OperationsIP

OIP-GDE-017 · Version 1.0 · Effective 1 December 2026

Signing In and Security Guide

A few simple habits keep your account and your business safe.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GDE-017	1.0	1 December 2026	Director	December 2027

Guide · Feature guides

1. Signing in

- Use your email and password
- Forgot your password? Tap Forgot password and follow the email
- Never share your login. Each person needs their own

2. One device at a time

- Staff: one device
- Owners and Admins: one phone and one computer
- Signing in somewhere new signs out the old device, with a message

3. Keep it safe

- Use a long passphrase you don't use anywhere else
- Lock your phone with a PIN, fingerprint or face
- Be careful of emails or texts asking you to sign in through a link. When unsure, open OperationsIP yourself
- Lost your phone? Sign in on a new device to sign the old one out, and tell your manager

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