



Updated October 2023

# **Find a Psychologist**

## **Creating or Updating Profiles**

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## IMPORTANT- Eligibility

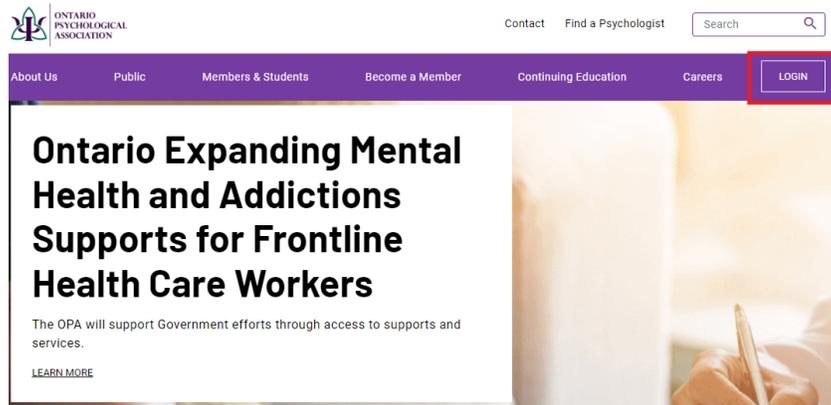
Please note that only active OPA members that are registered in good standing with the College of Psychologists of Ontario are eligible to be listed on the [Find a Psychologist search](#).

## Joining Find a Psychologist

To be listed on Find a Psychologist, you must first opt-in to the program. See the steps below to opt-in, or verify that you have already opted in. *Please note if you are in a category of membership that is not eligible to join Find a Psychologist, these options will not be viewable to you.*

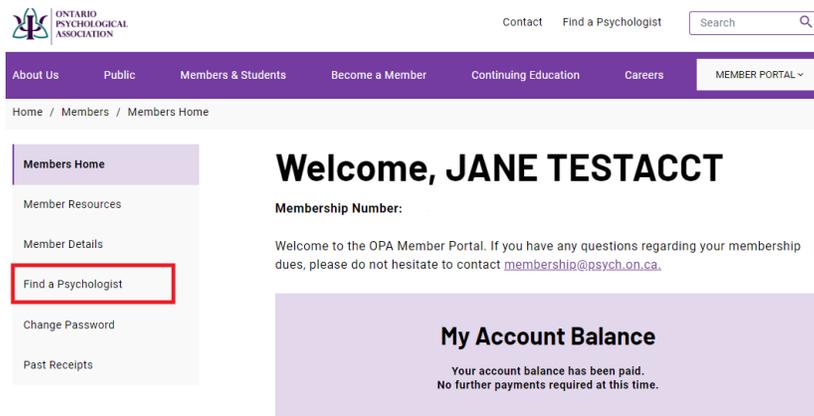
**Step 1:** Go to the [OPA website](#)

**Step 2:** Go to the Login screen

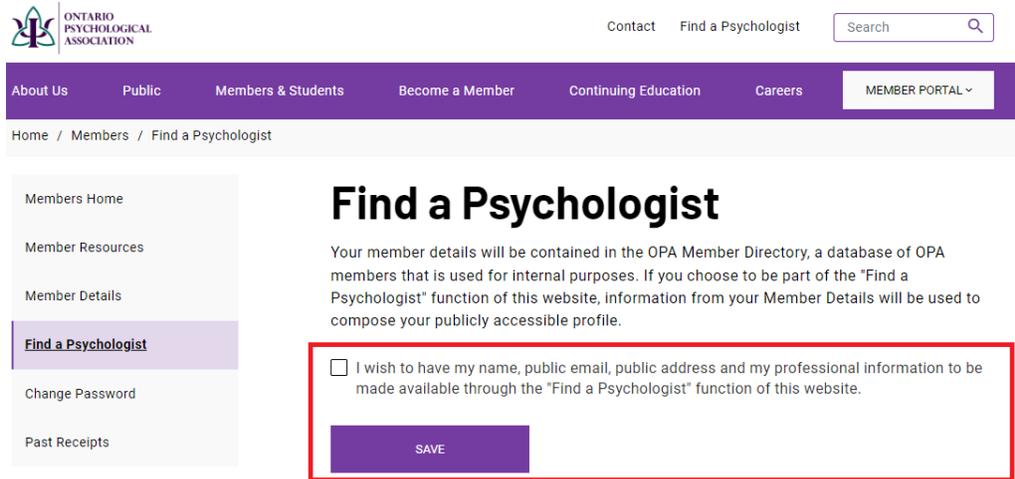


**Step 3:** Enter login credentials

**Step 4:** Click on the Find a Psychologist tab on the left-hand side



## Step 5: Check off consent box to be listed in Find a Psychologist and click **SAVE**



The screenshot shows the Ontario Psychological Association website. At the top left is the logo and name. To the right are links for 'Contact' and 'Find a Psychologist', and a search bar. Below this is a purple navigation bar with links: 'About Us', 'Public', 'Members & Students', 'Become a Member', 'Continuing Education', 'Careers', and 'MEMBER PORTAL'. Below the navigation bar is a breadcrumb trail: 'Home / Members / Find a Psychologist'. On the left is a sidebar menu with items: 'Members Home', 'Member Resources', 'Member Details', 'Find a Psychologist' (highlighted), 'Change Password', and 'Past Receipts'. The main content area has the heading 'Find a Psychologist' and a paragraph: 'Your member details will be contained in the OPA Member Directory, a database of OPA members that is used for internal purposes. If you choose to be part of the "Find a Psychologist" function of this website, information from your Member Details will be used to compose your publicly accessible profile.' Below this is a red-bordered box containing a checkbox and the text: 'I wish to have my name, public email, public address and my professional information to be made available through the "Find a Psychologist" function of this website.' At the bottom of this box is a purple 'SAVE' button.

## Removing from Find a Psychologist

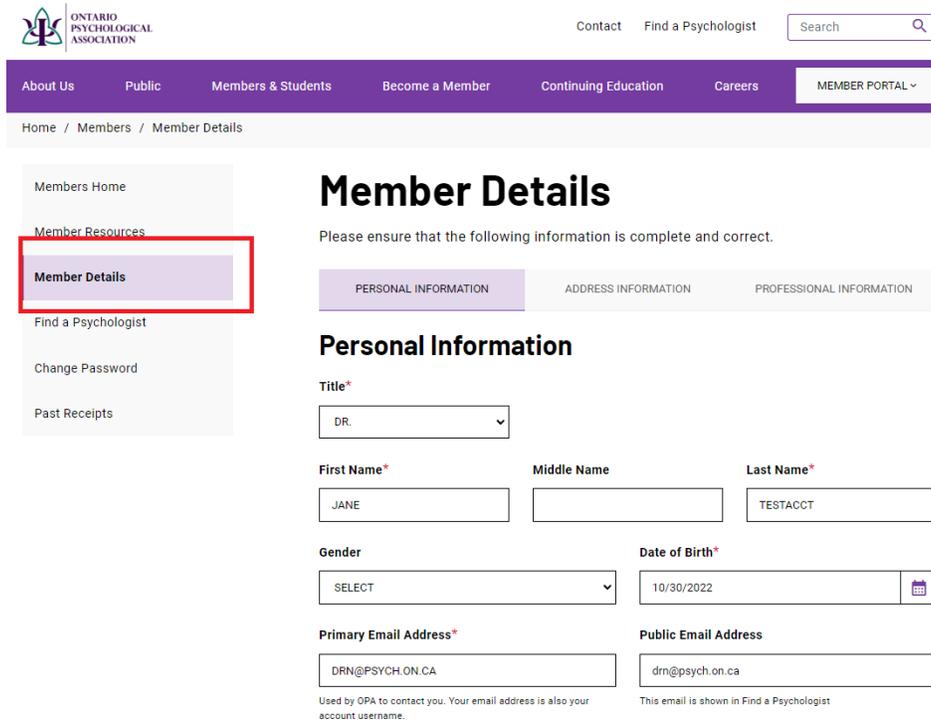
If you wish to be removed from Find a Psychologist, you can follow the same steps to opt-in, unchecking the consent box and click **SAVE**.

## Find a Psychologist Profile Information

Whether you are newly joining Find a Psychologist or updating your existing profile, follow the steps below to edit your Find a Psychologist Profile

### Member Details

While still logged into your account on the OPA website, click on the **Member Details tab** (left-hand side).



ONTARIO PSYCHOLOGICAL ASSOCIATION

Contact Find a Psychologist Search

About Us Public Members & Students Become a Member Continuing Education Careers MEMBER PORTAL

Home / Members / Member Details

Members Home

Member Resources

**Member Details**

Find a Psychologist

Change Password

Past Receipts

## Member Details

Please ensure that the following information is complete and correct.

PERSONAL INFORMATION ADDRESS INFORMATION PROFESSIONAL INFORMATION

### Personal Information

**Title\***

DR.

**First Name\*** **Middle Name** **Last Name\***

JANE

TESTACCT

**Gender** **Date of Birth\***

SELECT 10/30/2022

**Primary Email Address\*** **Public Email Address**

DRN@PSYCH.ON.CA drn@psych.on.ca

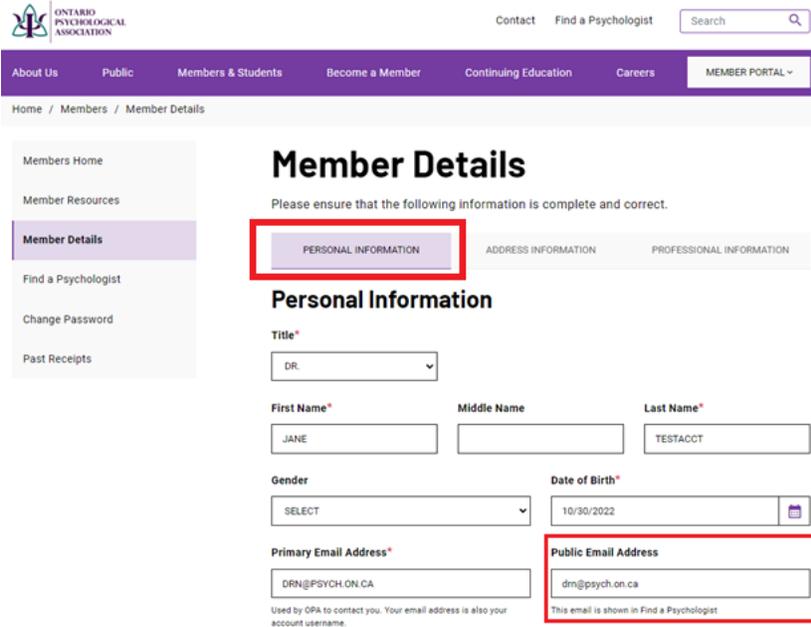
Used by OPA to contact you. Your email address is also your account username. This email is shown in Find a Psychologist

Once in the Member Details section, there will be three subsections that will need to be updated: **Personal Information, Address Information and Professional Information**

## Personal Information

While on the **Member Details** page, you can update personal information about yourself. Once updated, ensure you click **SAVE**.

This is the section where you add the **email address you wish to have listed on Find a Psychologist**. You also have the option to add a photo or image and an **About Me** section to your profile.



ONTARIO PSYCHOLOGICAL ASSOCIATION

Contact Find a Psychologist Search

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Home / Members / Member Details

### Member Details

Please ensure that the following information is complete and correct.

PERSONAL INFORMATION ADDRESS INFORMATION PROFESSIONAL INFORMATION

#### Personal Information

Title\*  
DR.

First Name\* Middle Name Last Name\*  
JANE TESTACCT

Gender Date of Birth\*  
SELECT 10/30/2022

Primary Email Address\* Public Email Address  
DRN@PSYCH.ON.CA drn@psych.on.ca

Used by OPA to contact you. Your email address is also your account username. This email is shown in Find a Psychologist

#### Profile Picture



ontario\_psychological\_association\_sm Browse

#### About Me (Characters left: 1988)

TEST PROFILE

#### Were you recruited by a current OPA member?\*

NO

#### Name of person who recruited you

#### Membership Category

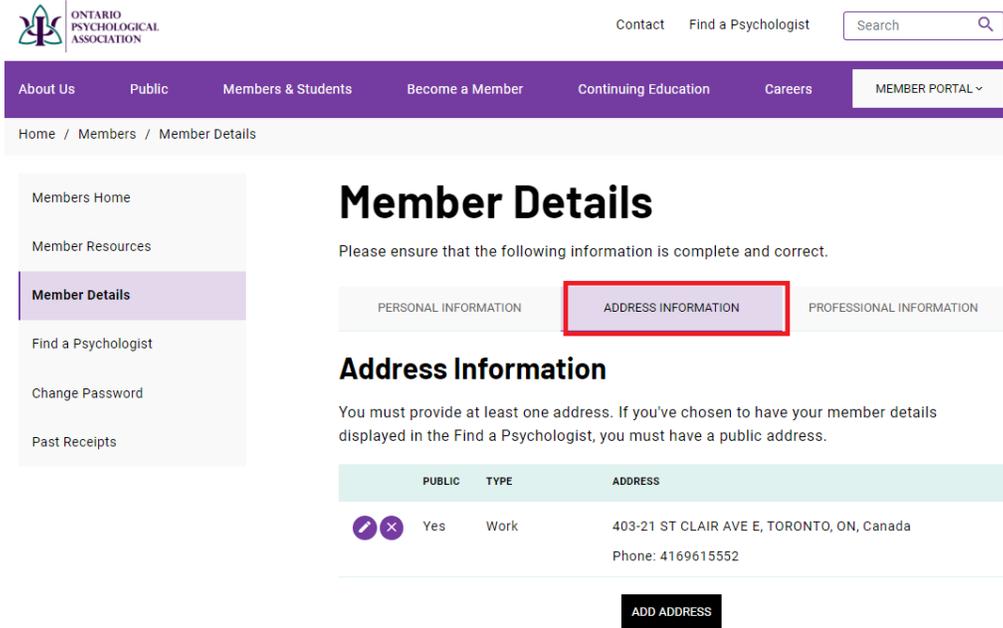
Regular Membership

#### Regional Representation

## Address Information

This is the section where you add/update your **practice address(es)**.

**If you do not have a physical address, go to the Professional Information tab, and check off VIRTUAL SERVICES. This will ensure your profile still appears in the search results.**



Members Home  
Member Resources  
**Member Details**  
Find a Psychologist  
Change Password  
Past Receipts

## Member Details

Please ensure that the following information is complete and correct.

PERSONAL INFORMATION ADDRESS INFORMATION PROFESSIONAL INFORMATION

### Address Information

You must provide at least one address. If you've chosen to have your member details displayed in the Find a Psychologist, you must have a public address.

PUBLIC	TYPE	ADDRESS
 	Yes Work	403-21 ST CLAIR AVE E, TORONTO, ON, Canada Phone: 4169615552

**ADD ADDRESS**

## Adding a New Address

While on the Address Information, click **ADD ADDRESS**. In this section, you can add more than one address. Once you have entered your address information, click **SAVE**.

PERSONAL INFORMATION ADDRESS INFORMATION PROFESSIONAL INFORMATION

## Address Information

You must provide at least one address. If you've chosen to have your member details displayed in the Find a Psychologist, you must have a public address.

PUBLIC	TYPE	ADDRESS
 	Yes Work	403-21 ST CLAIR AVE E, TORONTO, ON, Canada Phone: 4169615552

**ADD ADDRESS**

**Please note:** To appear on Find a Psychologist, you **MUST** have one address added and check off **Display this address in Find a Psychologist** OR you **MUST** check off **Virtual Services** (Professional Information tab).

### New Address

Display this address in Find a Psychologist.

Use this address as my mailing address.

#### Type of Address

#### Address 1\*

#### Address 2

#### City\*

#### Province / State\*

#### Country\*

#### Postal Code\*

#### Phone Number\*

#### Fax

SAVE

### Editing an Existing Address

While on the Address Information page, click on the **Edit** button. In this section, you can update **type of address**, **address**, as well as **phone** and **fax** number. Once changes have been made to your address, click **SAVE**.

## Member Details

Please ensure that the following information is complete and correct.

PERSONAL INFORMATION	ADDRESS INFORMATION	PROFESSIONAL INFORMATION
----------------------	---------------------	--------------------------

### Address Information

You must provide at least one address. If you've chosen to have your member details displayed in the Find a Psychologist, you must have a public address.

	PUBLIC	TYPE	ADDRESS
	Yes	Work	403-21 ST CLAIR AVE E, TORONTO, ON, Canada Phone: 4169615552

ADD ADDRESS

### Removing an Address

While on the Address Information page, click **(X)** to remove.

## Member Details

Please ensure that the following information is complete and correct.

PERSONAL INFORMATION	ADDRESS INFORMATION	PROFESSIONAL INFORMATION
----------------------	---------------------	--------------------------

### Address Information

You must provide at least one address. If you've chosen to have your member details displayed in the Find a Psychologist, you must have a public address.

	PUBLIC	TYPE	ADDRESS
	Yes	Work	403-21 ST CLAIR AVE E, TORONTO, ON, Canada Phone: 4169615552

ADD ADDRESS

## Professional Information

Next, go to Professional Information. In this section you will be able to add/update your practice information. Once you have made changes, ensure you click **SAVE**.

**Note: The Areas of Concern have recently been updated, please review your Find a Psychologist Profile.**

**Member Details**

Find a Psychologist

Change Password

Past Receipts

PERSONAL INFORMATION      ADDRESS INFORMATION      **PROFESSIONAL INFORMATION**

### Professional Information

<b>Office Name</b> <input type="text" value="ONTARIO PSYCH ASSOCIATION"/>	<b>Position</b> <input type="text" value="PSYCHOLOGIST"/>	<b>Age Group</b> <input type="checkbox"/> Adolescent <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Child/Elementary <input type="checkbox"/> Child/Pre-School <input type="checkbox"/> Geriatric
<b>Sliding Scale</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Type of Work</b> <input type="radio"/> Practice <input checked="" type="radio"/> Autonomous <input type="radio"/> Supervised	<b>Remote Assessment</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Are you a member of the College of Psychologists of Ontario?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>Website</b> <input type="text"/>		

## Reviewing Find a Psychologist Profile

While still logged into your profile, click on Find a Psychologist (left-hand side). Here you will be able to view the practice information you submitted.

- Members Home
- Member Resources
- Member Details
- Find a Psychologist**
- Change Password
- Past Receipts

## Find a Psychologist

Your member details will be contained in the OPA Member members that is used for internal purposes. If you choose "Psychologist" function of this website, information from your profile will be made available through the "Find a Psychologist" function.

- I wish to have my name, public email, public address and phone number made available through the "Find a Psychologist" function.

SAVE

### Preview

Below is a preview of your profile in the Find a Psychologist function:

**Dr. JANE  
TESTACCT**

#### Contact Information and Address

Email: [drn@psych.on.ca](mailto:drn@psych.on.ca)

#### Work Address

403-21 St. Clair Ave E, TORONTO, ON, M4T 1L8

Phone: 416-961-5552