OCL User Login Instructions

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Become a New User

• Select New User from the login page of the application.

![Login Screen]

- 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

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

Forgot Your Password

• Select Forgot Password from the login page of the application

![Login Screen]
• 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).

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

**Submit**

**Exit**

• Check your email inbox for your **new OPI login information** and follow the instructions provided:

  o Log in with the temporary password provided.
  o Find **Administration** in the top menu and choose **Change Password**.
  o Paste the temporary password you received in the email in the **Old Password** field.
  o Fill in the **New Password** and **Confirm Password** fields.
  o Select **Change Password**, then **Continue**, and your password is reset.

**Change Your Password**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Password</td>
<td>************</td>
</tr>
<tr>
<td>New Password</td>
<td>************</td>
</tr>
<tr>
<td>Confirm New Password</td>
<td>************</td>
</tr>
</tbody>
</table>

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**.
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.