

Accessing the Notifications Hub In the DirectMyCare Web Portal



The Notification Hub is where you may receive important information from CDTN in your DirectMyCare web portal.

The Notifications hub will have important notifications or messages sent to you (e.g., qualification renewal date reminders and annual training due dates, etc.).

1. Log in to CDTN's web portal.
2. From the dashboard you will see the **envelope icon** in the top right of the screen next to your name (Fig. 01).
 - The number displayed on the envelope icon shows you how many new or unread notifications you have (Fig. 02).
3. Select the Envelope icon to go into the Notifications Hub, where you can view your notifications.
4. To open a Notification, select the message icon under Actions (Fig. 03).
 - Be sure to read all your notifications and complete any tasks or actions required.
5. Select the Delete button in the upper right-hand corner to delete a read message (Fig. 04 & 05).

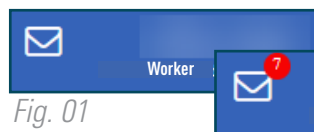


Fig. 01

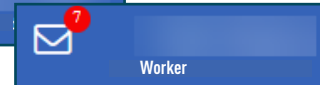
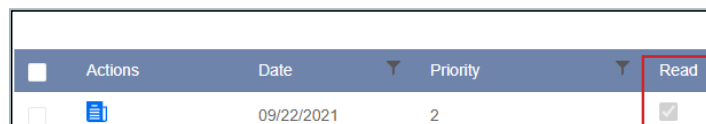


Fig. 02



Notifications					
	Actions	Date	Priority	Read	Messages
<input type="checkbox"/>		08/22/2022	2	<input type="checkbox"/>	CDTN has been
<input type="checkbox"/>		08/23/2022	1	<input type="checkbox"/>	Please note the c
<input type="checkbox"/>		09/21/2022	1	<input type="checkbox"/>	This message is t
<input type="checkbox"/>		09/21/2022	1	<input type="checkbox"/>	This message is t

Fig. 03



	Actions	Date	Priority	Read
<input type="checkbox"/>		09/22/2021	2	<input checked="" type="checkbox"/>

Fig. 04

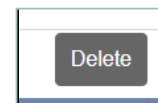


Fig. 05