

Where to Enter OPIN IDs



Use this document to identify where to enter your OPIN IDs within your Cox Campus account. Once your information is entered and saved, please remember to register for courses on OCCRRA **prior** to beginning courses.

1 Log-in

Log-in into your Cox Campus account by visiting <https://coxcampus.org>.

2 Select the Update Profile Button

The **Update Profile Button** is located on the right side of your dashboard below your profile picture/ profile icon.

3 My Account Page

After clicking on the **Update Profile Button**, the next screen will be your My Account page. Scroll down the page (e.g. midway) and find the **Certification Number Field** which is located below the phone number field.

4 Certification Number Field

After locating the **Certification Number Field** enter in your OPIN ID (**numerals only, no text, example: 1111-0000**).

5 Select Save

To ensure your profile is updated, navigate to the bottom of the page and select the **Save Changes Button**.

