

OCL User Login Instructions

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Become a New User

- Select **New User** from the login page of the application.



- Fill in your user name and email address and click **Submit** on the next screen.

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:

- Check your email inbox for **your new OPI login information** and follow the instructions provided:
 - Log in with the temporary password provided
 - Find **Administration** in the top menu and choose **Change Password**.
 - Paste the temporary password in the **Old Password** field
 - Create a **New Password**, then confirm your new password.
 - Select **Change Password**, then continue, and your password is reset.

Forgot Your Password

- Select **Forgot Password** from the login page of the application



- Fill in your user name and email address and click **Submit** on the next screen

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

- Check your email inbox for **your new OPI login information** and follow the instructions provided:
 - Log in with the temporary password provided.
 - Find **Administration** in the top menu and choose **Change Password**.
 - Paste the temporary password you received in the email in the **Old Password** field.
 - Fill in the **New Password** and **Confirm Password** fields.
 - Select **Change Password**, then **Continue**, and your password is reset.

Change Your Password

Old Password:

New Password:

Confirm New Password:

Change Password

The new password must be at least 12 characters long and contain at least one character from three of the following four character groups: lowercase letters, uppercase letters, numbers and special characters.

Access Disabled: 90 Days of Inactivity

If you haven't accessed an application within 90 days, you will be unable to get into that application until you reset your password one of these two ways:

1. **Set up a New Password with the Forgot Password link**
 - [Forgot Password](#) (NOTE: This will reset your password for ALL your OCL applications)

OR

2. **Via Email to Keep Your Current OCL Password**

When your access is disabled because of inactivity, you will be prompted to do the following and your login information will be sent to your email:

- Fill in your **OCL user name and email**
- Click on **Get Email to Enable Login**

The email you receive will be from OPI@mt.gov and the subject line will be:

Your link to enable your Audit login.

Complete a couple more steps and you'll be able to log back in with your current password:

- Click the link in the email
- Fill in your **User Name** and click **Enable Login**.

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

User Name:

[Enable Login](#)

You will be returned to the login screen. Login before midnight that day, or you'll have to repeat the process again when you try to log in.

Access Disabled: Too Many Login Attempts

If you put in a wrong password six times or more, you will be locked out from every OCL application for 8 hours. Restore your access by following the [Forgot Password](#) instructions.

Need Help?

If you need help logging in to any OCL application, contact the [OPI Help Desk](#), (406) 444-0087.