

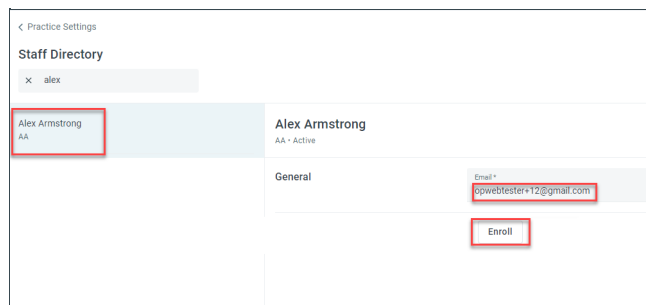
OP Mobile: Enroll a User

Last Modified on 04/26/2023 5:13 pm EDT

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.



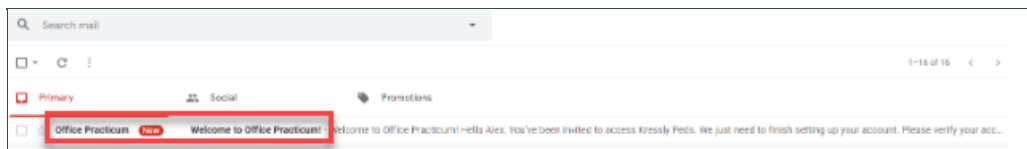
Welcome Email and Verification

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

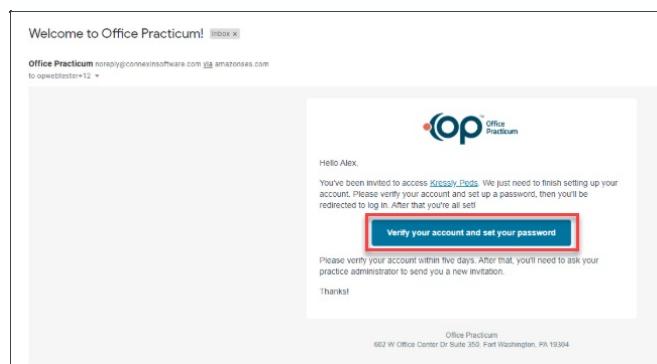


Note: Your OP Mobile site (URL) is the only supported way to access OP Mobile at this time.

1. Open the Welcome email sent from Office Practicum.



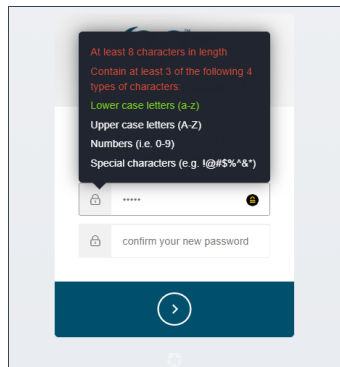
2. Click the **Verify your account and set your password** button.



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. Click [here](#) for further information on bookmarking your OP Mobile site.

[Click here to view all content for OP Mobile](#)