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.
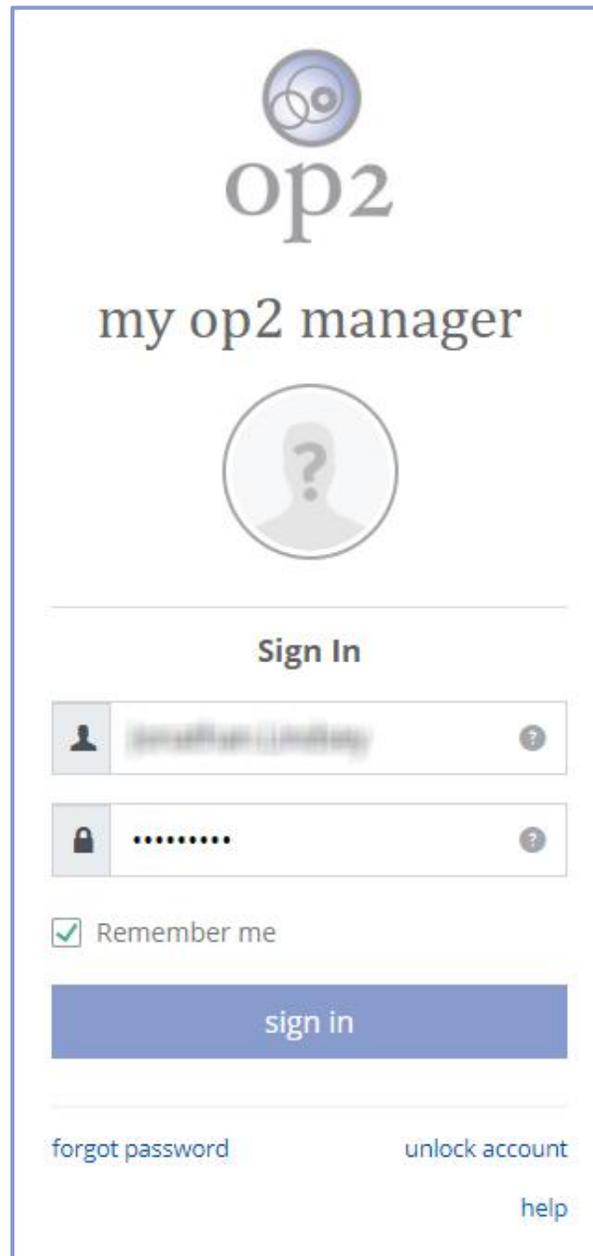
Requirements

- **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.

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.

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

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

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.

Click the Create My Account Button

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