | Off     | On     | On      |
| ODP Communication Notifications     | Online | Offline | Online | Offline |
| ODP Communication Notifications     | Off    | Off     | Off    | Off     |
| Data privacy                        | Online | Offline | Online | Offline |
| Data request processing results     | On     | On      | On     | On      |