



First Time Setup – Self-Service Password Reset Account

RamQuest has designed a new portal for op2 users that gives you the ability to securely change your password without the need to contact the Support Team. As always, our Support Team will be available to help you with this, and any other tasks and questions related to your op2 account or system. We believe that this feature will both improve your overall op2 experience and get you back to work quicker. Follow the steps below to configure your self-service password reset account.

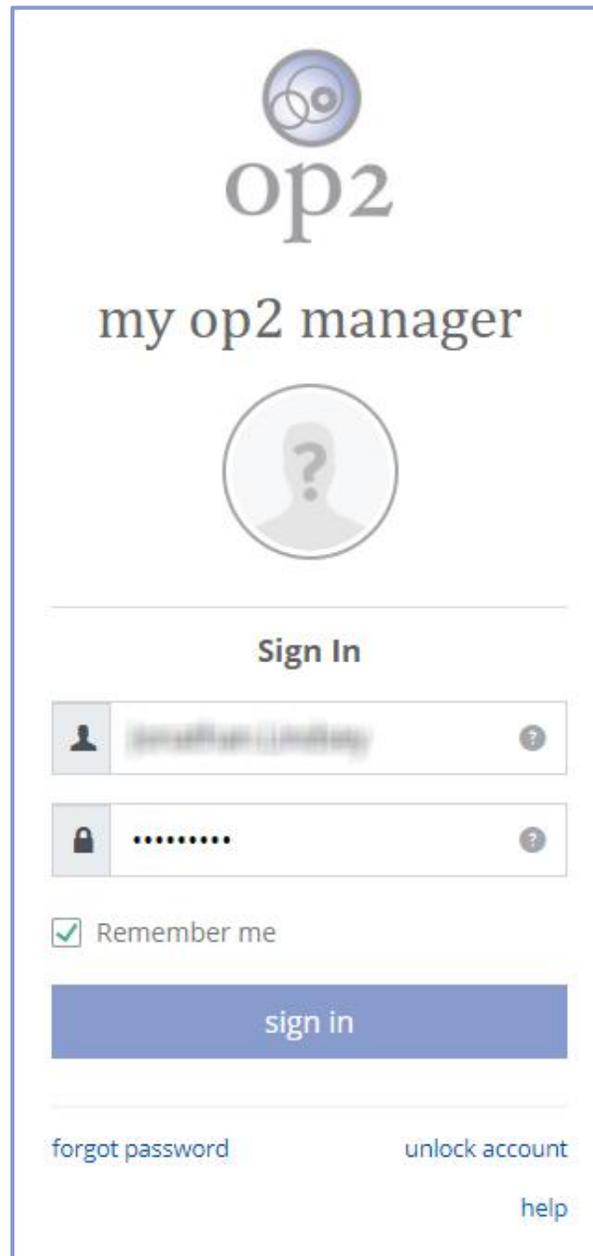
Requirements

- **op2** Username
- **op2** Password

Note: If you do not have an **op2** login username/password, contact your immediate supervisor.

Log Into Your MFA Account

- 1.) Navigate to the following location: <https://my.op2online.com>
- 2.) Enter your op2 username into the **Username** field.
- 3.) Enter your op2 password into the **Password** field.
- 4.) Click the **Sign In** button.



op2

my op2 manager

?

Sign In

Remember me

sign in

[forgot password](#) [unlock account](#) [help](#)

Establish the Multifactor Authentication

1.) Click the **Setup** button associated with your chosen multifactor authentication method.

Note: One multifactor authentication option is required. Two or more are recommended.




op2
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Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing into your Okta account

-  **Okta Verify**
Use a push notification sent to the mobile app.
[setup](#)

-  **SMS Authentication**
Enter a single-use code sent to your mobile phone.
[setup](#)

-  **Voice Call Authentication**
Use a phone to authenticate by following voice instructions.
[setup](#)

-  **Google Authenticator**
Enter single-use code from the mobile app.
[setup](#)

2.) Follow the on-screen prompts to complete the process.

3.) Click the **Finish** button.

Enrolled factors

 **SMS Authentication** 

Additional optional factors

 **Okta Verify**
Use a push notification sent to the mobile app.
[setup](#)

 **Voice Call Authentication**
Use a phone to authenticate by following voice instructions.
[setup](#)

 **Google Authenticator**
Enter single-use code from the mobile app.
[setup](#)

[finish](#)

Choose a Password Recovery Question\Answer

- 1.) Choose a security question from the **Choose a password recovery question** drop-down list.
- 2.) Enter the correct answer to the question into the **Answer** field.



Welcome to op2, Jonathan! Create your account.

1. Choose a password recovery question

What is the food you least liked as a child? ▾

Answer

Enter Answer

Tips for choosing a good security question:

- Don't pick a question that someone could easily guess or find out the answer to by looking at your resume or social networking profile.
- Pick a question with an answer that is easy for you to remember.
- Don't write your security question down on a piece of paper where someone could find it.

[continue](#)

Provide a Secondary Email Address

1.) Enter a secondary email address into the **secondary email address** field.



Welcome to op2, Jonathan! Create your account.

1. Provide a secondary email address

Secondary email

Secondary email

I don't have a secondary email

Note: A secondary email address is not required but is highly recommended. If you do not have a secondary email address, click the **I don't have a secondary email** radio button.

Select a Security Image

1.) Select a security image from the available images.

2. Choose a security image

Your security image gives you additional assurance that you are not logging in to a fraudulent site.

[create my account](#)

Click the Create My Account Button

1.) Click the **Create My Account** button.

