



Make Changes to Your Account

Complete the following steps to edit to your op2 account information.

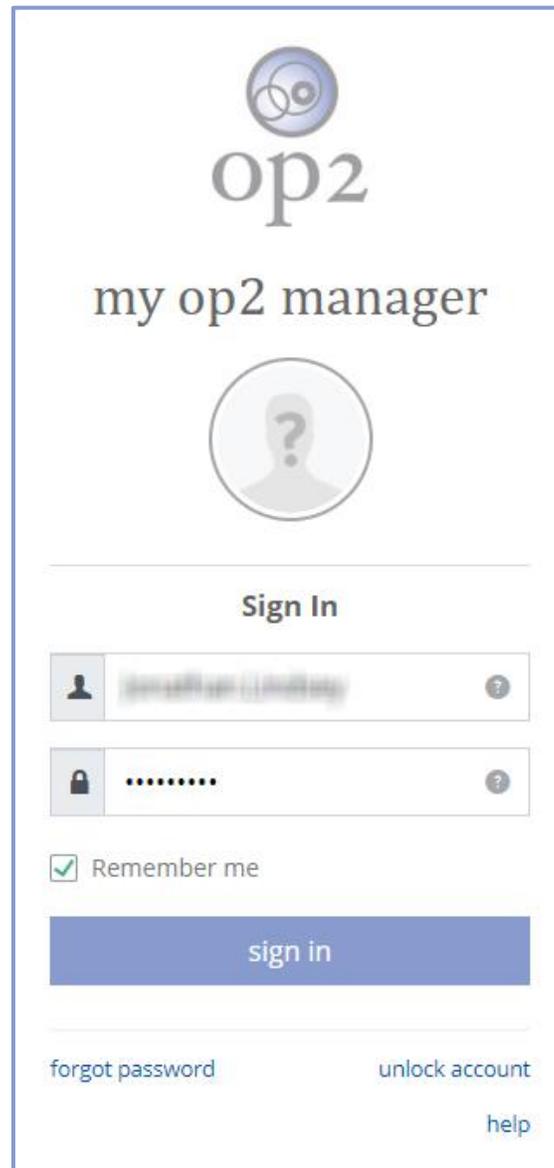
Requirements

- **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](#)

Note: The **Your Information/Security** screen will be displayed.

Update Your Profile Information (If Necessary)

1.) Enter any updated/corrected information into any of the applicable fields below:

- First name
- Last name
- Secondary email

- Mobile phone
- Company

2.) Click the **save changes** button.

Your Information

Make any necessary changes to your personal information below.

First name	<input type="text" value="Jonathan"/>
Last name	<input type="text" value="Lindley"/>
Username	<input type="text" value="jonathan.lindley@ramquest.com"/>
Primary email	<input type="text" value="lindley@ramquest.com"/>
Secondary email	<input type="text" value="Secondary Email"/>
Mobile phone	<input type="text" value="2142222222"/>
Company	<input type="text" value="Company"/>

Update Your Security Information (If Necessary)

Update the following security information as needed:

Security

Password [change](#)

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, doesn't include your first name, doesn't include your last name.

Forgotten Password Question [change](#)

Select a forgotten password question so you can reset your password in case you have trouble signing in to your account.

Password Reset by Text [change](#)

We can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Security Image [change](#)

Your security image gives you additional assurance that you're not logging into a fraudulent website.

Extra Verification

Extra verification increases your account security when signing in to op2 and other applications you use.

Okta Verify Mobile App  [change](#)

Google Authenticator Mobile App  [change](#)

Text Message Code  [change](#)

Voice Call  [change](#)

Password

- 1.) Click the **change** link.
- 2.) Enter your current password into the **Current Password** field.
- 3.) Enter your desired password into the **New Password** field.
- 4.) Re-enter the new password into the **New Password** field.
- 5.) Click the **save changes** button.

Password  [change](#)

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, doesn't include your first name, doesn't include your last name.

Current Password

New Password

Repeat New Password

[save changes](#)

Forgotten Password Question

- 1.) Click the **change** link.

- 2.) Select the desired forgotten password question from the **Current Question** drop-down menu.
- 3.) Enter the correct answer into the **Answer** field.
- 4.) Click the **save changes** button.

Forgotten Password Question [change](#)

Select a forgotten password question so you can reset your password in case you have trouble signing in to your account.

Current 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.

[save changes](#)

Password Reset by Text

- 1.) Click the **change** link.
- 2.) Select the applicable country from the **Country** drop-down menu.

3.) Enter the desired phone number into the **Phone Number** field.

4.) Click the **save changes** button.

Note: Click the **delete** button to delete the phone number entered.

Password Reset by Text [change](#)

We can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Country

United States 

Phone Number

2147334322

Enter your number the way you normally dial it. Do not add your country code prefix.

[save changes](#) [delete](#)

Security Image

1.) Click the **change** link.

Security Image [change](#)

Your security image gives you additional assurance that you're not logging into a fraudulent website.

2.) Select a security image.

Note: Click the **close** button to close the window.

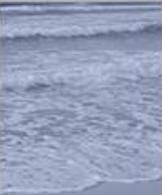
Set Up Security Image ✕

Your security image gives you additional assurance that you are not logging into a fraudulent website.

Current Image



Select an image from the options below.

close



Update the Extra Verification Information (If Necessary)

Update the following security information as needed:

Extra Verification

Extra verification increases your account security when signing in to op2 and other applications you use.

Okta Verify Mobile App  [change](#)

Google Authenticator Mobile App  [change](#)

Text Message Code  [change](#)

Voice Call  [change](#)

Okta Verify Mobile App

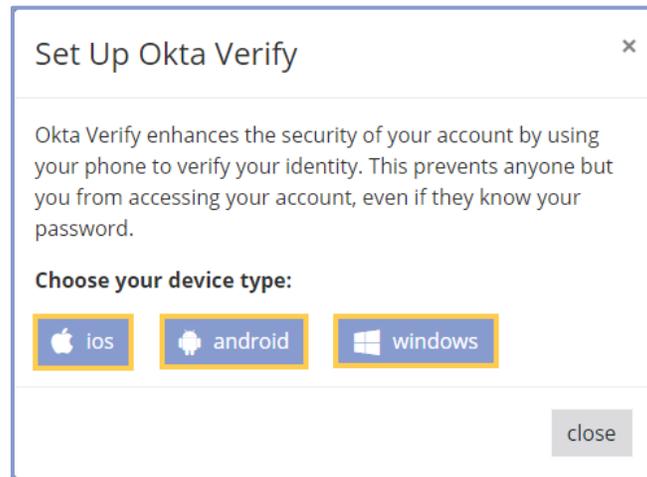
1.) Click the **change** link.

Okta Verify Mobile App  [change](#)

2.) Choose the applicable device type.

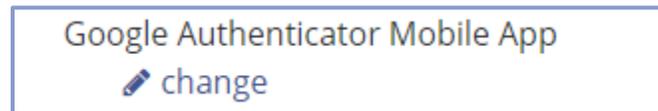
3.) Follow the on-screen prompts.

Note: Click the **close** button to close the window.



Google Authenticator Mobile App

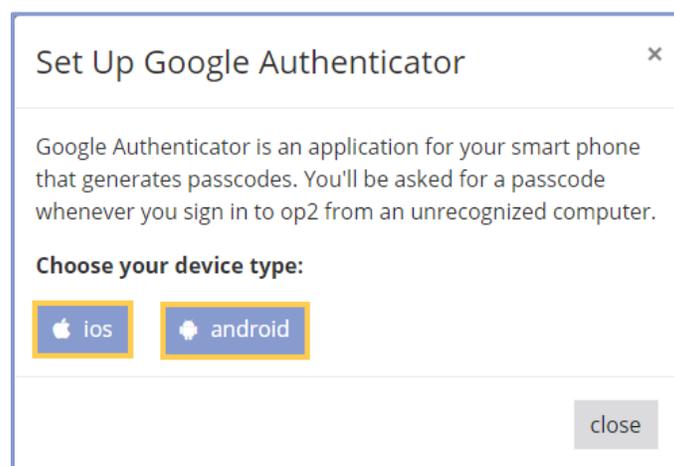
1.) Click the **change** link.



2.) Choose the applicable device type.

3.) Follow the on-screen prompts.

Note: Click the **close** button to close the window.



Text Messaging Code

1.) Click the **change** link.

Text Message Code  change

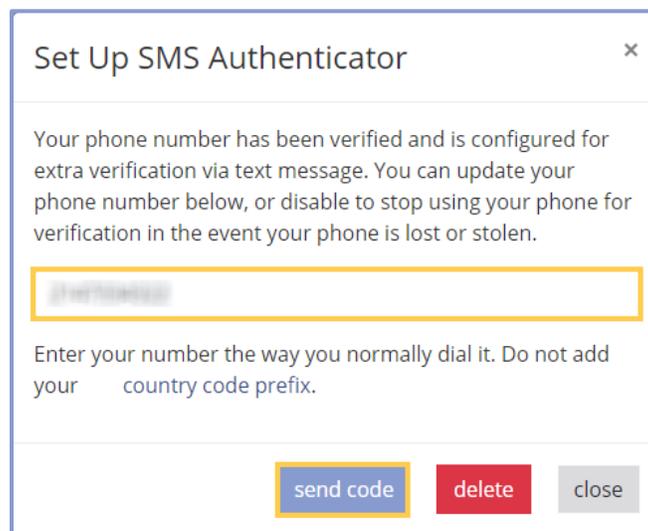
2.) Update the displayed phone number.

3.) Click the **send code** button.

Note: An authentication code will be sent via SMS message.

Note: Click the **delete** button to remove the SMS Authenticator information from the account.

Note: Click the **close** button to close the window.



Voice Call

1.) Click the **change** link.

Voice Call  change

2.) Update the displayed phone number.

Note: Enter an extension if applicable.

3.) Click the **call** button.

Note: An automated phone call will be made to the number provided with the newly-generated authentication code.



Set Up Voice Call Verification ×

Enter the phone number you'll use to receive codes via phone call, then click Call to verify that it works.

Enter your number the way you normally dial it. Do not add your country code prefix.

Note: Click the **close** button to close the window.