How to Navigate OPA Communities



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LOGIN

Step 1: Go to the OPA website at www.psych.on.ca and click on LOGIN



Find A Psychologist

challange and not knowing where to

start can be overwhelming.

GO TO SEARCH

askforhelptoday.ca Dealing with a mental health Dealing with a mental health

ever.

challenge and not knowing where to

start can be overwhelming. The OPA

will make finding help easier than

Join the OPA

Joining the OPA is easy. Simply fill in the online application, which will be reviewed and approved by the OPA.

JOIN NOW

Step 2: Enter your login information

(If this is your first time logging in, you will be prompted to reset your password. Check SPAM folder for password reset email.)

E	Log in C)PA	×	+
	G	0 <u>-</u> 0	login.psych.on.ca/u	ı/login?state=hKFo2SBmQmlORWFQcE52V3FzendLUHInTjNSM3Z1V05YTkZCZaFur3VuaXZIcnNhbC1sb2dpbqN0aWTZIHhmUTJnem1uUFBILU

ONTARIO PSYCHOLOGICAL ASSOCIATION								
Welcome								
Log in to Ontario Psychological Associati is your first time logging in with our new please reset password.	on. If this v portal,							
Email address*								
Password*	0							
Reset Password								
Continue	Continue							

Step 3: You will need to Authorize access between the OPA website and OPA Communities. Once accepted, you will be logged in. (This will only appear if this is your first time logging in)



Step 4: Once logged in, click on MEMBER PORTAL



Step 5: From the MEMBER PORTAL dropdown, click on OPA COMMUNITIES



Step 6: The FIRST TIME you log into OPA Communities will bring you to the Community Rules, Etiquette and Privacy Guidelines page. <mark>You will need to click "I AGREE" in order to access</mark> Communities and Events on OPA Communities.



Browse 🗸

Q

Community Rules, Etiquette and Privacy Guidelines

Thank you for being part of our **OPA Communities** (previously known as the OPA Listserv). To ensure the best possible experience for all memb established guidelines for participation. Please review these carefully.

By joining and using the OPA Communities, you agree that you have read, understood, and will follow these rules and guidelines. You reserve discussions, shared files, and content to that best suited to the medium. This is a great platform with which to solicit the consu peers, benefit from their experience, and participate in ongoing conversations, and the guidelines outlined below help to ensure ongoi remains supportive and collegial.

Cookies

A "cookie" is a small data text file that is placed in your browser and allows us to recognize you each time you visit this site (personalizal themselves do not contain any personal information, and we do not use cookies to collect personal information. Cookies may also be us providers such as newsfeeds.

Remember The Risks Whenever You Use The Internet

While we do our best to protect your personal information, we cannot guarantee the security of any information that you transmit to us a for maintaining the secrecy of any passwords or other account information. In addition, other Internet sites or services that may be accesseparate data and privacy practices independent of us, and therefore we disclaim any responsibility or liability for their policies or actions vendors and others directly if you have any questions about their privacy policies. For any other information please contact us using the

I Agree I Do Not Agree

Step 7: Once you have clicked "I AGREE" you will now be brought to the Member Home (OPA Communities) page. Here you can find recent discussions and quick links



Changing your Email/Username

Step 1: To change your OPA membership and Communities username/email address, contact us at opa@psych.on.ca and we will update it for you<mark>. Please note: It can take up to 3 hours for it to update in OPA Communities platform.</mark>

Complete your Profile

Step 1: From the MEMBER HOME page, click on your initials or photo. (top right corner)



Step 2: From the drop-down menu, click on PROFILE



Step 3: From your PROFILE page, edit the fields and add a photo.



Update your Privacy Settings

Step 1: From the PROFILE page, click on the MY ACCOUNT tab

	Jamie N	Murray			
JM	Ma Daufila				
Actions ~	Bio Hi, I am Jamie	e and I have been w	ith the OPA now for ove	My Account Privacy Settings Email Preference RSS Feeds Community Noti Discussion Sian	My Inbox es ifications ature
Contact Details	the OPA. I also	bership renewa b lead the office tea	is, coordinate special p am, manage marketplac	Disable My Acco	ount /er

Step 2: From MY ACCOUNT tab, click on PRIVACY SETTINGS

	Jamie Murray	
JII	My Profile My Connections V My Contributions V	My Account ~ My Inbox
Actions ~	Bio	Privacy Settings Email Preferences RSS Feeds Community Notifications
Contact Details 🗾	oversee the membership renewals, coordinate special p the OPA. I also lead the office team, manage marketplac	Discussion Signature da Disable My Account

Step 3: From PRIVACY SETTINGS, you can indicate if you would like to be listed on the Member Directory and which content you would like to share.



Update your Communities Email Settings

Step 1: Click on the COMMUNITIES tab, then the MY COMMUNITIES dropdown



My Communities	The membership informed of OPA events and updates. ago Discussions 6 Libraries 40 Members and updates. Discussions 1 Libraries 4 Members and updates. Discussions 1 Libraries 4 Members and updates.
OPA Events & Updates This OPA forum is there to keep the membership informed of OPA events and updates. member last person joined 3 days ago	Discussions 6 Libraries 40 Members 2.8K
Early Career This is a forum to support psychologists and psychological associates working with children and adolescents in schools or children centres.	Discussions 1 Libraries 4 Members 381

Step 2: To modify your email settings, click on the Community you wish to update (you will need to update your email setting for each group that you wish to receive emails from)

My Communities

OPA Events & Updates

This OPA forum is there to keep the membership informed of OPA events and updates.



Discussions 1

member last person joined 3 days ago

Early Career

This is a forum to support psychologists and psychological associates working with children and adolescents in schools or children centres.

member last person joined 3 days ago

Step 3: Once in the Community you wish to update, click on SETTINGS

Early Ca	reer					
Community Home	Discussion 1	Library 4	Blogs 0	Events 0	Members 381	Settings

TO EMAIL DIRECTLY TO THE EARLY CAREER COMMUNITY, PLEASE EMAIL: OPA-ecp@onlinecommunity.ca





Latest Discussions

Announcements

Step 4: Once in the Community you wish to update, click on SETTINGS.

Here you can adjust whether you receive Real Time, Daily Digest or No Email from this community. You may also adjust which email address you receive these messages to.

Discussion 1 Library 4 Blogs 0 Events 0 Members	381	Settings
LY TO THE EARLY CAREER COMMUNITY, PLEASE EMAIL: OPA-ecp@	AdministrationStatusSettingsYou are currently a member.Additional HTML ContentAdd or Invite OthersMembersAdd or Invite Others	
	Reports Email Notifications Moderation jamie@psych.on.ca Change Moderation (0) Real Time	
Early Career	EventsReal TimeManage EventsDaily DigestNo EmailEvent Payment Providers	

Start a Discussion (WEBSITE)

Step 1: Click on the COMMUNITIES tab, then the MY COMMUNITIES dropdown



Step 2: Click on the Community you would like to post in



Step 3: Once in the Community you wish to post in, click on the DISCUSSION tab.

Early Ca	reer					
Community Home	Discussion 1	Library 4	Blogs 0	Events 0	Members 381	

TO EMAIL DIRECTLY TO THE EARLY CAREER COMMUNITY, PLEASE EMAIL: OPA-ecp@onlinecommunity.ca



Step 4: In the DISCUSSION tab, click on POST NEW MESSAGE

ECP								
Community Home	Discussion 1	Library 4	Blogs 0	Events 0	Members 381			Settings
						Most Recently Updatec ~	10 per page 🗸	Post New Message
Thread Subject						Replies	Last Post	
Welcome to the n	new Early Career	Psychologist/	Psychologic	:al		0	27.days.ago by	Jamie Murray

Step 5: Once you have clicked on POST NEW MESSAGE, it will take you to START NEW THREAD

Here you will provide a subject, the body of your message, as well as a signature (signature steps below).

Once fields have been completed, click POST.

Start New	/ Threa	d						
Post to community								
Early Career						~		
Discussion subject								
Yes Automat	ically insert cor	itent preview	for links					
11pt ~	Paragraph	~ В <i>І</i>	<u>∪</u> S {;}	≣ ≣	= ≡	<u>A</u> ~ <u>A</u> ~	≣ ~ i≣ ~	$X_2 X^2 \Omega$
🛃 🖿 🗔	<i>9</i> % =	≥ @	# <u>⊺</u> ×	K 7				
р								
Signature					(+) Add	Attachment		
Post Schedule	Save as Draft	Cancel						

Update your Signature (WEBSITE)

Step 1: From START NEW THREAD, click on EDIT YOUR DEFAULT SIGNATURE

Early Ca	areer											
Discussi	on subjec	t										
Yes	Automa	aticall	y insert	conten	t prev	iew f	or lin	ks				
11pt	~	Par	agraph	~	в	Ι	U	S	{;}	≣	= =	Ę
\$~		\mathcal{G}	S:	₫ 2	Ξ	@	#	<u></u> ×		K 3		
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Jami Mana	e Murray ager of Ope	eration	S									
Onta jamie	rio Psychol @psych.or	logical n.ca	Associa	ition								
Post	Schedule		ave as D	raft (Cancol							
the second se					1000							

Step 2: From EDIT YOUR DEFAULT SIGNATURE, you can either type your signature details or click on Available Variables. Please ensure you add spaces when using Available Variables. Once updated, click save.

(Please note you will only have to set your signature once, not in each community)

Edit Your Default Signature X							
Your default signature automatically appears on all discussion emails. Any changes saved here appear in your discussion emails moving forward. You can <u>reset signature to the default</u> or modify below as needed.							
NOTE: Double click to add variables. them.	Highlight and delete to remove						
Available Variables	Your Signature						
FirstName LastName EmailAddress	Jamie Murray Manager of Operations Ontario Psychological Association jamie@psych.on.ca						
Save Close							

Responding to a Discussion (WEBSITE)

Step 1: From the Post that you wish to reply to, click either Reply or Reply Privately

Back to discussions

Expand an Loonabse an

Welcome to the new Early Career Psychologist/Psychological Associate (ECP) Community!

🌑 🕙 Add a tag



Start a Discussion (EMAIL)

Step 1: See our OPA Communities Eligibility document for the direct email addresses. <u>https://www.psych.on.ca/getattachment/e97862e0-786d-466a-af09-</u> <u>df460b3d755c/OPA-Communities-Eligibility.pdf?lang=en-CA</u>

Step 2: Create an email (including subject, message and signature) and send.

\triangleright	From 🗸	jamie@psych.on.ca
Send	То	opa-ecp@onlinecommunity.ca;
	Cc	
	Bcc	
	Subject	TEST SUBJECT

TEST POST BODY OF EMAIL



PO Box 42507 EASTOWN CENTRE PO Toronto, ON M1K 5K2 t: 416-305-8761 e: jamie@psych.on.ca w: <u>www.psych.on.ca</u>

Reply to a Discussion (EMAIL)

Step 1: Open the email posting you wish to reply to and click either Reply to Group or Reply to Sender

(This will generate a new email to respond)



View Library Entries

Step 1: Click on the Browse tab, then click on the dropdown to Library Entries



Step 2: In Library Entries, click on the resources of interest

Library	Entries			
			Vi	Create Entry
Filter By: File T	ype 🗸	Sort By:	Date Created - De	escending ~
an an annan an anna an anna an an an an			🛓 Downloads • 7	Miews • 9
	FYM: Core Tasks of Therapy - What "Expert" Therapists Do and How to Spot "Hype" in the Posted By Anita Condy 04-11-2025 13:10	Field of P	<u>sychotherapy</u>	••• Views • 39
<section-header></section-header>	Protecting your Practice: Essential Insurance and Legal Tips for Psychologists- Q&A Response Posted By Jamie Murray 04-11-2025 11:03	nses	▲ Downloads • 137	••• Mi Views • 169

Add Resources

Step 1: From Library Entries, click on Create Entry



Step 2: From Add to a Library, complete all fields.

(Title, select library, description, entry type, your email address and add image) Add to a Library

Title*																	
Library*	[Select li	brary]															~
Description	11pt		 ✓ Par 	agraph	\sim	в	I ⊻	÷	{;}	≡	≡ ≡	≣	<u>A</u> ~	<u>*</u> ~	:= ~	≣ ~	
	$X_2 X^2$	Ω	\$		9	S:	₫	Ē	@	#	<u></u> ×	K 7	HTML				
	p																h
Entry Type *	[Select T	ype]															~
Owner																Lo	okup

Step 3: Upload document and finish.



Register for an OPA Webinar (WEBSITE)

Step 1: From OPA Communities, click on the EVENTS tab



Step 2: Click on the event/webinar you are interested in attending

Upcoming Events	
Show Filter	
1 to 5 of 5 events	All
April 2025	

<u>FYM: What Clinicians Need to Know About Therapeutic Alliance Ruptures and Repairs</u> When: Apr 23, 2025 from 12:00 to 13:00 (ET) Community: <u>OPA Events & Updates</u>

Cancel RSVP You RSVP'd for this event 4 days ago



May 2025

<u>FYM- Fur Consideration: Ethical Decision-Making for Emotional Support Animal</u> <u>Requests</u> When: May 1, 2025 from 12:00 to 13:00 (ET)

Community: <u>OPA Events & Updates</u>



RSVP

Step 3: Click RSVP to register

(you MUST RSVP to receive CE credits)



Q

Share this Event



Contact

OPA ADMIN 416-961-5552 opa@psych.on.ca

Step 4: Webinar link (Zoom)

Registrants will receive the Zoom link via email; however, it is also listed on the Event Posting. **To get the Zoom link, scroll to the bottom of the Webinar Posting.**

AND INCLUSION Home Communities V Directory Events Browse V

Presented by: Eileen Bona M.Ed.

This presentation addresses the growing challenge mental health professionals face when clients request emotional support animal (ESA documentation. Over the course of one hour, we will explore the ethica complexities, clinical considerations, and practical strategies for therar navigating these requests. The session begins by defining the terminol for the assortment of animals in service today and then examines the current landscape of ESA regulations and the therapist's role as both advocate and gatekeeper. Participants will learn a structured decisionmaking framework for evaluating ESA requests, including documentatibest practices and boundary-setting techniques. This presentation aim equip mental health professionals with the confidence to handle ESA documentation requests while preserving therapeutic relationships anc upholding professional standards.

This session is only available to active OPA members.

This webinar has been accredited by the Ontario Psychological Association for 1 CE credit.

Registrants will receive a copy of the recording, 1 week post-webinar.

🆤 🚯 🚯

Location

Online Instructions: Url: <u>https://us02web.zoom.us/j/82873059108</u>

Register for an OPA Webinar (EMAIL)

Step 1: From Webinar reminder email, click on Learn More or Register

Participants will learn a structured decision-making framework for evaluating ESA requests, including documentation best practices and boundary-setting techniques. This presentation aims to equip mental health professionals with the confidence to handle ESA documentation requests while preserving therapeutic relationships and upholding professional standards.

This session is only available to active OPA members.

This webinar has been accredited by the Ontario Psychological Association fc 1 CE credit.

PLEASE NOTE: WE ARE MOVING EVENT REGISTRATIONS TO OPA COMMUNTIES, YOU WILL NEED TO LOGIN AND CLICK <u>RSVP IN ORDER</u> TO RECEIVE CE CREDITS.

Members can access the webinar recording through the OPA Communities. The recording will be made available 1-week post webinar







Step 3: If you are not logged into the OPA website, you will receive NOT AUTHORIZED message. You will need to login now.



You are not authorized to view this event

Step 4: Once logged in, it will take you to the event you were interested in. CLICK RSVP to register.

(you MUST RSVP to receive CE credits)



When: May 1, 2025 from 12:00 to 13:00 (ET) Associated with <u>OPA Events & Updates</u>





Share this Eve



Step 5: Webinar link (Zoom)

Registrants will receive the Zoom link via email; however, it is also listed on the Event Posting. **To get the Zoom link, scroll to the bottom of the Webinar Posting.**

Home Communities V Directory Events Browse V

Presented by: Eileen Bona M.Ed.

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Registrants will receive a copy of the recording, 1 week post-webinar.

🌑 🕒 Add a tag

Location

Online Instructions: Url: <u>https://us02web.zoom.us/j/82873059108</u>

Confirming if you Registered/RSVP'd for a Webinar (EMAIL)

Step 1: Check your email for a confirmation (always check SPAM)

Event "FYM- Fur Consideration: Ethical Decision-Making for Emotional Support Animal Requests" RSVP confi... ? Tentative ∨ ✓ Accept ∨ × Decline ✓ T) • • • OPA ADMIN <Mail@onlinecommunity.ca> on behalf of OPA Events { Required 🛛 Jamie Murray Tue 2025-04-15 10:06 AM (i) Please respond. This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: America/New_York. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this meeting. (L) May 1, 2025 12:00 PM-1:00 PM https://us02web.zoom.us/j/82873059108 V This message was sent from outside the company by someone with a display name matching a user in your organisation. Please do not click links or open attachments unless you recognise the source of this email and know the content is safe. Jamie, Thank you for RSVPing for FYM- Fur Consideration: Ethical Decision-Making for Emotional Support Animal Requests beginning 01 May 2025.

Details of your RSVP are as follows:

Online Instructions:

https://us02web.zoom.us/j/82873059108

PLEASE NOTE THAT YOU MUST CLICK RSVP FOR THE WEBINAR IN ORDER TO RECEIVE CE CREDITS. FOR ASSISTANCE, PLEASE CONTACT OPA@PSYCH.ON.CA

Please bring any questions to the attention of the contact for the event: OPA ADMIN - <u>opa@psych.on.ca</u>

See the online event listing for full details:

FYM- Fur Consideration: Ethical Decision-Making for Emotional Support Animal Requests

Thank you for RSVPing for this event. Please do not reply to this email as it is auto-generated and this account is not monitored.

Confirming if you Registered/RSVP'd for a Webinar (WEBSITE)

Step 1: From OPA Communities, click on the EVENTS tab.



Step 2: Scroll to find the event/webinar you want to confirm registration for. If the RSVP box is purple, you have <u>not</u> REGISTERED/RSVP'd. If the box is white, you have already REGISTERED/RSVP'd.

