Multi-Factor Authentication required for all remote access

If you need to access WCBR Email from a personal phone or computer or while not on-campus, you must enroll in Multi-Factor Authentication. (MFA)

Please contact the IT Helpdesk via phone (434-972-3100 Ext. 4500) or email (IT.Workorders@wc-br.org) to request access. Once access is approved, the IT department will initiate the enrollment process, and you will receive an email from WatchGuard AuthPoint. The email is valid for seven days; if you do not complete the process before then, it will need to be started again by IT.

The email will look similar to this:

Click the "Start Activation" button in the email you receive, and follow the instructions. You will need to install the WatchGuard AuthPoint App on your mobile device; it is available for Android and iPhone devices.

Once you have enrolled successfully, you will see a 6-digit number displayed in the app. The number will change each time the progress bar underneath it fills up; this is normal behavior and can be ignored. You can exit the app at this point.

Logging In:

1. To begin, open the following URL on your computer or mobile device: https://access.wc-br.org/
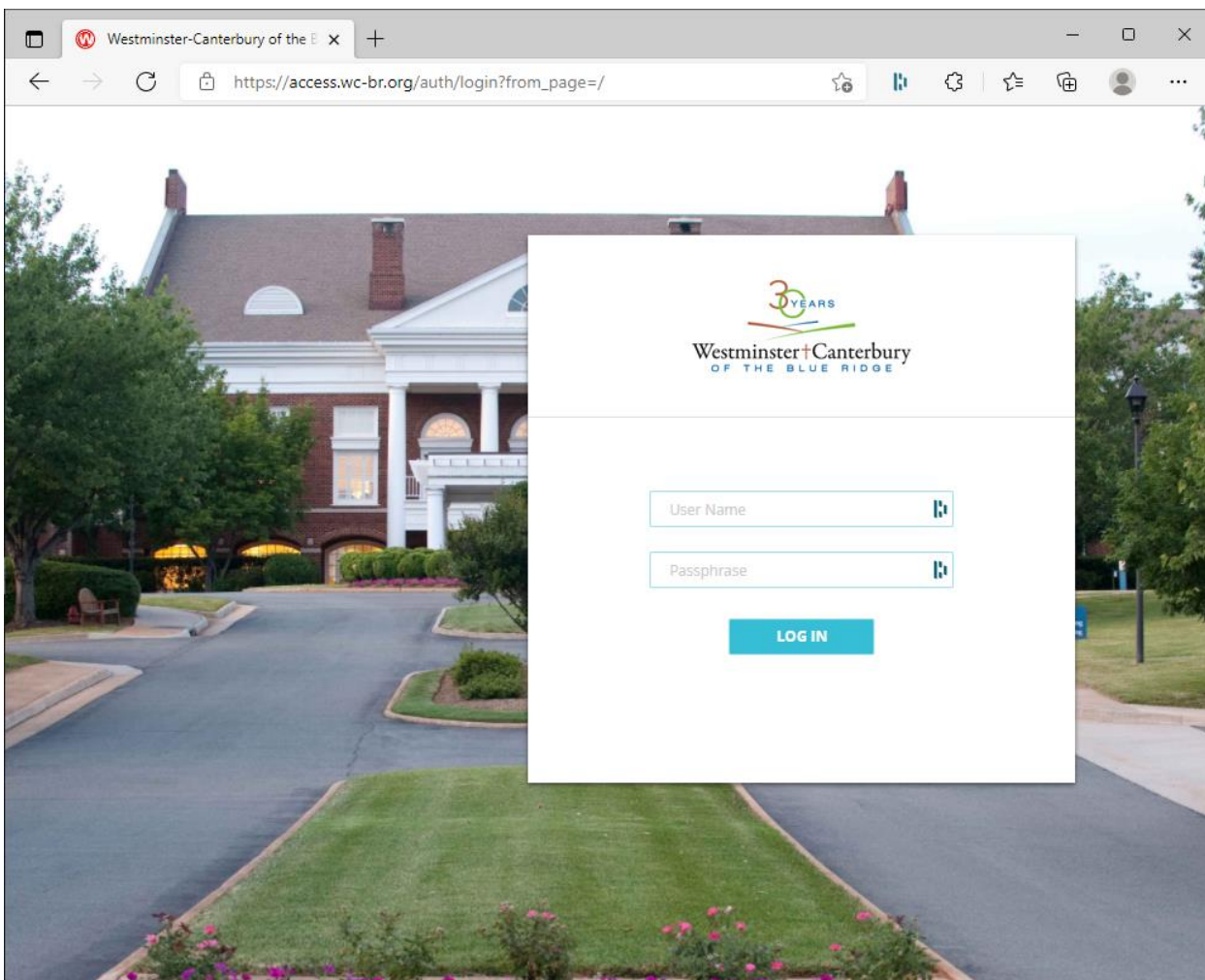
2. Log in using "MFA\" followed by your username (first initial and last name) along with your password. Enter the same password you use to log in to your computer or email at work.

   • Note: For AccessPortal, "MFA" must be in all **uppercase**.

3. You will receive a push notification on your phone asking if you are attempting to log in. Open the AuthPoint app; a screen will pop up with the details of the log-in attempt and an "Accept" or "Decline" option at the bottom. If you decline or take too long to respond, the website will return to the log-in page with an error. If you approve it, the website will refresh and log you in.

4. Click the icon for Outlook Web Access (OWA) under Applications:
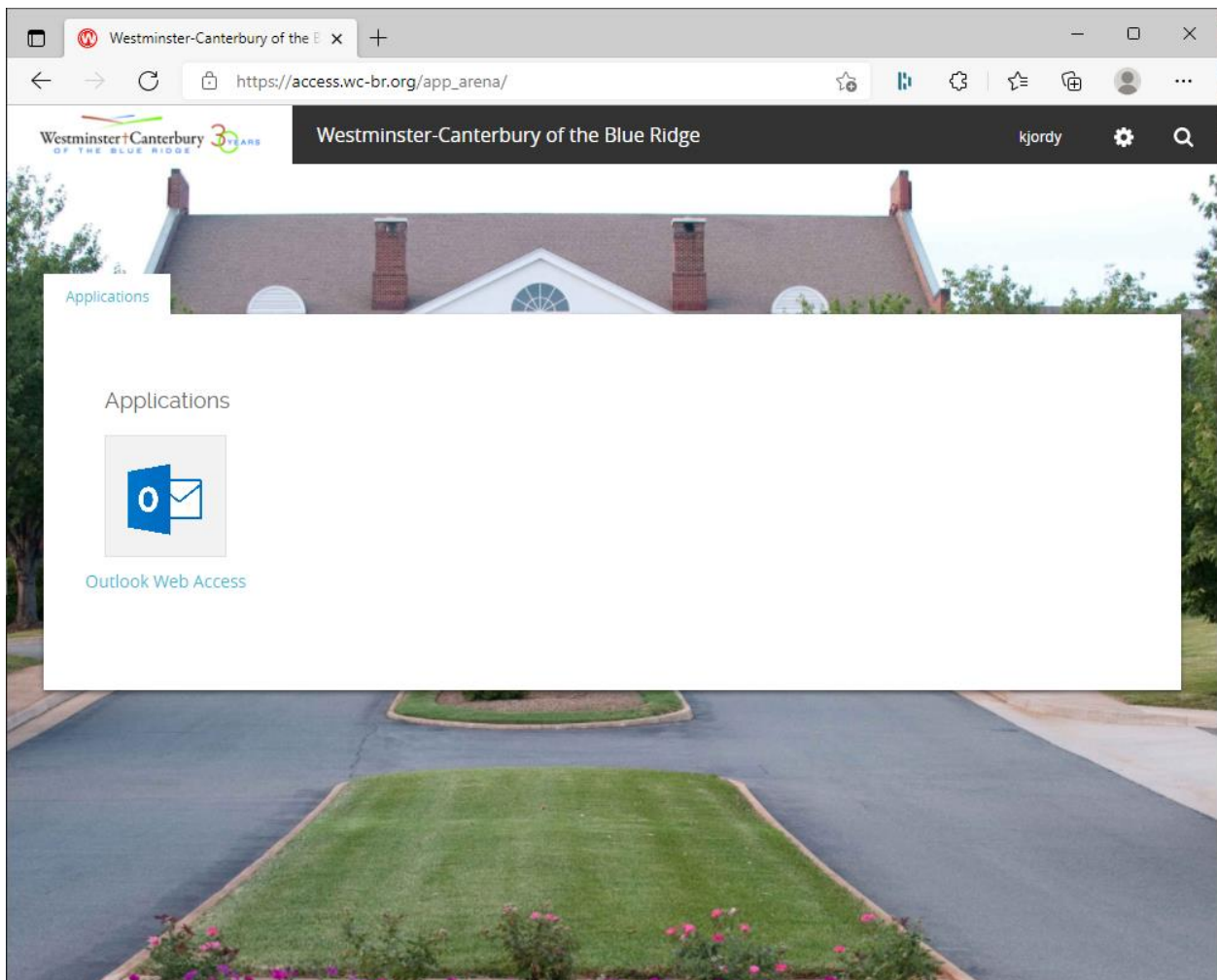
5. Log in to "OWA" using only your username (first initial + last name) and your password to access your email:
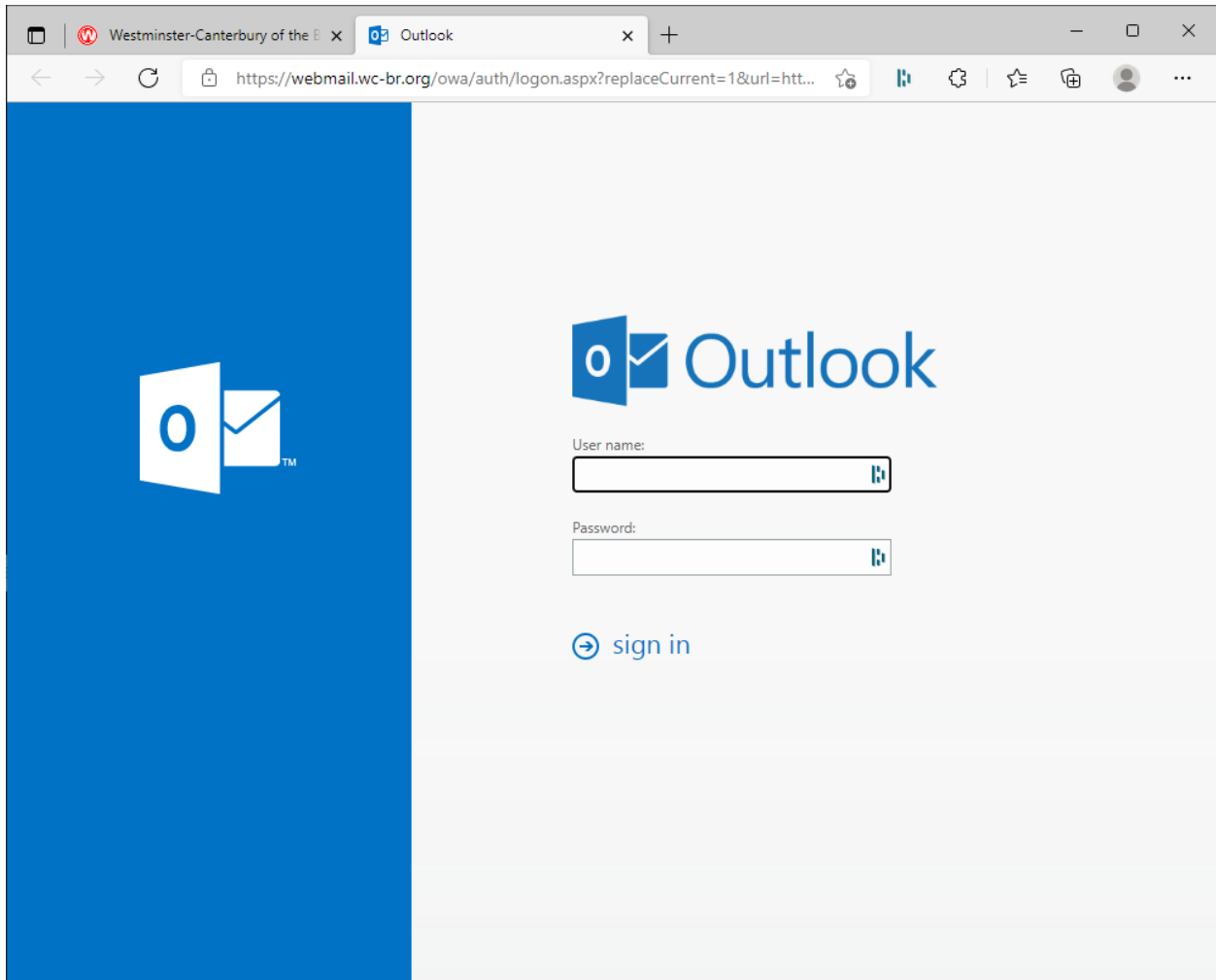
Note: If you are accessing your email from a WCBR computer on-campus, visiting the URL in step 1 will bypass the firewall authentication and AccessPortal and take you directly to step 5.

You can cut out the card below and keep it with you for an easy reminder:

Checking WCBR Email with Push MFA

1   https://access.wc-br.org
2   Enter MFA\username (MFA is case sensitive, the username is your First Initial + Last Name), and your password and log in
3   Approve "Push" in AuthPoint mobile app
4   Click on the Outlook Web Access icon
5   Log in with just your username and password

If you have any issues or questions regarding MFA Enrollment or logging in, please call or email the IT Helpdesk for assistance:

WCBR-IT Helpdesk
8:00 AM – 4:30 PM, Mon – Fri
434-972-3100 Ext. 4500
IT.Workorders@wc-br.org