

OCL User Login Instructions

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Forgot Your Password?

1. Navigate to the Log In page of the OPI application you are trying to access.
2. Click on the “Forgot Password?” link in the blue below.



3. Enter your User Name and the Email address associated with your account in the User Name and Email fields, then click on the “Submit” button.

Enter your User Name and Email then press 'Submit'. Your new password will be e-mailed to the e-mail address entered here (if valid).

User Name:

Email:

Submit

Exit

4. You will receive an email titled “Your new OPI Login Information” which will have a temporary password and instructions for using this password to login.
5. Follow the instructions in the email to log in to the desired OPI application.
6. Once you have successfully logged in, click on the “Administration” button located on the top menu bar and choose “Change Password.”
7. In the Old Password field, cut and paste the temporary password from the password reset email. In the New Password and Confirm New Password fields, enter the password you would like to use. Click on the “Change Password” button.

Change Your Password

Old Password:

New Password:

Confirm New Password: *

Change Password

The new password must have a minimum of 8 characters using a combination of uppercase and lowercase letters, and numbers

8. Click on the “Continue” button.
9. Your account password is now reset. Please secure the new password you selected in a safe location for future logins to OPI applications.

OPI New User Instructions

1. Navigate to the Log In page of the OPI application you are trying to access.
2. Click on the “New User?” link in the blue below.



[Login Instructions](#)

3. Enter your User Name that was emailed to you and the Email address associated with your account in the User Name and Email fields, then click on the “Submit” button.

Enter your User Name and Email then press 'Submit'. Your new password will be e-mailed to the e-mail address entered here (if valid).

User Name:

Email:

Submit

Exit

4. You will receive an email titled “Your new OPI Login Information” which will have a temporary password and instructions for using this password to login.
5. Follow the instructions in the email to log in to the desired OPI application.
6. Once you have successfully logged in, click on the “Administration” button located on the top menu bar and choose “Change Password.”
7. In the Old Password field, enter the temporary password from the password reset email. In the New Password and Confirm New Password fields, enter the password you would like to use. Click on the “Change Password” button.

Change Your Password

Old Password:

New Password:

Confirm New Password: *

The new password must have a minimum of 8 characters using a combination of uppercase and lowercase letters, and numbers

8. Click on the “Continue” button.

9. Your account password is now reset. Please secure the new password you selected in a safe location for future logins to OPI applications.

Application Access Disabled After 90 Days of Inactivity?

If you haven’t accessed an OCL application within the past 90 days, you will need to reset your access. This only has to be done for applications you haven’t used within the last 90 days. If you have been working in a different OCL application within the past 90 days, you will not need to reset your access for that application. There are two ways to reset your access: Via an email process, or by clicking [Forgot your Password?](#)

RESET ACCESS THROUGH EMAIL: GET ACCESS AND KEEP YOUR CURRENT OCL PASSWORD

Here are the steps to reset your access **and keep the same OCL password you have been using:**

1. The application you are trying to get into will display this message:

The screenshot shows a login interface on a light green background. At the top right is a 'Log In' box with fields for 'User Name' and 'Password', and a 'Log In' button. Below this are links for 'New User?' and 'Forgot password?'. On the left, there is a link for 'Login Instructions'. A red message states: 'You cannot login to this application. Your login has been disabled due to 90 days of inactivity.' Below this, instructions read: 'Enter your User Name and Email below then press 'Get Email To Enable Login' to receive an email with a link that will allow you to enable your login.' There are input fields for 'User Name:' and 'Email:', and a 'Get Email To Enable Login' button at the bottom.

2. Input your OCL User Name.
3. Input your email.
4. Click “Get Email to Enable Login.” Within a few minutes, you will receive an email at the authorized email that OPI has on file for you.

Reply Reply All Forward IM



Tue 6/13/2017 11:05 AM

OPI@mt.gov

Your link to enable your Audit login.

To: Bauer, Anne

Click on the link below to be directed to a screen to enable your login for Audit.

<https://appsintemotetropimt.gov/Audit/formEnableLogin.aspx>

This will only enable your login for this application. Your password will not be changed.

5. Click the link in the email.
6. Input your User Name.

Please enter your User Name then press 'Enable Login'.

User Name:

Enable Login

7. Click "Enable Login."
8. You will be returned to the login screen. You may log in to that specific application before midnight on the day the email was sent, or you may repeat the process at a later date.

RESET ACCESS USING ["Forgot Password?"](#) AND CHANGE PASSWORD FOR ALL OCL APPLICATIONS

You can also reset your access by following the instructions on page one of this document. Please note that it is a faster process, but your password for all OCL applications will change.

Can't Log In?

If you try to login to the system with an invalid username or password, the system will display an error message. If you input an invalid password six or more times within a 30-minute period, the system's security safeguard locks you out from every OCL application for 8 hours. Alternatively, you can follow the ["Forgot Password?"](#) process to reset your password and restore your access.

Need Help?

If you need help with logging in to any OCL application, please contact the OPI Help Desk by email at opihelpdesk@mt.gov or by phone at 1-888-231-9393.