

# ACCESSING THE **Notifications Hub**

in the DirectMyCare web portal



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

The Notifications hub will have important notifications or messages sent to you (e.g., background check and credentials renewal date reminders, assignment of hours, etc.).

1. Sign in to the DirectMyCare web portal by entering your email address and password. Click **Sign In** and you will be directed to the dashboard.
2. From the dashboard see the Envelope icon in the top right of the screen. The Envelope icon is located next to your name.
  - The number displayed on the envelope icon shows you how many new or unread notifications you have.
3. Click the Envelope icon to take you into the Notifications Hub where you can view your notifications.



- To open a Notification, click on the blue message icon under Actions.
- Be sure to read all your notifications and complete any tasks or actions required.

Notifications			
<input type="checkbox"/>	Actions	Date	Priority
<input type="checkbox"/>		09/22/2021	2
<input type="checkbox"/>		09/23/2021	1

- Once you've opened a message, it will be marked as Read.

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

- Click the Delete button in the upper right-hand corner to delete a read message.

