

Don't blow up your computer!

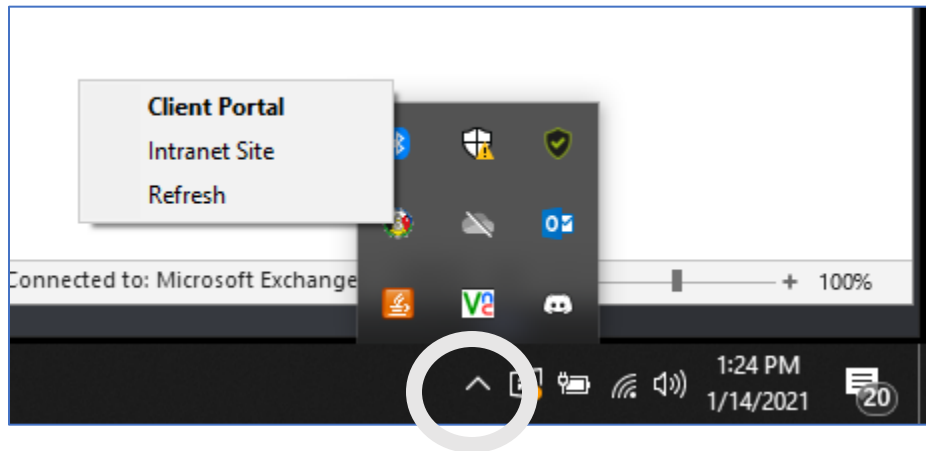


Portal? What's That?!

Yesterday I talked about the new ways to contact IT. I have been talking about the Portal and saying everyone should have an invitation in their email. Well, what if you don't have it or it was deleted? Now you need to use the portal and how can you get in?

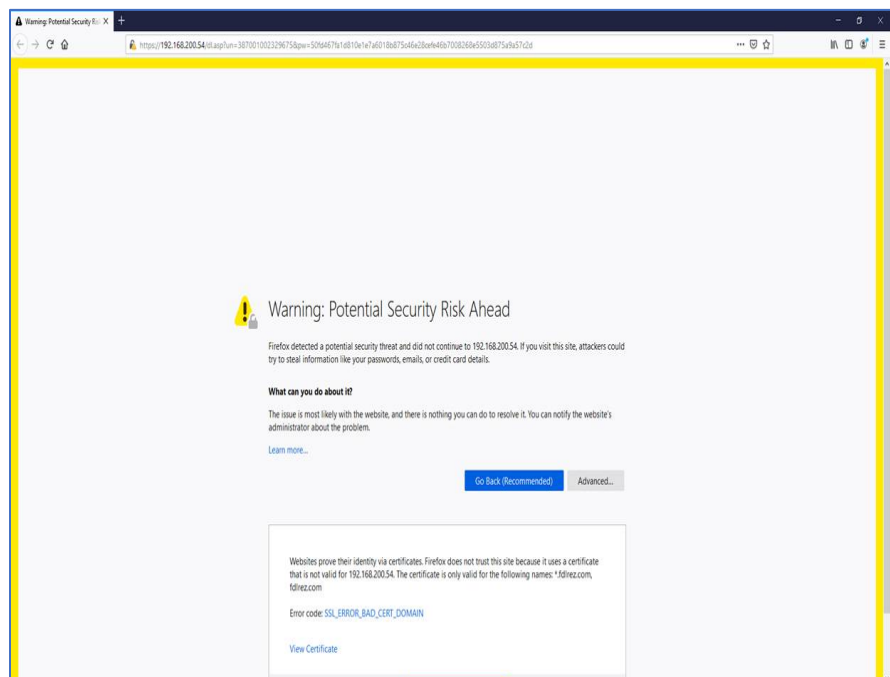
First, you need to be on the Fond du Lac business network. That means if you want to use the portal and you are working from home you will need to remote into your work station.

In the lower right corner of your taskbar, select the up arrow, right click on the agent, click Client Portal



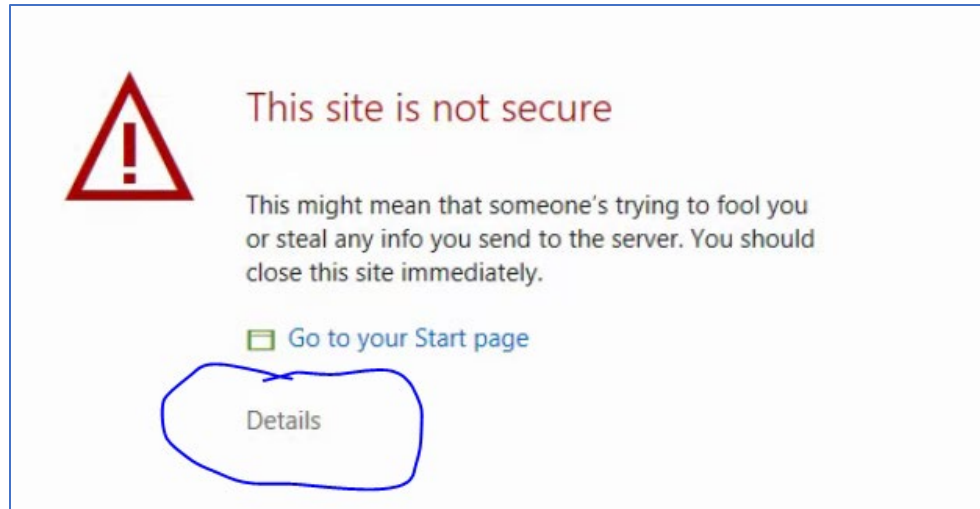
If you see the following warning ignore it for once. This will only show the first time you try to log in. Thank you for all the people who called or sent messages regarding this.

This is what you might see if you are using Firefox. Do not go back. This will happen the first time you try to get in.



With Edge it looks like this...

Click on Details and click to continue on from the next warning.



Keep going forward until you see this to sign on to the portal.

Use your email address as your username. Click next.



Click on the link Forgot Password, fill in your email and you will get another email telling you what your username and password is for the Vorex Account.

Go back to the portal and use your user name and password. Use the password that will be in the email.

Change your password from the user tab once you are in.

