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.

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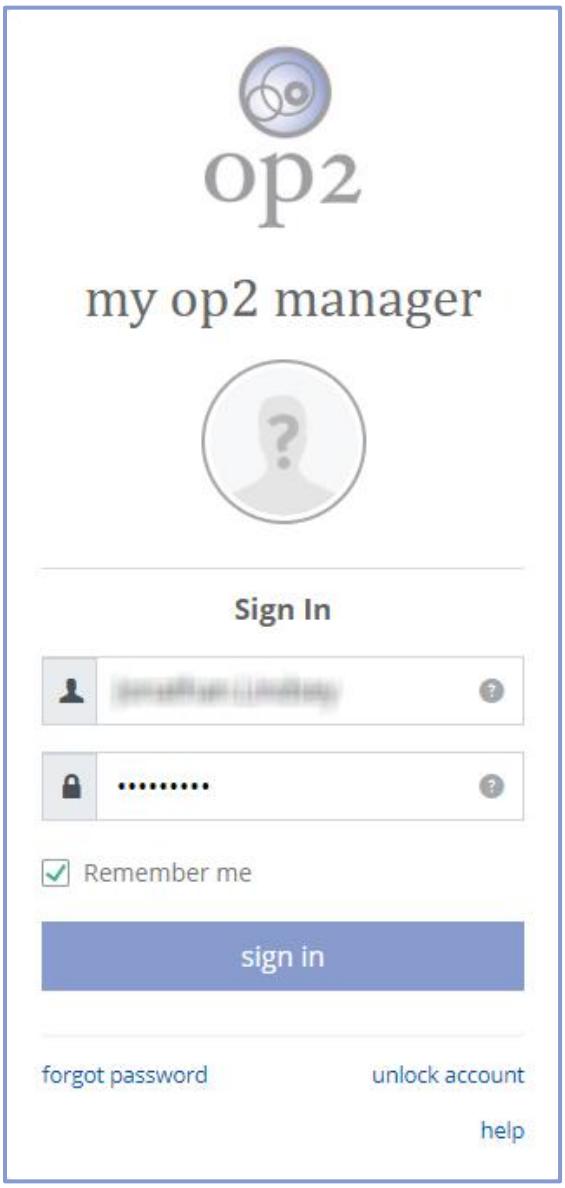

Note: The **Your Information/Security** screen will be displayed.

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

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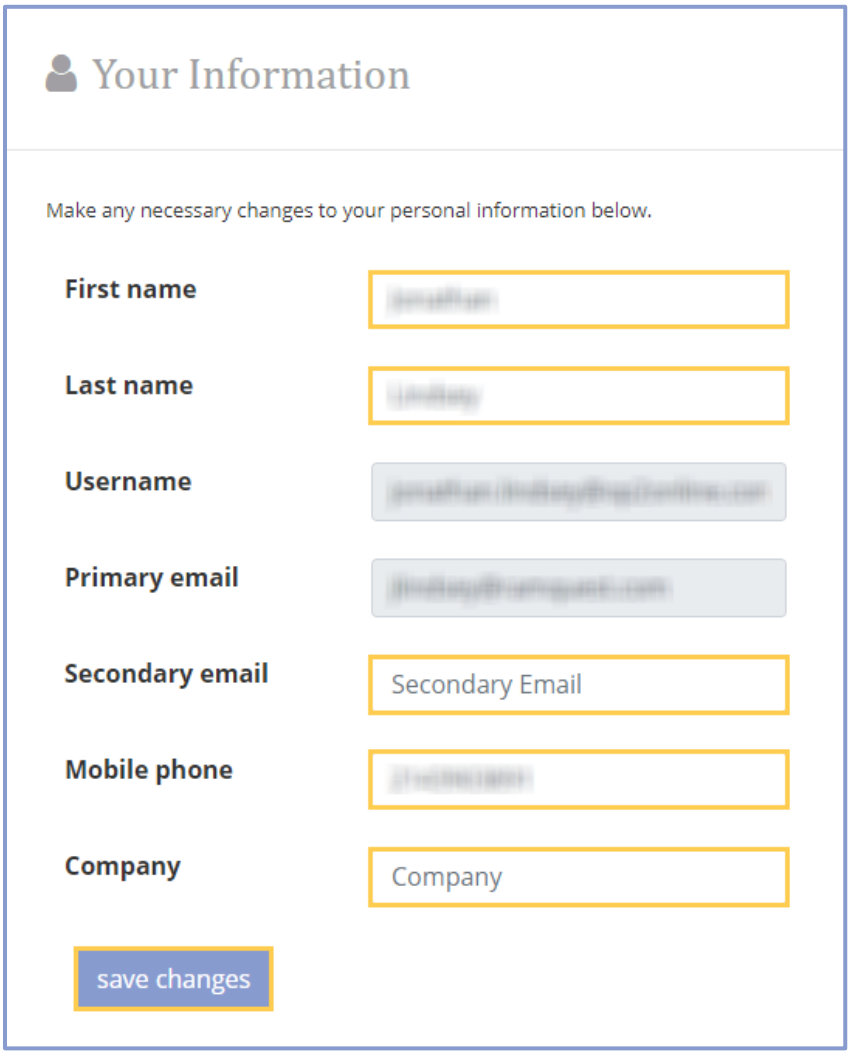
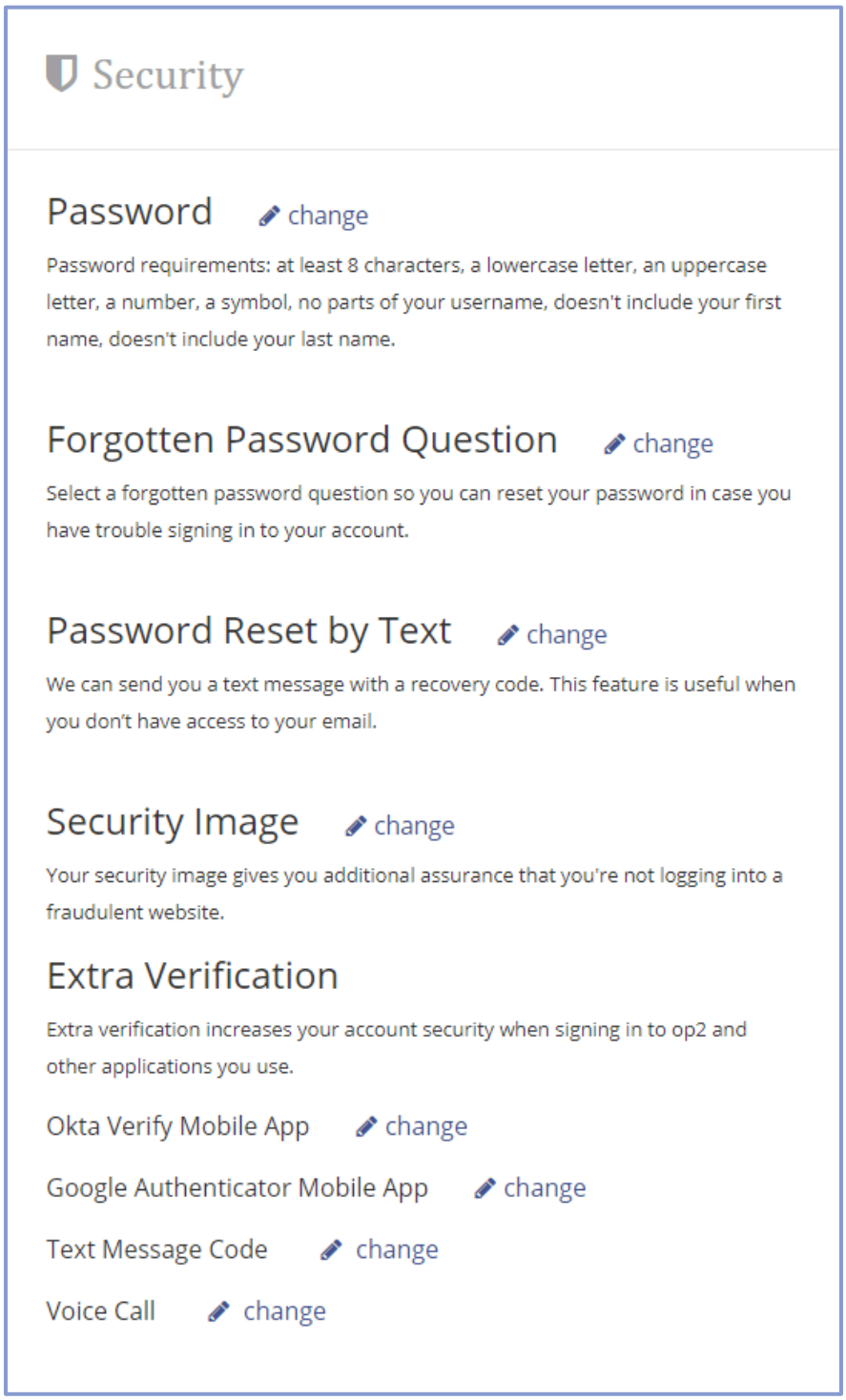
- Mobile phone
- Company

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



Update Your Security Information (If Necessary)

Update the following security information as needed:



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Password

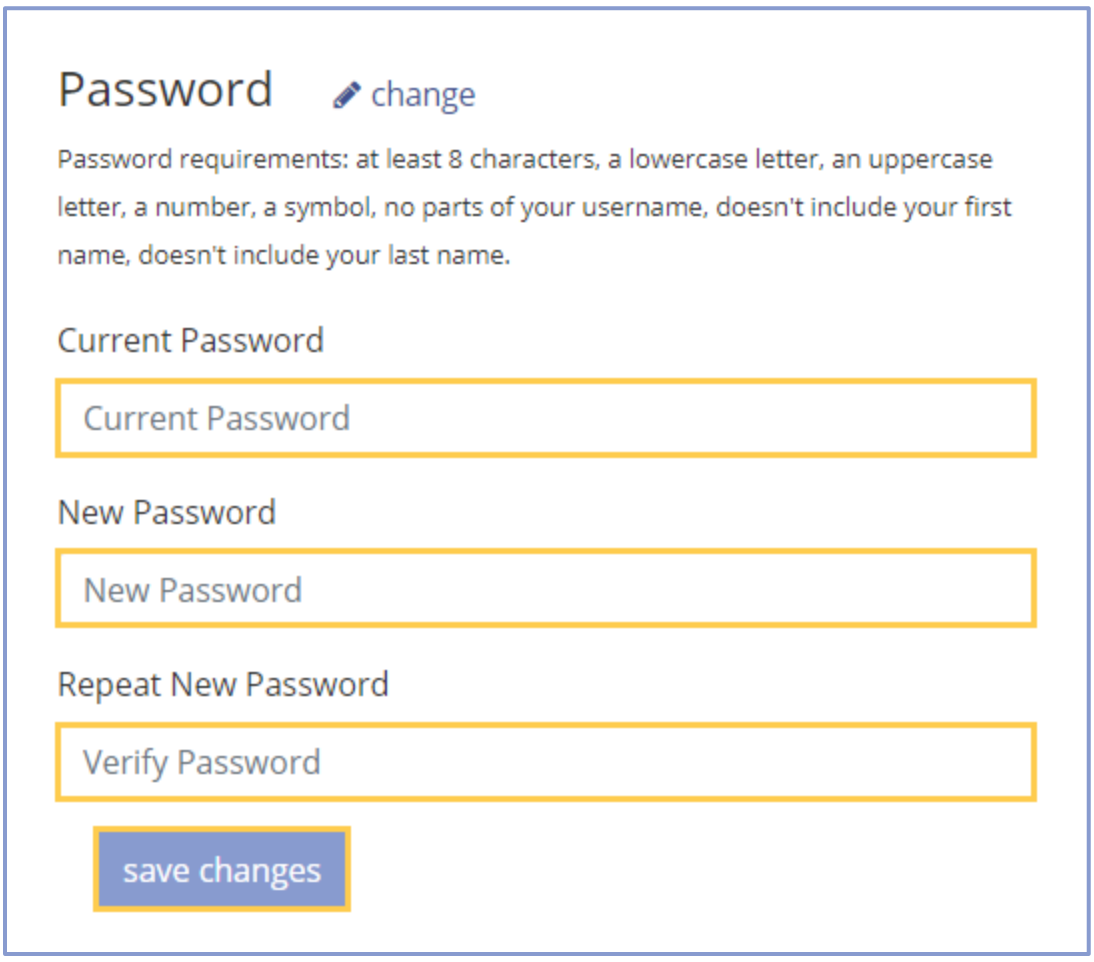
1.) Click the **change** link.

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.



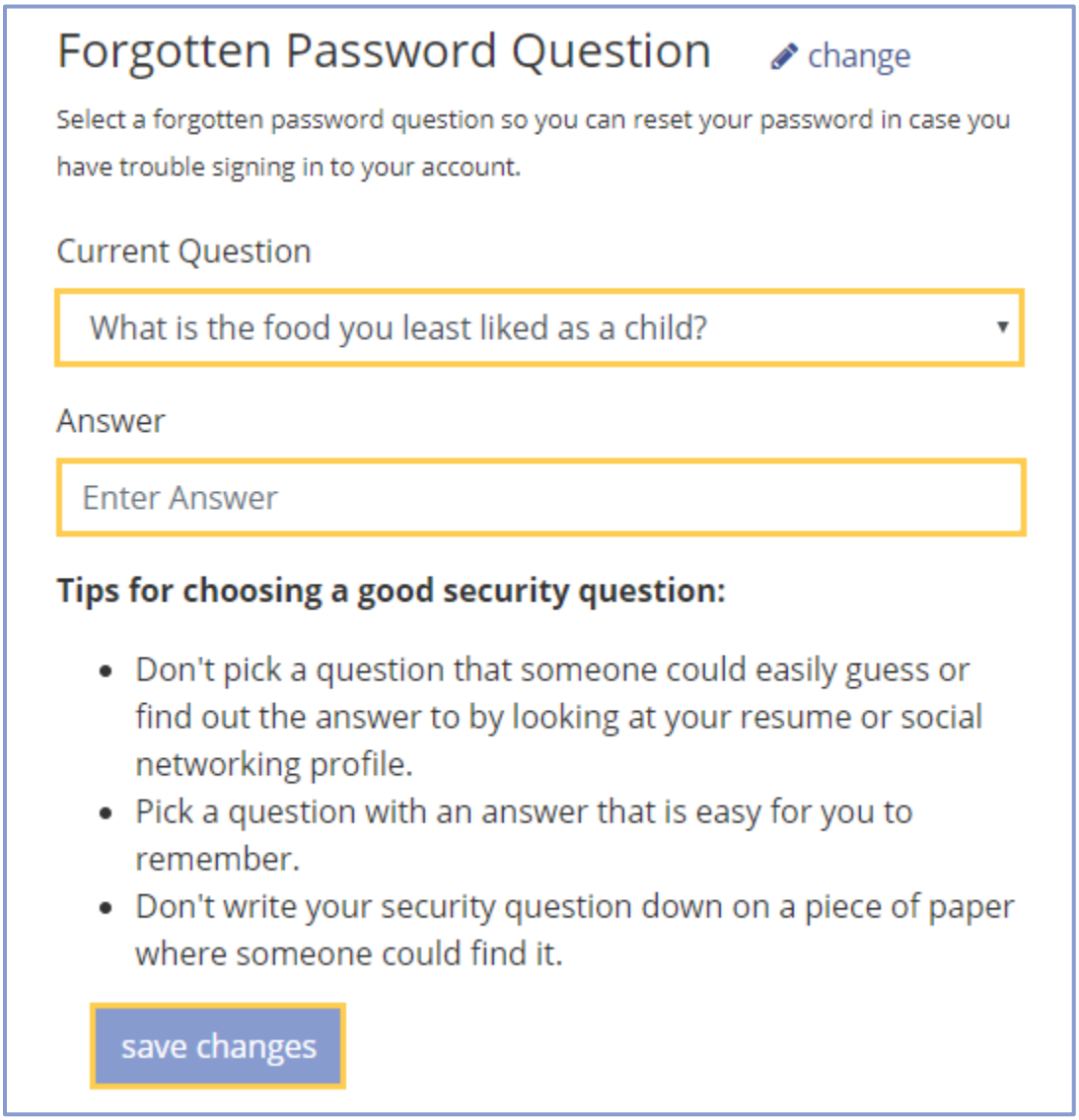
Forgotten Password Question

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.



Password Reset by Text

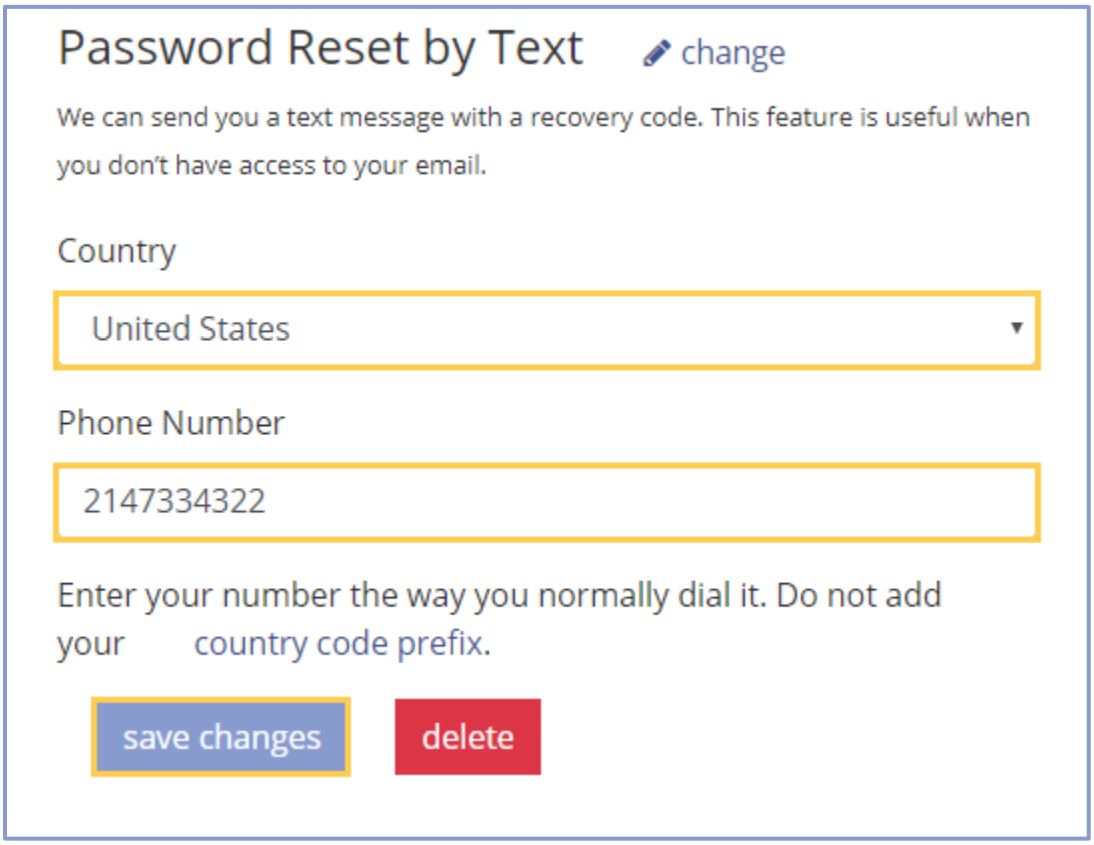
1.) Click the **change** link.

2.) Select the applicable country from the **Country** drop-down menu.

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

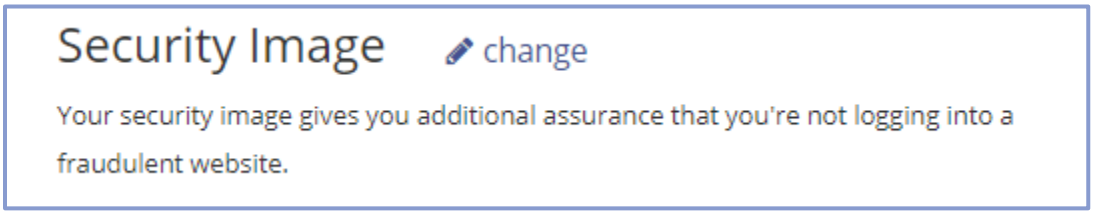
4.) Click the **save changes** button.

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



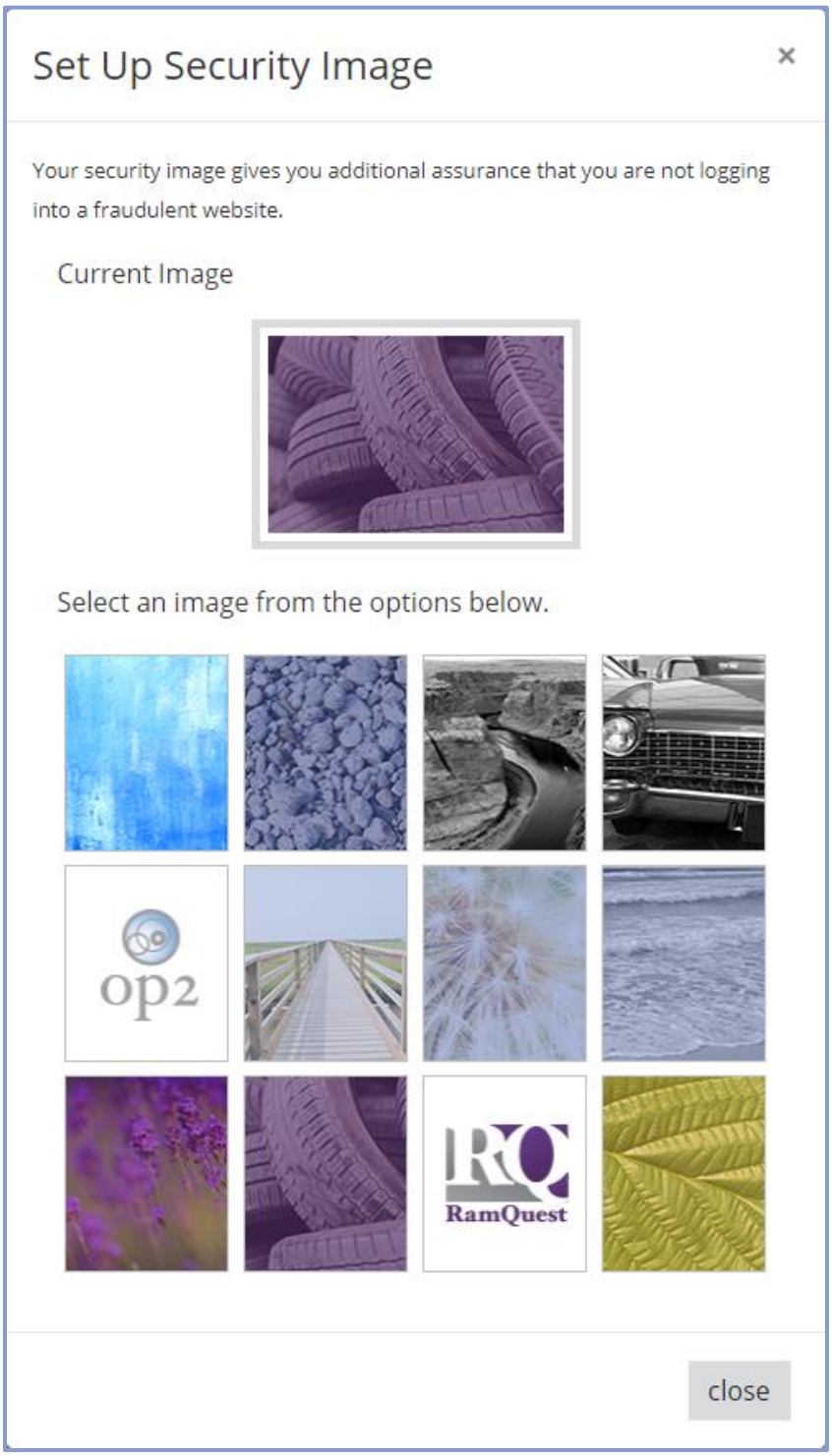
Security Image

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



2.) Select a security image.

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



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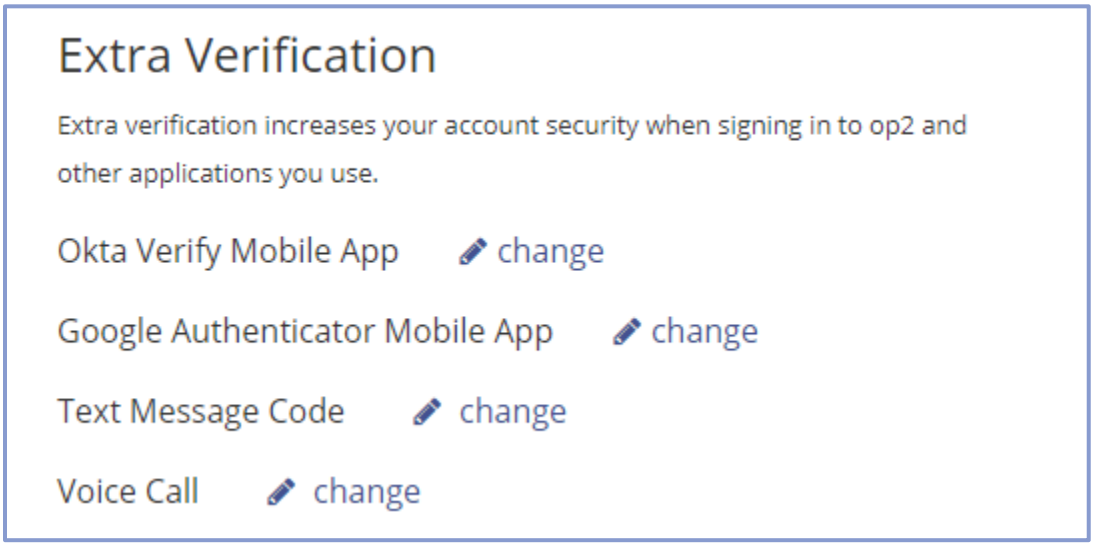
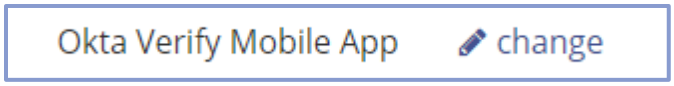
Update the Extra Verification Information (If Necessary)

Update the following security information as needed:



Okta Verify 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.

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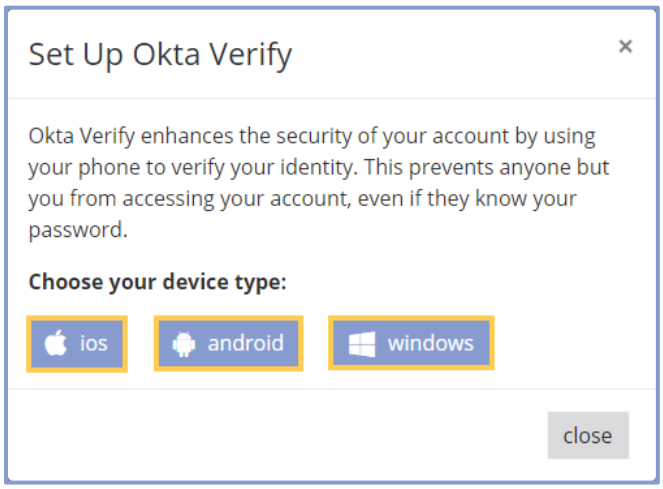


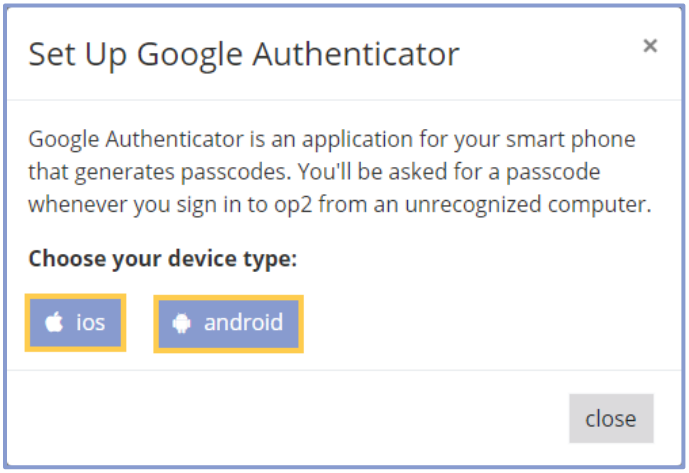
Google Authenticator Mobile App

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

2.) Choose the applicable device type.

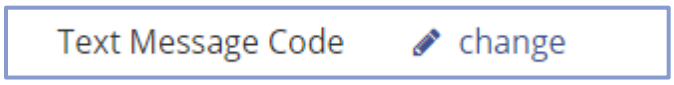
3.) Follow the on-screen prompts.

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



Text Messaging Code

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



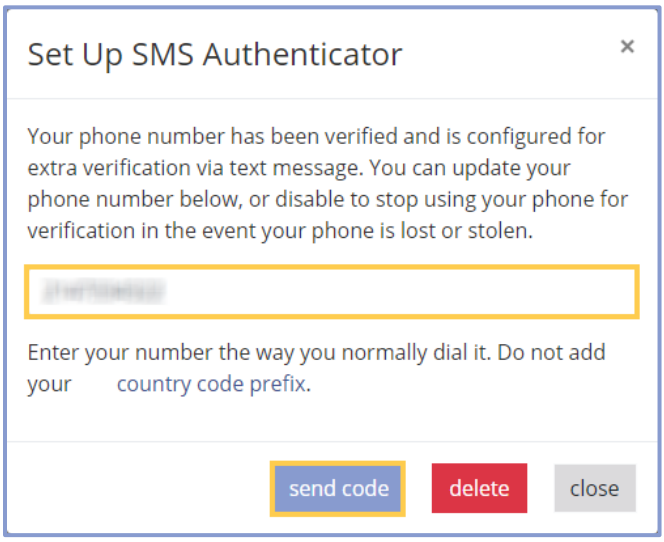
2.) Update the displayed phone number.

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.

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.

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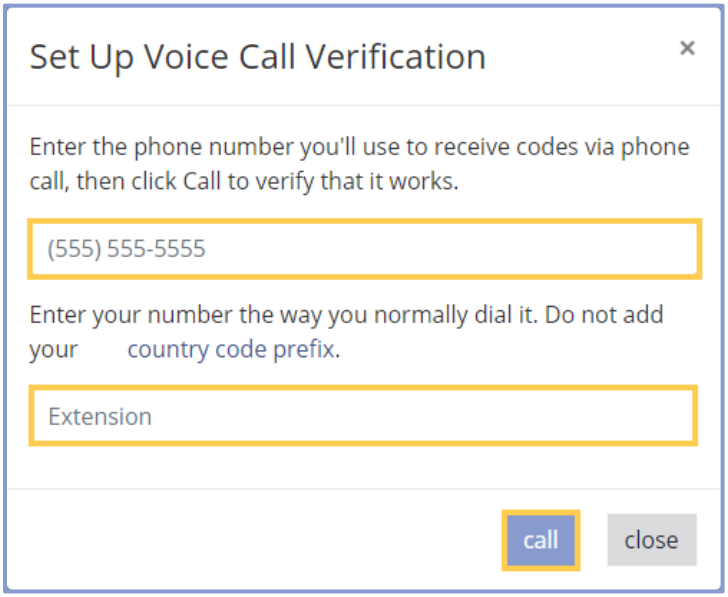

Note: Click the **close** button to close the window.