

Smart FIR Support Memo

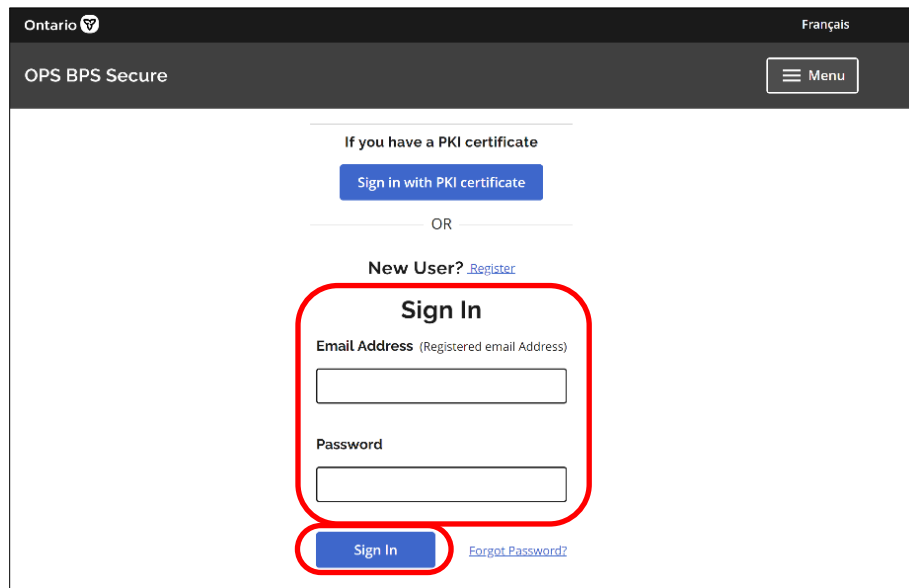
Update OPS BPS Secure Profile

1. Go to OPS BPS Secure Login Site

Using Microsoft Edge (the preferred browser), go to the following URL:

<https://www.login.security.gov.on.ca/opsbpssecure/public/login>

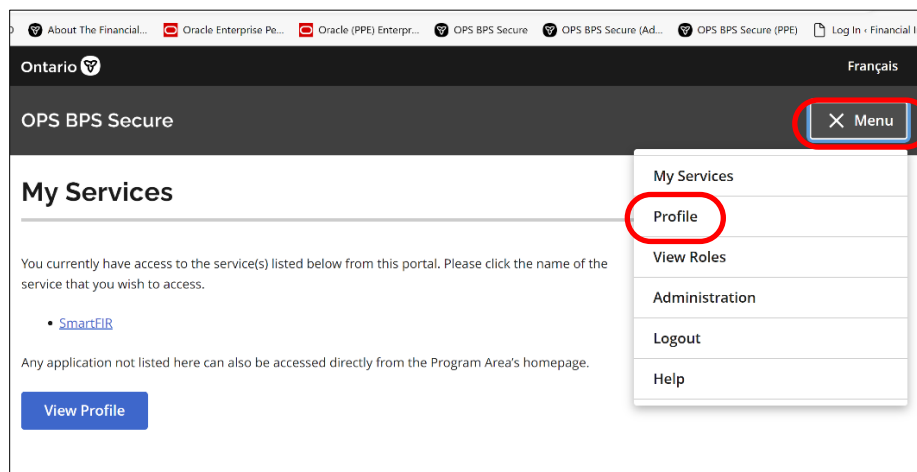
Enter your registered email address and password and click **Sign In**.



The screenshot shows the OPS BPS Secure login page. At the top, there is an Ontario logo and a language selector for 'Français'. Below the header, there is a 'Menu' button. The main content area features a 'Sign In' form. The form includes a 'Sign in with PKI certificate' button, followed by 'OR', and a 'New User? Register' link. The 'Sign In' section has two input fields: 'Email Address (Registered email Address)' and 'Password'. A blue 'Sign In' button is located below the password field, and a 'Forgot Password?' link is to its right. Red circles highlight the 'Sign In' button and the input fields.

2. View Profile

On the **My Services** page, click on **Menu** at top right, then on **Profile** to view your profile.



The screenshot shows the 'My Services' page on the OPS BPS Secure portal. At the top, there is an Ontario logo and a language selector for 'Français'. Below the header, there is a 'Menu' button. The main content area features a 'My Services' section. The 'Menu' button is highlighted with a red circle. A dropdown menu is open, showing the following options: 'My Services', 'Profile', 'View Roles', 'Administration', 'Logout', and 'Help'. The 'Profile' option is highlighted with a red circle. Below the 'My Services' section, there is a 'View Profile' button.

For further information or assistance, please contact FIR.MAH@ontario.ca.

2. View Profile (Cont'd)

The **Profile Information** screen appears as follows:

The screenshot shows the 'Profile Information' screen in the 'OPS BPS Secure' application. The header includes the Ontario logo, the text 'OPS BPS Secure', and a 'Français' language option. A 'Menu' button is located in the top right corner. The main content area is titled 'Profile Information' and contains a section for 'Personal information'. This section includes input fields for 'First Name', 'Middle Name', 'Last Name', and 'Display Name', each with a blacked-out placeholder. Below these fields are radio buttons for 'Preferred Language', with 'English' selected. At the bottom of the personal information section is a blue button labeled 'Update Information', which is circled in red. Below the 'Update Information' button is an 'Email' field with a blacked-out placeholder and a blue button labeled 'Update Email', also circled in red. Below the 'Update Email' button is a 'Password' field with a blacked-out placeholder and a blue button labeled 'Change Password', circled in red. At the bottom of the screen is a 'Roles' section with a blue button labeled 'View Roles'.

3. Edit Profile

To update First Name, Middle Name, Last Name, or Preferred Language, edit the data in the fields (Display Name will update automatically) and click **Update Information**.


To update your email address, edit the address shown in the field and click **Update Email**.


To manually update your login password, click on **Change Password** and proceed to #4.

For further information or assistance, please contact FIR.MAH@ontario.ca.

4. Change Password

After clicking on **Change Password**, you will be taken to the screen below.

Ontario  Français

OPS BPS Secure 

Change Password

Current Password (required)

New Password (required)

Confirm Password (required)

For your account security, we have sent an email to your currently registered email address with a One Time Pin for verification.

Enter One Time Pin (required)

If you don't see the email with One Time Pin in your inbox, please check your junk/spam folders.

Did not receive One Time Pin?

You will also receive at your login email a message with a one-time PIN attached, as below:

From: <noreply@ontario.ca>
Date: Wed, Aug 21, 2024 at 12:46 PM
Subject: BPS Secure – Password Reset / Accès sécurisé pour le secteur parapublic – Réinitialisation du mot de passe
To: <[redacted]@gmail.com>

Dear [redacted],

We received your request to reset your password. Please use the code [redacted] to set a new password.

Thank You,
BPS Secure Team

Bonjour [redacted],

Nous avons reçu votre demande de réinitialisation de votre mot de passe. Veuillez utiliser le code [redacted] pour définir un nouveau mot de passe.

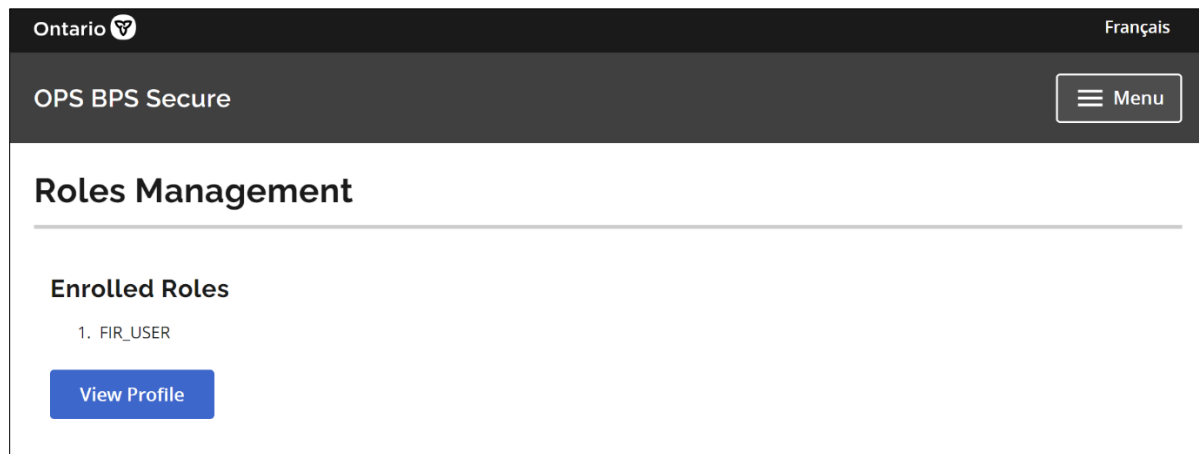
Merci,
L'équipe d'Accès sécurisé pour le secteur parapublic

Enter your current password, new password (twice for confirmation), and the one-time PIN code provided, then click **Submit** to update your password.

For further information or assistance, please contact FIR.MAH@ontario.ca.

5. Review Roles

To review your roles in OPS BPS Secure, click **View Roles**.



The screenshot shows the 'Roles Management' page in the OPS BPS Secure application. The page has a dark header with the Ontario logo and 'OPS BPS Secure' text on the left, and 'Français' and a 'Menu' button on the right. Below the header, the main content area is titled 'Roles Management'. Underneath, there is a section for 'Enrolled Roles' which lists '1. FIR_USER'. A blue button labeled 'View Profile' is positioned below the role list.

For standard users the role “**1. FIR_USER**” should be the only role listed.

Changes to roles must be authorized by OPS; contact FIR.MAH@ontario.ca for assistance.