OP Mobile: Enroll a User

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Office Practicum

Version 20.5

Enroll a User in OP Mobile - Practice Administrators

- 1. After logging in, click **Practice Settings** in the left navigation panel.
- 2. Click the Staff Directory link. The users for your practice are displayed.
- 3. Use the Search field to find the user that you need to enroll and select.
- 4. In the General section, enter a unique email address for the user in the Email field.
- 5. Click the Enroll button. A pop-up message is displayed to confirm that the staff member has been successfully enrolled.

< Practice Settings		
Staff Directory		
× alex		
Alex Armstrong AA	Alex Armstrong AA • Active	
	General	Email * opwebtester+12@gmail.com
		Enroll

Welcome Email and Verification

After the Practice Administrator has enrolled a user, the user will be required to complete the enrollment process to have access to OP Mobile.

Note: Your OP Mobile site (URL) is the only supported way to access OP Mobile at this time.

1. Open the Welcome email sent from Office Practicum.

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Primary	<u>at.</u> Social	Promotions	
Office Practicum (2000)	Welcome to Office Practicum! -	come to Office Practicum! Hello Alex, You've been invited to access Kressly Peds. We just need to finish setting up your account. He	ase verify your acc

2. Click the Verify your account and set your passwordbutton.

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	•OP Office Practicum
	Hello Alex.
	You've been invited to access <u>Kressy Pods</u> . We just need to finish setting up your account. Please verify your account and set up a password, then you'll be redirected to log in. After that you're all set!
	Verify your account and set your password
	Please verify your account within five days. After that, you'll need to ask your practice administrator to send you a new invitation.
	Thankal
	Office Practicum

3. Enter a password.





Password Requirements: At least 8 characters in length, containing 3 of the following 4 types of characters: lower case letters, uppercase letters, numbers, special characters.



- 4. Verify the password.
- 5. Click the Blue Right Facing > button. You will be directed to your OP Mobile site.

Note: The initial email with the verification link will expire in 5 days. If the verification is not completed within this time period, the OP Mobile User will need to contact their Practice Administrator to reset the link.

6. Bookmark your OP Mobile site upon your initial login. Clickhere for further information on bookmarking your OP Mobile site.

Click here to view all content for OP Mobile

