

**From:** [John Cote](#)  
**To:** [&Portland-KATU-All](#)  
**Subject:** Access company resources from home - updated instructions  
**Date:** Friday, March 20, 2020 9:13:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)  
[START HERE STEPS TO PREPARE FOR WORKING REMOTELY.pdf](#)  
[image008.png](#)

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**If you are considering the possibility of working from home, or of accessing The Bridge or email, then you must read this.**

Good morning everyone,

Please see the updated instructions below for how to set up your Multi-Factor Authentication (MFA) account. This process is necessary if you need to access any company network resources from outside the station. This includes email, The Bridge, the VPN, WideOrbit, iNews, etc.

Even if you think you've done this already, it would be a good idea to sign into the MFA portal to confirm that it works for you and that your contact info is up to date.

Please also review the attached document from STP. It contains links to several company resources as well as support information should you need it.

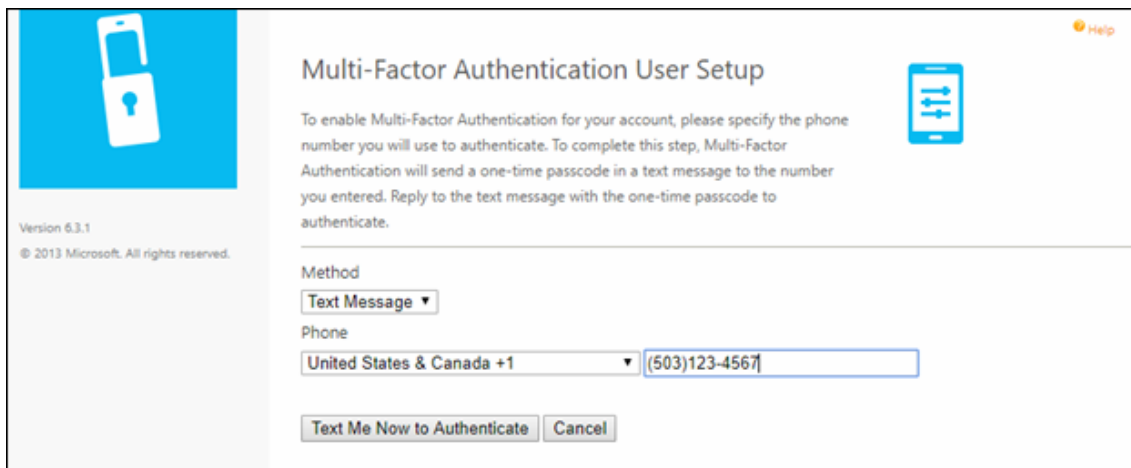
Feel free to reply (not reply-all) with any questions. Thank you.

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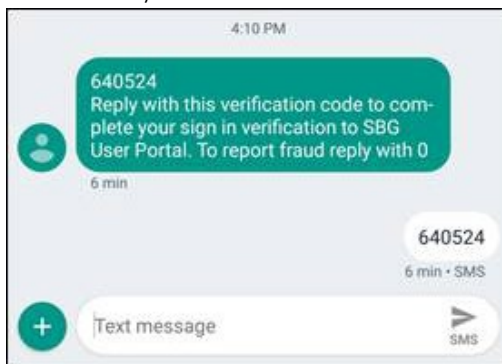
- Go to <https://mfa.sbgvtv.com>, and log in using your SBG credentials. **You must be at the station and plugged into the network to perform this step.**

If at this point, you get a phone call or text message from the system, you are already enrolled.

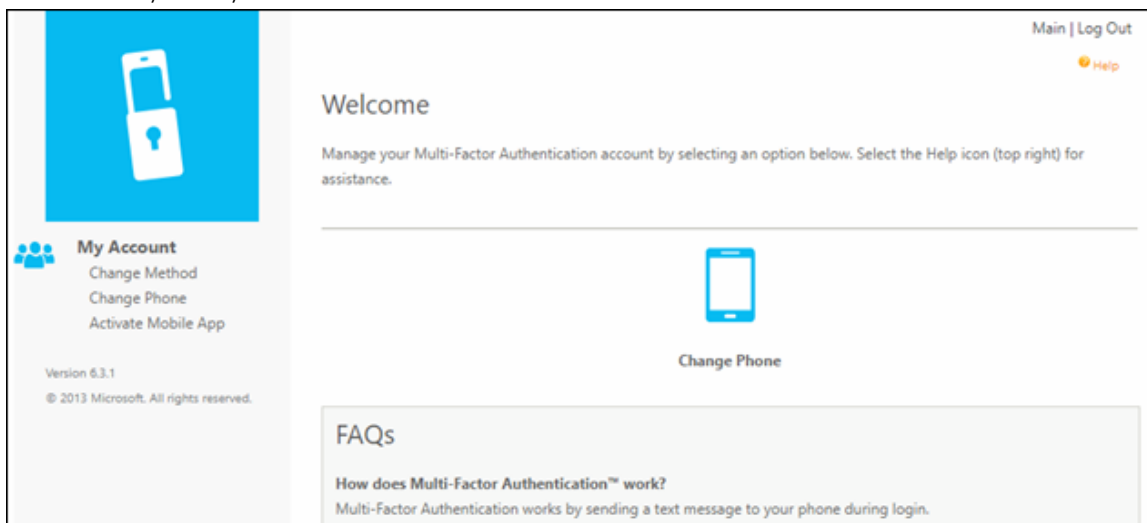
- From the dropdown menu, select "Phone Call" or Text Message," then type in your **mobile** phone number (**not your desk phone**), and click "Call/Text Me Now to Authenticate."



- The MFA system will then call/text the number which you provided. **Reply to the message** with the code it sends you.



- You are now enrolled! You should see a welcome screen on your browser. This screen has an FAQ section which you may want to review.



If you ever need to change your authentication method, you can do so from here.

Once you're set up with the Multi-Factor Authentication system, you can connect to resources on the Sinclair network from any internet-connected computer. Here are some links to get you started:

[The Bridge](#) | [Email](#) | [Office Online](#) | [OneDrive Online](#) | [Citrix](#)

# WebStore

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