



Job Aide: Two Factor Authentication

Introduction:

The NP2 Portal has implemented Two Factor Authentication for users that do not fully use their PIV card for access. The user will receive an email with the link and an overview on logging in.

Accessing the NP2 Portal:

1. Open the email and read about logging in via Two Factor Authentication and what to expect.

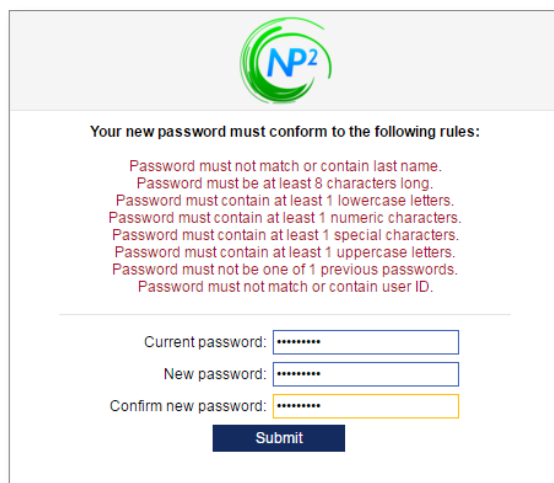
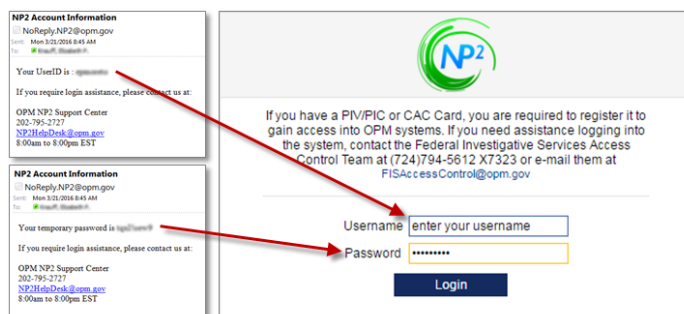
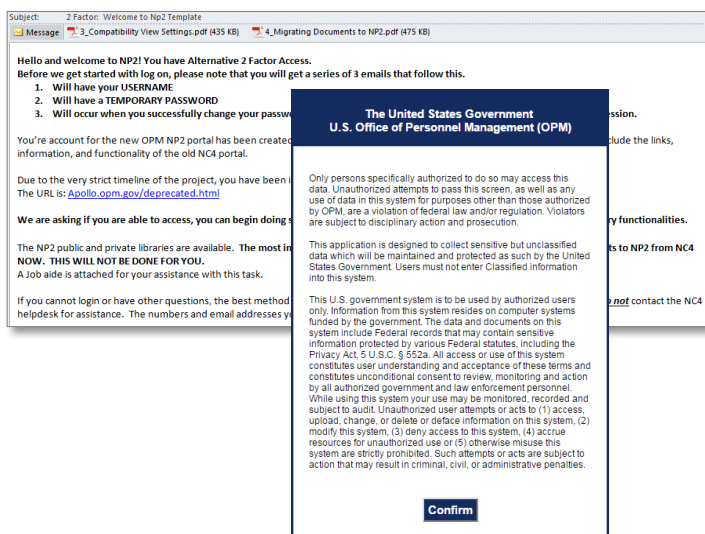
NOTE: The attachments in the email will assist the user if there are any questions or issues with compatibility view or Migrating documents to NP2.

2. Click the URL provided:
Apollo.opm.gov/deprecated.html
3. Get the other two emails ready to use. (Username and temporary password)
4. Confirm Screen will pop up.
5. Click “**Confirm**”
6. Enter **username** from the email.
7. Enter **temporary password** from email.

8. Window prompt to create a new password appears.

NOTE: User must remember this password for future login.

- Password must not match or contain Last Name
- Password must be at least 8 characters long
- Password must contain at least 1 lowercase letter
- Password must contain at least 1 numeric character
- Password must contain at least 1 special character
- Password must contain at least 1 uppercase letter
- Password must not be one of the previous passwords
- Password must not match or contain user ID



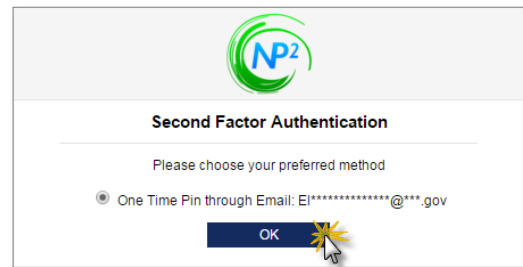


Job Aide: Two Factor Authentication

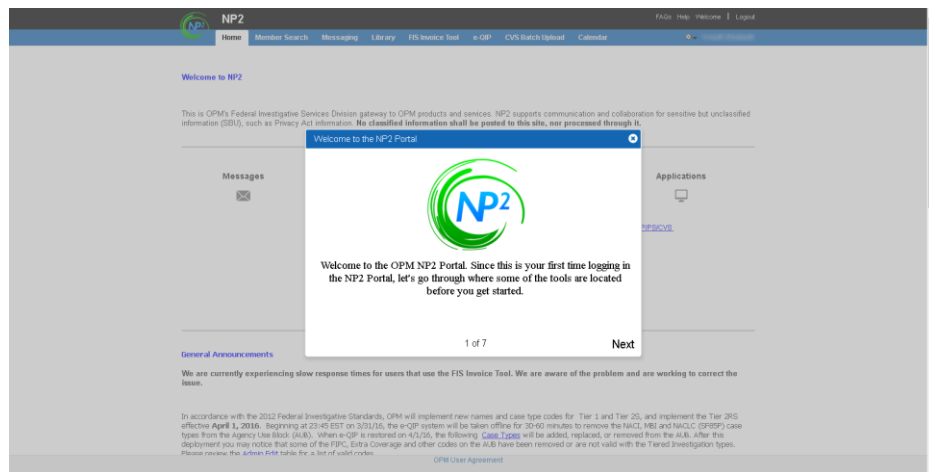
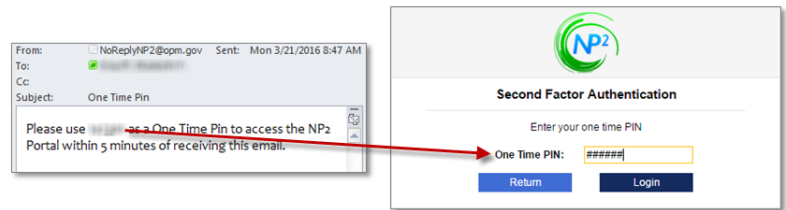
9. After successful creation of a password a “Password change successful” window will pop up.
10. Click on “**Click here to continue**”



11. The next window is to trigger a PIN to be generated and emailed the email address on record for the user.
12. Click “**OK**”



13. Once the email is received, enter the PIN into the window (please note the pin is valid for 5 minutes).
14. Click “**Login**”
15. NP2 Portal Welcome Page loads!





Logging in the next time:

After the initial login, a user can login with username and the created password.

1. Click the URL:
Apollo.opm.gov/deprecated.html
2. Confirm Screen will pop up.
3. Click “**Confirm**”
4. Enter “**username**”
5. Enter previously created “**password**”

6. Second Factor Authentication window pops up to trigger a PIN to be generated and emailed the email address on record for the user.
7. Click “**OK**”

8. Once the email is received, enter the PIN into the window (please note the pin is valid for 5 minutes).
9. Click “**Login**”
10. User will enter the NP2 Portal.



Need Help?

If the user has been granted access to the NP2 Portal and is unable to login, please contact the helpdesk for further assistance.



NP2HelpDesk@opm.gov



202-795-2727