

ODP Communication

MyODP Training and Resource Center Now Live!

ODP Communication Number: Announcement 078-16

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

To receive ODP Communications directly:
please submit your name and email to RA-PWODP_OUTREACH@pa.gov
You will be added to the ODP Stakeholder Distribution List.

AUDIENCE: All Interested Parties

PURPOSE: To announce the new MyODP Training and Resource Center is now accessible to all interested parties.

DISCUSSION: MyODP.org, ODP's new Training and Resource Center is now live. Below, find some useful information to assist you in registering and navigating the site.

Access and Registration

The new site can be accessed at the following web address: www.myodp.org.

Anyone can create an account on the site, but it is not necessary to do so in order to view most of the content. If you do not wish to create an account, you can login as a guest by clicking on the green "Login as Guest" button, located on the Login Page. Logging in as a guest will provide you with access to many of the resources located on the site. You will need to set up an account in order to access courses with certificates, however.

To create an account, follow the directions below. Sample screenshots are also provided as a helpful guide at the end of this communication.

1. First create a new account by clicking on the "Login" button, located on the top, right hand side of the Home Page.

2. Click on the "Create New Account" button.
3. Fill in the information in the boxes provided and click on "Create New Account".
4. You will be emailed a link that will ask you to confirm your account.
5. Once you click the link, follow the instructions to set up your MyODP.org profile.
6. For your convenience, screen shots detailing the account creation process are attached at the end of this communication.

What information can I find on this site, and where can I find it?

While the majority of the trainings, resources and communications hosted on this site have been developed for professionals who support participants within one or more of ODP's programs, anyone can review the information, including individuals and families.

At the top of the Home Page are a number of tabs. Below is a description of what you can find under each tab.

- **Everyday Lives:** This section features the values that guide the Office of Developmental Programs and highlights stories about Pennsylvanians with disabilities.
- **Training:** This section contains virtual trainings developed by ODP. While the training content is available for everyone, the primary audiences for these trainings are professionals who need to complete the courses as a training requirement.
- **Resources:** Examples of information you can find in this section include documents, forms, and recordings of public webinars and conference sessions that have been developed or presented by ODP.
- **Communications:** This section contains all of the communications that are sent out by ODP. They are organized by who issued the communication, and you can search for communications by topic, audience, subject, date issued, etc.
- **Upcoming Events:** This section contains information about upcoming trainings and events hosted by ODP. This is also the area where you can register for face-to-face trainings presented by ODP. If there are no upcoming events being offered at this time, this will be noted on the page.
- **ODP Training Partners:** Through this tab, you can connect with ODP's Training Partners for more resources and trainings on topics that you are looking for (transition-age resources, employment, etc.)
 - **ASERT (Autism Services, Education, Resources, and Training):** The ASERT Resource Center is a statewide initiative that provides information for individuals with autism, their families, and the professionals who support them.
 - **CDS (College of Direct Support) -** The College of Direct Support (CDS) is a nationally recognized web-based training curriculum that provides learning

opportunities on many topics of importance to people with developmental disabilities and those who support them.

- **HCQU (Health Care Quality Unit)** - The Health Care Quality Units (HCQUs) work to support and improve the health information and knowledge for the intellectual disabilities community service system by building capacity and competency within the physical and behavioral health care systems as well as the stakeholders of the ID system.

At the bottom of the Home Page are three boxes that will rotate to feature different ODP initiatives and advocacy/support groups.

Need Help? Contact the **MyODP.org Help Desk** for support using this site.

[Website Technical Support](#)

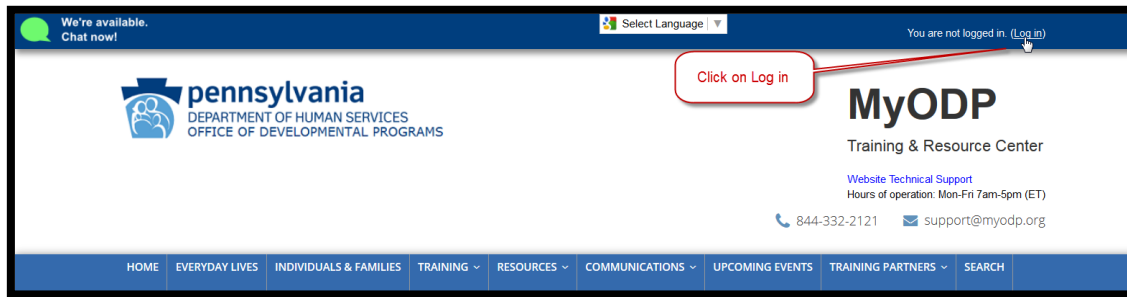
Hours of operation: Mon-Fri 7am-5pm (ET)

Phone: 844-332-2121

Email: support@myodp.org


MyODP Account Creation Process Screen by Screen

Screen 1



Screen 2

Log in

 Your session has timed out. Please log in again.


Username

Password

☐ Remember username

[Log in](#)

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Some courses may allow guest access

[Log in as a guest](#)

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

[Create new account](#)

Screen 3

New account ▼ Collapse all

▼ Choose your username and password

Username* shriveruser1

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password* ☐ Unmask

▼ More details

Email address* [redacted]

Email (again)* [redacted]

First name* Shriver

Surname* User1

City/town

Country Select a country ▼

Important
Use the Email address that you would like associated with this site

Screen 4

[Home](#) | Confirm your account

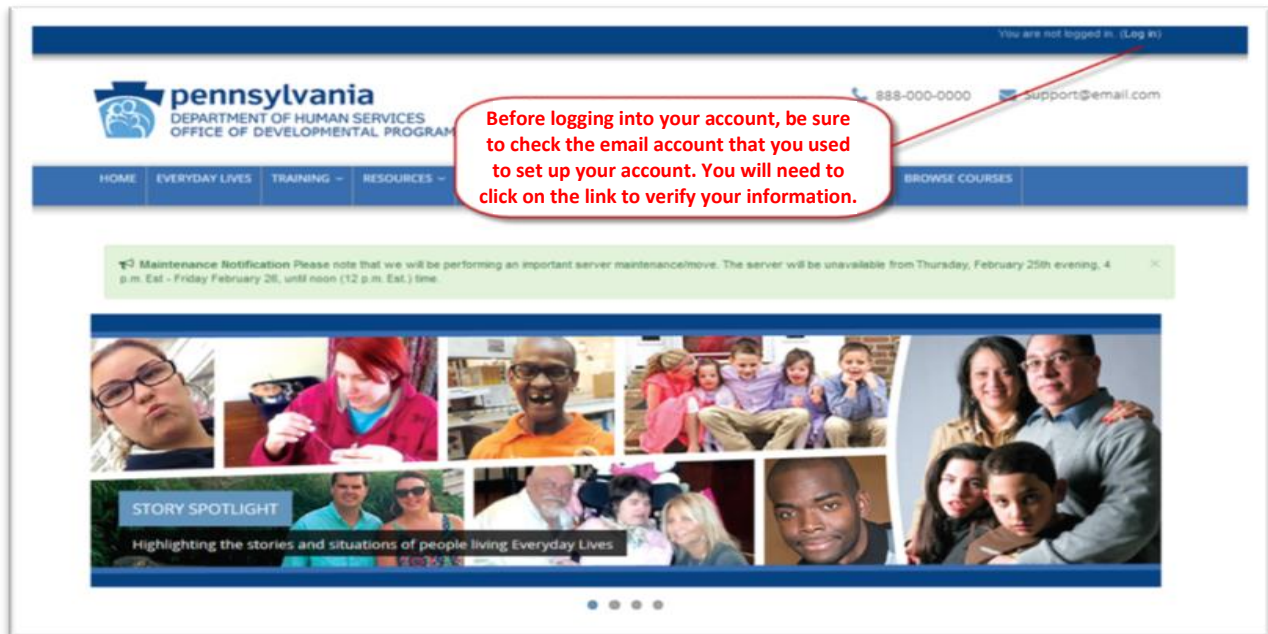
An email should have been sent to your address at [redacted]. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.

This is the email address you created your account with

Click on Continue

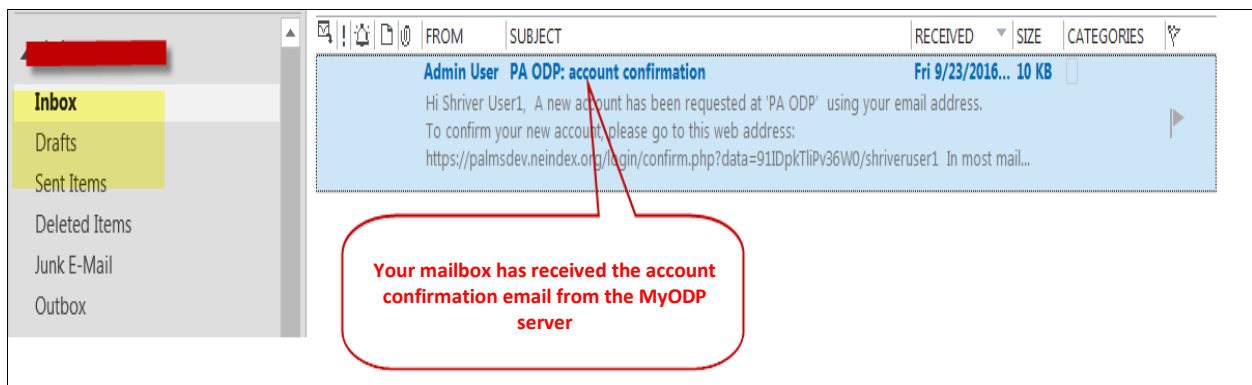
Screen 5

You will be returned to the MyODP Home Page:



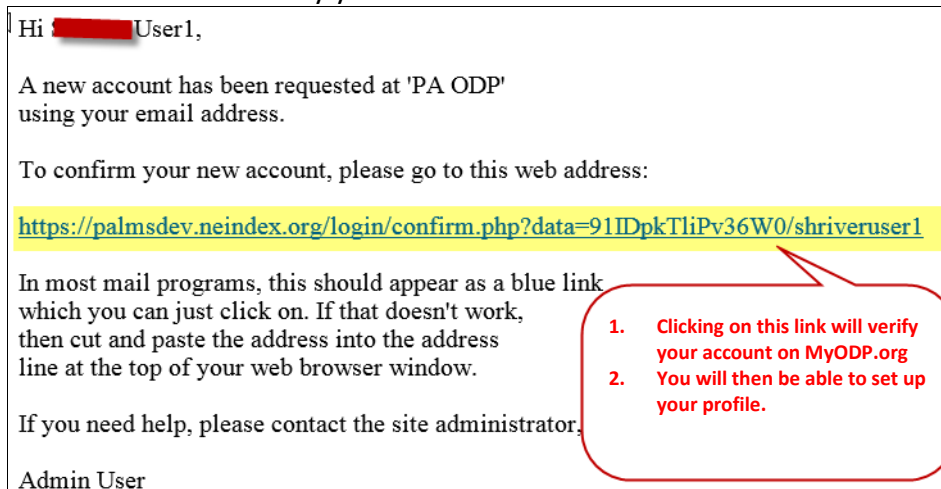
Screen 6

Return to the mailbox you created your MyODP profile with. You should have received an email for account confirmation.



Screen 7

Click on the link to verify your account:



Hi [redacted] User1,

A new account has been requested at 'PA ODP' using your email address.

To confirm your new account, please go to this web address:

<https://palmsdev.neindex.org/login/confirm.php?data=91IDpkTliPv36W0/shriveruser1>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator.

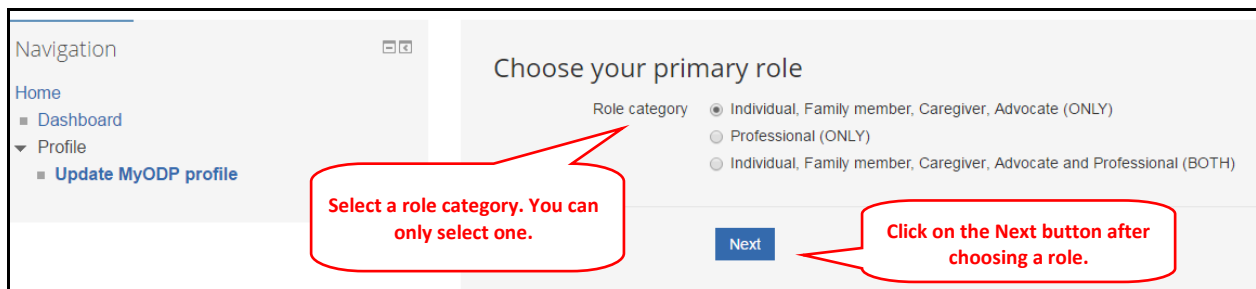
Admin User

1. Clicking on this link will verify your account on MyODP.org

2. You will then be able to set up your profile.

Screen 8

You will now be redirected to 'Choose your role.' Depending on the role that you choose, the choices that appear on the next screens will be different.



Navigation

- Home
 - Dashboard
 - ▼ Profile
 - Update MyODP profile

Choose your primary role

Role category

- ☒ Individual, Family member, Caregiver, Advocate (ONLY)
- ☐ Professional (ONLY)
- ☐ Individual, Family member, Caregiver, Advocate and Professional (BOTH)

Select a role category. You can only select one.

Next

Click on the Next button after choosing a role.

Screen 9

Next, follow the prompts to complete my profile on MyODP.

Below is an example of what someone selecting an individual, family, caregiver, advocate role would see.

(For Individuals, Families, Caregivers and Advocates)

Choose the county you live in

NOTE: Email will be the main way to communicate important information. However, if you prefer to have critical information mailed to you via the postal service, email us at: RA-PWODP_OUTREACH@pa.gov (copy and paste this address into your email client.)

County Adams County ▼

Select your county and continue through screens to complete your MyODP profile

Previous Next

Below is an example of what someone selecting a professional role would see.

Navigation

Home

- Dashboard
- ▼ Profile
 - Update MyODP profile

Choose your role(s) (select all that apply)

- ☐ Prospective Provider Applicant (PPA) (select all that apply)
- ☐ Intellectual Disability Service Provider (IDSP) (select one)
- ☐ Adult Autism Service Provider (AASP) (select all that apply)
- ☐ Administrative Entity (AE) (select one)
- ☐ BHRS (Behavioral Health Rehabilitation Services) Provider – Children's Services
- ☐ FBA (Functional Behavior Assessment) Training Attendee or Trainer
- ☐ Act 62 Behavior Specialist License Applicants
- ☐ Medication Administration Trainer or Applicant
- ☐ Other roles (select all that apply)

Select your role and continue through screens to complete your MyODP profile

Previous Next

Screen 10

please email us at support@myodp.org

Select Language ▼

User name ●



pennsylvania
DEPARTMENT OF HUMAN SERVICES
OFFICE OF DEVELOPMENTAL PROGRAMS

When your user name appears here, it means you are successfully logged in

HOME EVERYDAY LIVES INDIVIDUALS & FAMILIES TRAINING ▼ RESOURCES ▼ COMMUNICATIONS ▼ UPCOMING EVENTS TRAINING PARTNERS ▼ SUPPORT ▼ SEARCH

You can now begin to explore all courses and resources that are specific to your role on MyODP

