



STEPS TO PREPARE FOR WORKING REMOTELY

The following **MUST** be configured and validated while you are **AT A SINCLAIR OFFICE/LOCATION AND ON THE SINCLAIR NETWORK**:

- Verify you have set up multi-factor authentication (MFA)
 - To set up MFA for the first time, follow the [MFA Setup Instructions](#)
 - To verify your MFA method and contact information log into the [MFA Portal](#)

Once MFA has been set up, business applications accessible from **any internet connection** can be found below.

Microsoft Office 365	(Word, PowerPoint, Excel, SharePoint, OneDrive, etc.)
The Bridge	Financial and Human Resources Management
Linear Traffic Systems	OSi, WideOrbit, Broadway
Operative Express	Digital Traffic System
OperativeOne	Digital Traffic System
OperativeAOS	Digital Traffic System
SELL	Customer Relationship Management
Concur	Travel and expense management
ServiceNow	STP Service Desk and Ticketing
HelpTrac	Business workflows

If you need access to applications or files not found on this list, please connect to the Citrix VPN

- [Citrix VPN Instructions for Windows](#)
- [Citrix VPN Instructions for Macs](#)

If you use Citrix Receiver to access traffic applications, it is accessible from either your company-issued desktop client or through the [Citrix Receiver web-portal](#).

If you require further support, please contact the STP Service Desk

- **Phone:** 1-800-228-2873 (Option 2)
- **Support:** [ServiceNow](#)
- **E-mail:** stpservice@sbgtv.com