



Welcome

...Page 2

स्वागत

...Page 8

Bem-vindx

...Page 14

Bienvenid@

...Page 20

Attention!

Due to recent supply chain constraints, some new hires may receive a Duo token (pictured here) in place of the Yubikey mentioned in the setup steps below. When the button is pressed, the Duo token will produce 2-factor authentication passcodes for use during sign-in and setup or at any point when you are otherwise prompted to use a Yubikey. Please refer to your Onboarding Portal for the latest guidance.





The following guide is intended for employees setting up equipment via remote onboarding ONLY.

If you are at a New Hire Orientation event, a facilitator will guide you through the proper setup steps. You will not need to refer to this document and are free to close out.



Need help?

24/7 support is available

- Launch the **Help@ Remote Support App** from your Mac or PC
- Scroll to the last pages of this document to find the international directory

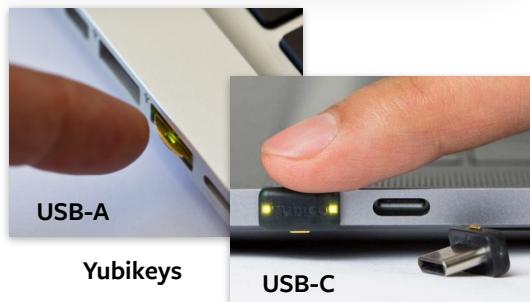
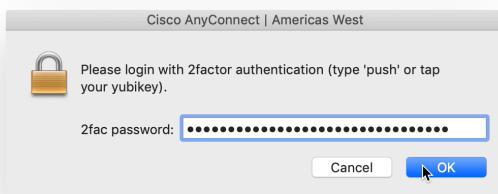
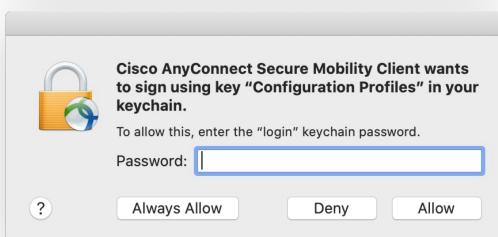
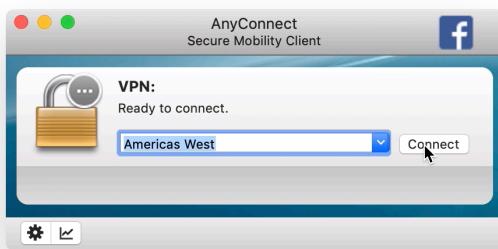
FACEBOOK

Welcome to Facebook! This packet contains important information about your Tech Setup.

- 1** **Connect to VPN** - When you're away from a Facebook office, you'll need to use VPN to access internal resources.



Cisco AnyConnect Client App



a. Connect your laptop to your local wifi network, then locate and open the **Cisco AnyConnect Secure Mobility Client** application.

b. In the first dialogue box **select your appropriate local region** (e.g. "Americas West," "EMEA," etc.)

If you receive this prompt, that's normal. Enter the same password you used to log into the laptop and click **Always Allow**.

c. When prompted by the second dialogue box for 2-factor authentication, just **give your Yubikey a tap** and it will enter a 2-fac passcode for you.

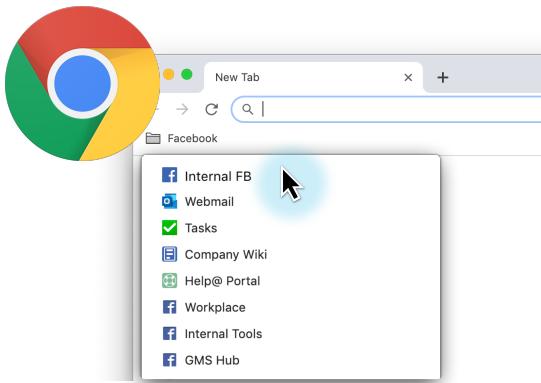
Most PCs are equipped with **USB-A Yubikeys** and should be *tapped on the side*.

Most Macs will have **USB-C Yubikeys** and should be *tapped on top*.

You should now have a secure connection! Scroll down to see the next steps...

2

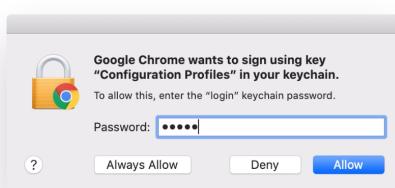
Internal Access - Now let's get your access enabled!



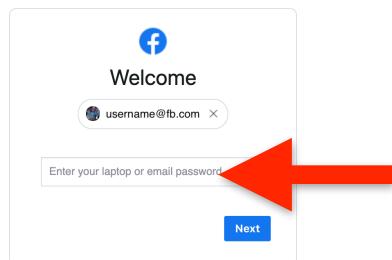
Open **Google Chrome** and locate the Facebook bookmarks folder in the upper left corner. Select the first bookmark, labeled **Internal FB**.



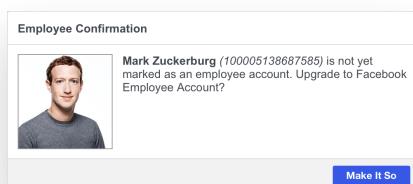
Mac users can find **Chrome** via the **Launchpad app** in the dock



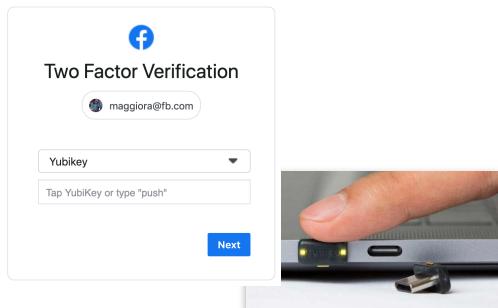
You will likely see this prompt from Chrome as well. Please enter your laptop password and click **Always Allow**. **Note:** If you inadvertently click Allow, it's OK — you'll just need to enter the password 1-2 more times.



Meanwhile, when this page loads into your browser window, **enter your default laptop password** once again.



On the following webpage, verify your name and click the "Make it so" button!



After a few moments, you'll be asked for Two-Factor Verification (2fac). **Tap your Yubikey** once again and then click **Next**.

3

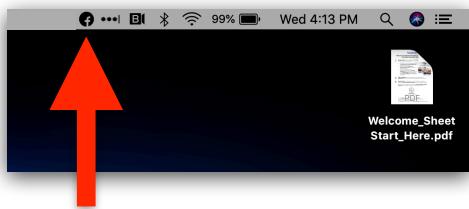
Corporate Password - When the Make it So process completes, you'll be asked to **change the default (laptop) password** you've been given. Follow the prompts and you're all set!

The screenshot shows a 'Change Your Password' page. At the top, there's a warning box: 'Compromised? If you think your old password was compromised, contact CERT now.' Below it, instructions say to use the form to change passwords for Active Directory (Laptop, Email) and Devservers. It lists password complexity requirements: making it long and unique, avoiding common phrases like 'correct horse battery staple', and not reusing it across other sites. A note says that as you type your new password, a message prompt will highlight unmet requirements. For an optimal user experience, it suggests connecting to lighthouse or VPN before changing your password. There are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A 'Submit' button is at the bottom right.

And just a heads up: In addition to being used for your laptop, this password will be used across many internal services, including **e-mail**.

4

Laptop password update: If you have a **PC**, after a few minutes your laptop will automatically sync to the new password you just created. Scroll down to the next page and move on! If you have a **Mac**, we're going to tackle one last step here to ensure the Mac syncs to that new password right away.



Click the **Facebook favicon** in the menu bar. This should trigger the following password box to appear (if it hasn't already shown up during your setup).



Enter your **new password** then click **Sign In**

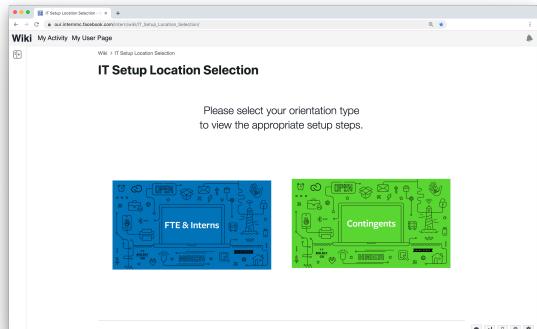


Enter the **default laptop password** (one last time!) then click **Sync**



Next steps

After resetting your password, you'll land on a page (on your laptop) with a few more steps you can tackle to get fully up and running...



When you reach this page, select whichever prompt is appropriate for you: **FTE & Intern** or **Contingent Worker**.

The next page will ask you if you received a **Facebook-issued phone**. Again, select the appropriate option for you.

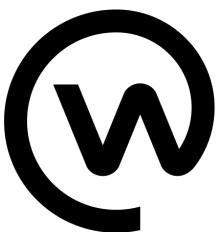
Follow the steps on the page. You'll be asked to do things like set (or update) the PIN/passcode used to unlock the phone, and also make sure your email settings are up-to-date. The **laptop password** you just reset moments ago *will also serve as your email password*, so be sure to use that new password when prompted on your mobile device.

If at any point you lose track of the setup page, enter the following URL to make your way back: **fburl.com/groupsetup**

Pro tips



Looking for your **email and calendar**? The easiest method is to return to the bookmarks folder we used earlier, and select the **Webmail** bookmark. Your work/Facebook email address is your *username@fb.com* and the password is the same as the one you just set for your laptop. You can find your username on the sticker attached to your laptop.



Need to connect with your co-workers or message your manager? Locate the **Workplace** bookmark (or the app on your work phone) and *sign in with your @fb.com address*, and the same laptop/email password. Workplace is like Facebook — but for work! You'll find internal groups, posts, and also Work Chat. Think Facebook Messenger, but just for internal chats and groups.

Helpdesk Contact Numbers

Below are numbers which can be called to leave a voice message and receive a callback from a Technician. If your office does not have a Local or Toll Free number listed, try calling the closest geographical option. If that does not work, try the US numbers.

North America

Location	Local Facebook Dial Number	Toll Free Number
US	+1-650-644-5000	(866) 844-6814

LATAM

Location	Local Facebook Dial Number
Brazil	+55-11-3230-0330

EMEA

Location	Local Facebook Dial Number
Ireland	+353-1-588-2900
UK	+44-20-8106-2900

APAC

Location	Local Facebook Dial Number	Toll Free Number
India	N/A	000-80004-03490
Singapore	+65-3138-5100	N/A



निम्नलिखित गाइड केवल रिमोट ऑनबोर्डिंग के माध्यम से उपकरण स्थापित करने वाले कर्मी के लिए है।

यदि आप एक ऑनबोर्डिंग कार्यक्रम में हैं, तो एक सूत्रधार आपको उचित सेटअप चरणों के माध्यम से मार्गदर्शन करेगा। आपको इस दस्तावेज़ को संदर्भित करने की आवश्यकता नहीं है और इसे बंद करने के लिए स्वतंत्र हैं।



मदद की ज़रूरत है?
24/7 समर्थन उपलब्ध है

- अपने मैक या पीसी से **Help@ Remote Support App** ऐप लॉच करें
- कॉल (650) 644-5000 (या अंतर्राष्ट्रीय निर्देशिका खोजने के लिए इस दस्तावेज़ के अंतिम पृष्ठों पर स्क्रॉल करें)

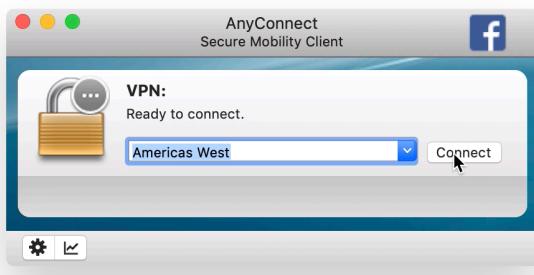
FACEBOOK

फेसबुक पर आपका स्वागत हैं! इस पैकेट में आपके तकनीक सेटअप के बारे में महत्वपूर्ण जानकारी है।

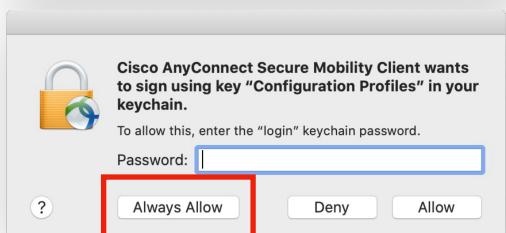
- 1 वीपीएन से कनेक्ट करें** - जब आप फेसबुक कार्यालय से दूर होते हैं, तो आपको आंतरिक संसाधनों तक पहुंचने के लिए वीपीएन का उपयोग करना होगा।



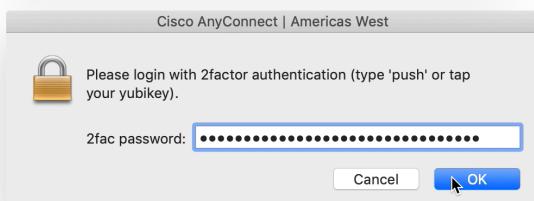
Cisco AnyConnect Client App



- अपने लैपटॉप को अपने स्थानीय वाईफाई नेटवर्क से कनेक्ट करें, फिर Cisco AnyConnect Secure Mobility क्लाइंट एप्लिकेशन को ढूँढें और खोलें।



- पहले संवाद बॉक्स में अपना उपयुक्त स्थानीय क्षेत्र चुनें (उदा। "Americas West," "EMEA," आदि)



- यदि आपको यह संकेत मिलता है, तो यह सामान्य है। उसी पासवर्ड को दर्ज करें जिसका उपयोग आपने लैपटॉप में लॉग इन करने के लिए किया था और "**Always allow**" पर क्लिक करें।



- 2-Fac Authentication के लिए दूसरे डायलॉग बॉक्स द्वारा संकेत दिए जाने पर, बस अपने **Yubikey** को एक टैप दें और यह आपके लिए 2-Fac पासकोड दर्ज करेगा।

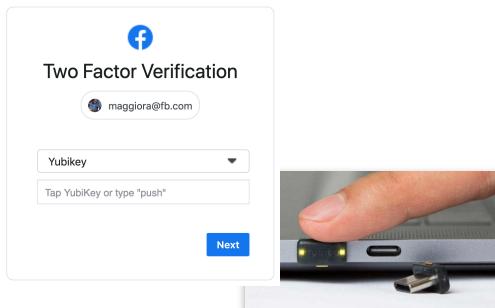
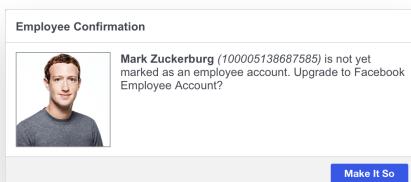
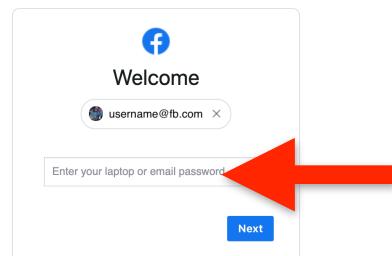
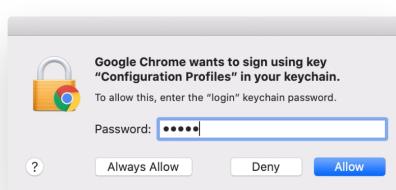
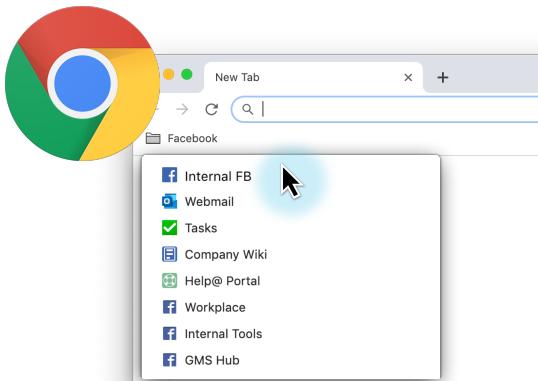
अधिकांश पीसी **USB-A Yubikeys** से लैस हैं और इन्हें साइड में टैप किया जाना चाहिए।

अधिकांश Mac में **USB-C Yubikeys** होगा

अब आपके पास एक सुरक्षित कनेक्शन होना चाहिए! अगले चरण देखने के लिए नीचे स्क्रॉल करें ...

2

इन्टर्न एक्सेस - अब चलो एक्सेस सक्षम करें!



Google Chrome खोलें और ऊपरी बाएं कोने में फेसबुक बुकमार्क फोल्डर खोजें। इंटर्न लेबल वाले पहले बुकमार्क का चयन करें।



मैक उपयोगकर्ता लॉन्चपैड ऐप के माध्यम से क्रोम पा सकते हैं

आपको क्रोम से यह संकेत दिखाई देगा। कृपया अपना लैपटॉप पासवर्ड दर्ज करें और हमेशा अनुमति दें पर क्लिक करें।

नोट: यदि आप अनजाने में अनुमति दें पर क्लिक करते हैं, तो यह ठीक है - आपको केवल 1-2 बार पासवर्ड दर्ज करने की आवश्यकता होगी।

इस बीच, जब यह वेबपेज आपकी ब्राउज़र विंडो में लोड होता है, तो एक बार फिर अपना डिफ़ॉल्ट लैपटॉप पासवर्ड दर्ज करें।

निम्नलिखित वेबपेज पर, अपना नाम सत्यापित करें और “**Make it so**” बटन पर क्लिक करें।

कुछ क्षणों के बाद, आपको टू-फैक्टर सत्यापन (2fac) के लिए कहा जाएगा।

अपनी Yubikey को एक बार फिर से टैप करें और फिर Next पर क्लिक करें।

3

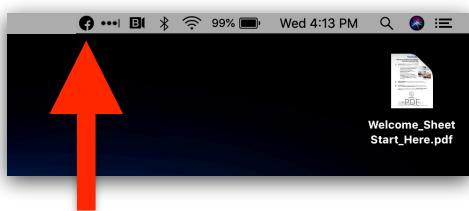
कॉर्पोरेट पासवर्ड - जब यह प्रक्रिया पूरी हो जाती है, तो आपको **डिफ़ॉल्ट (लैपटॉप) पासवर्ड** जो आपको दिया गया है, को बदलने के लिए कहा जाएगा। संकेतों का पालन करें और आप सभी सेट हैं!

The screenshot shows a 'Change Your Password' form. At the top, there's a warning message: 'Compromised? If you think your old password was compromised, contact CERT now.' Below it, instructions say: 'Use the form below to change your passwords for Active Directory (Laptop, Email) and Devservers.' A note states: 'Passwords must meet or exceed the password complexity standard. In a nutshell: Make it long; using a phrase as a password, like "correct horse battery staple", is preferred over an unmemorable password like "Tr0ub4dor&3". Don't re-use it; your corporate password should not be used on any other website (this includes other Facebook products and previously-compromised passwords). As you type your new password, a message prompt will highlight unmet requirements.' Below this, a note says: 'For an optimal user experience, please connect to lighthouse or VPN before changing your password.' The 'Password Strength:' section contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A 'Submit' button is at the bottom.

आपके लैपटॉप के लिए उपयोग किए जाने के अलावा, यह पासवर्ड **ई-मेल** सहित कई आंतरिक सेवाओं में उपयोग किया जाएगा।

4

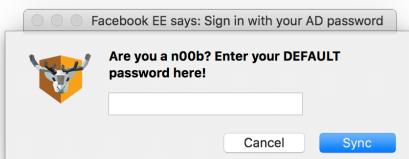
लैपटॉप पासवर्ड अपडेट: यदि आपके पास **पीसी** हैं, तो कुछ मिनटों के बाद आपका लैपटॉप आपके द्वारा बनाए गए नए पासवर्ड के साथ स्वचालित रूप से सिंक हो जाएगा। अगले पृष्ठ पर नीचे स्क्रॉल करें और आगे बढ़ें! यदि आपके पास एक **मैक** है, तो हम मैक को उस नए पासवर्ड से तुरंत समाप्त करने के लिए एक अंतिम चरण से निपटने जा रहे हैं।



मेनू बार में **फेसबुक फेविकॉन** पर क्लिक करें। यह दिखाई देने के लिए निम्न पासवर्ड बॉक्स को ट्रिगर करना चाहिए (यदि यह आपके सेटअप के दौरान पहले से ही नहीं दिखा है)।



अपना **नया पासवर्ड** डालें और फिर **साइन इन** पर क्लिक करें

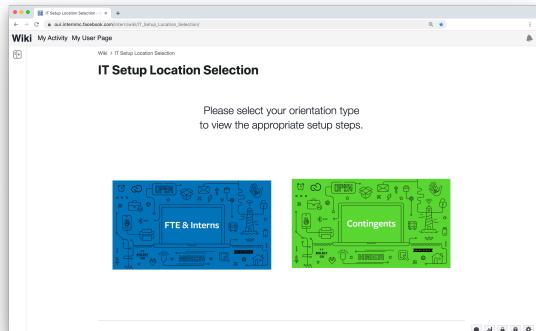


डिफ़ॉल्ट लैपटॉप पासवर्ड दर्ज करें (एक आखिरी बार!) फिर **सिंक** पर क्लिक करें



अगला स्टैप

अपना पासवर्ड रीसेट करने के बाद, आप कुछ और चरणों के साथ एक पृष्ठ (अपने लैपटॉप पर) पर उतरेंगे, जिससे आप पूरी तरह से उठ सकते हैं और चल सकते हैं ...



जब आप इस पृष्ठ पर पहुंचते हैं, तो जो भी आपके लिए उपयुक्त है, उसका चयन करें: **FTE & Intern or Contingent Worker.**

अगला पेज आपसे पूछेगा कि क्या आपको **फेसबुक द्वारा जारी फोन मिला है।** फिर से, आप के लिए उपयुक्त विकल्प का चयन करें।

वेबपेज पर दिए गए चरणों का पालन करें। आपको फोन को अनलॉक करने के लिए उपयोग किए जाने वाले पिन / पासकोड जैसे सेट (या अपडेट) करने के लिए कहा जाएगा, और यह भी सुनिश्चित करें कि आपकी ईमेल सेटिंग्स अद्यतित हैं। आपके द्वारा अभी कुछ समय पहले रीसेट किया गया **लैपटॉप पासवर्ड** आपके ईमेल पासवर्ड के रूप में भी काम करेगा, इसलिए अपने मोबाइल डिवाइस पर संकेत मिलने पर उस नए पासवर्ड का उपयोग करना सुनिश्चित करें।

यदि किसी भी बिंदु पर आप सेटअप पृष्ठ का ट्रैक खो देते हैं, तो अपना रास्ता बनाने के लिए निम्न URL दर्ज करें: **fburl.com/groupsetup**

महत्वपूर्ण सुझाव



आपके **ईमेल और कैलेंडर** की तलाश है? सबसे आसान तरीका यह है कि हम पहले उपयोग किए गए बुकमार्क फ़ोल्डर पर वापस लौटें, और **वेबमेल** बुकमार्क का चयन करें। आपका काम / फेसबुक ईमेल पता आपका username@fb.com है और पासवर्ड वही है जो आप अपने लैपटॉप के लिए सेट करते हैं। आप अपने लैपटॉप पर लगे स्टीकर पर अपना उपयोगकर्ता नाम पा सकते हैं।



अपने सहकर्मियों से जुड़ने या अपने प्रबंधक को संदेश देने की आवश्यकता है? **वर्कर्लेस** बुकमार्क (या अपने काम के फ़ोन पर ऐप) का पता लगाएँ और अपने @ fb.com पते और उसी लैपटॉप / ईमेल पासवर्ड से साइन इन करें। कार्यस्थल फेसबुक की तरह है - लेकिन काम के लिए! आपको आंतरिक समूह, पोस्ट और कार्य चैट भी मिलेंगे। फेसबुक मैसेंजर सोचो, लेकिन सिर्फ आंतरिक चैट और समूहों के लिए।

हेल्पडेस्क संपर्क नंबर

नीचे ऐसे नंबर दिए गए हैं जिन्हें वॉयस मैसेज छोड़ने और टेक्निशियन से कॉलबैक प्राप्त करने के लिए इस्तेमाल किया जा सकता है। यदि आपके कार्यालय में एक स्थानीय या टोल फ्री नंबर सूचीबद्ध नहीं है, तो निकटतम भौगोलिक विकल्प को कॉल करने का प्रयास करें। अगर वह काम नहीं करता है, तो यूएस नंबर की कोशिश करें।

North America

Location	Local Facebook Dial Number	Toll Free Number
US	+1-650-644-5000	(866) 844-6814

LATAM

Location	Local Facebook Dial Number
Brazil	+55-11-3230-0330

EMEA

Location	Local Facebook Dial Number
Ireland	+353-1-588-2900
UK	+44-20-8106-2900

APAC

Location	Local Facebook Dial Number	Toll Free Number
India	N/A	000-80004-03490
Singapore	+65-3138-5100	N/A



O guia a seguir deve ser utilizado
APENAS para colaboradores(as) que vão
realizar o onboarding remoto.

Se você está participando de um evento
de orientação de novos colaboradores,
um(a) facilitador(a) vai te guiar pelo
passo a passo de configuração e você
não vai precisar seguir este documento
e pode ficar a vontade para fechá-lo.



Precisa de ajuda?

Suporte 24/7 está disponível

- Abra o aplicativo **Help@ Remote Support** presente no seu Mac ou Windows
- Ligue para (11) 3073-6900 (ou prossiga para a última página deste documento para encontrar a lista com os números de acordo com cada país)

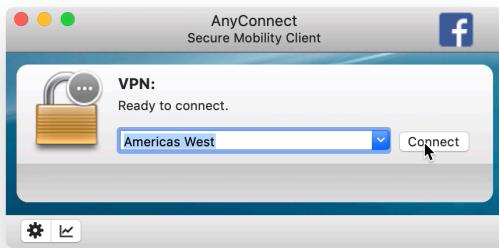
FACEBOOK

Bem-vindo(a) ao Facebook! Este material contém informações importantes sobre a configuração do seu equipamento.

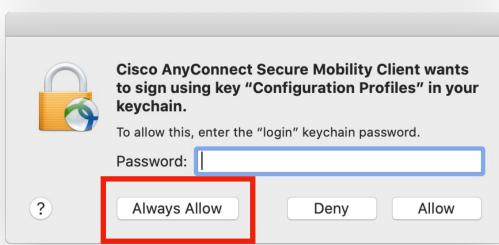
- 1 Conecte-se à VPN** - Quando você não está em um escritório do Facebook, você precisa usar a VPN para acessar nossos recursos internos.



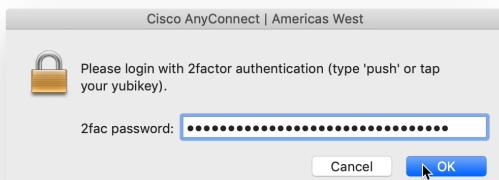
Aplicativo Cisco AnyConnect Secure Mobility Client



- a. Conecte seu computador à sua rede WiFi local, então encontre e abra o aplicativo: **Cisco AnyConnect Secure Mobility Client**.

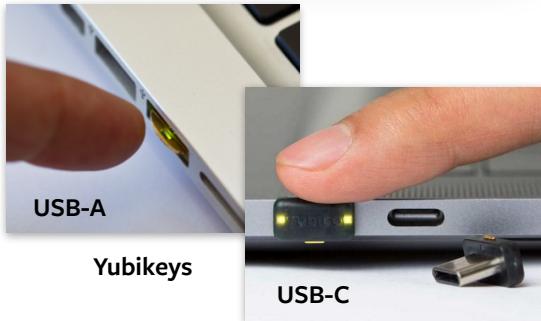


- b. Use o botão de dropdown para selecionar a região em que você trabalha (como "LATAM", "EMEA," etc.)



Se essa janela aparecer, não se preocupe, é normal. Digite a mesma senha que foi utilizada para fazer login no computador e clique em **Always Allow**

- c. Então uma segunda janela aparecerá solicitando uma autenticação de 2 fatores, apenas **toque na sua Yubikey** e a chave de autenticação de 2 fatores será inserida automaticamente.



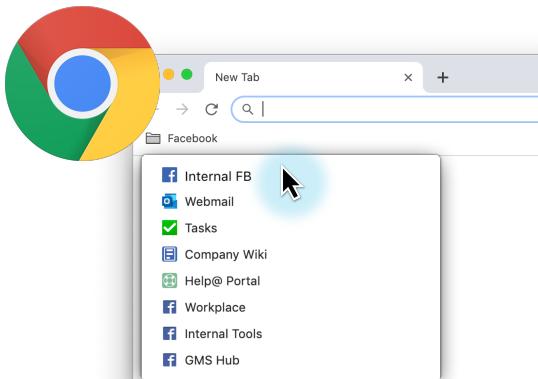
A maioria dos computadores Windows estão equipados com **Yubikeys** do tipo **USB-A**. Para acioná-la, toque ao lado.

A maioria dos Macs usam **Yubikeys** do tipo **USB-C**. Para acioná-la, toque ao cima.

Agora você tem uma conexão segura! Siga para próxima página para ver os próximos passos...

2

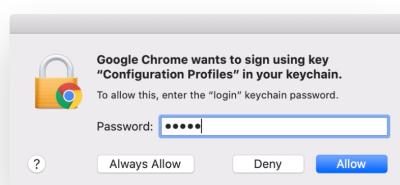
Acesso Interno - Agora vamos habilitar os seus acessos!



Abra o **Google Chrome** e localize a pasta de Favoritos do Facebook no canto superior esquerdo. Selecione o primeiro ícone, chamado **Internal FB**.

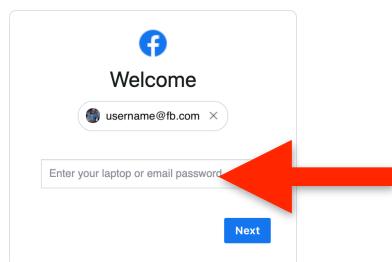


Usuários de Mac podem encontrar o **Chrome** através do **Launchpad**, que está fixado na dock.

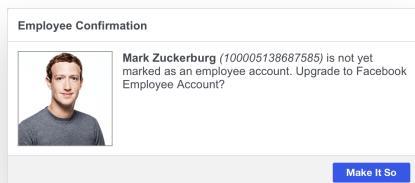


Você provavelmente vai se deparar com essa janela do Chrome. Por favor, insira a senha do seu computador e clique em **Always Allow**.

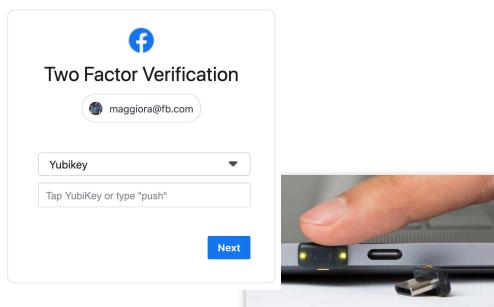
Obs: Se você acidentalmente clicar em Allow ou pressionar Enter, sem problemas - você apenas terá que inserir sua senha uma ou duas vezes mais.



Enquanto isso, quando essa página for carregada na janela do seu browser, **insira a senha temporária do seu computador** mais uma vez.



Na página seguinte, verifique o seu nome e clique no botão "Make it so" !



Após alguns instantes, uma nova janela aparecerá solicitando uma autenticação de 2 fatores. Selecione a opção "Yubikey", depois **toque na sua Yubikey novamente**, a chave de autenticação de 2 fatores será inserida automaticamente e clique em "Next".

3

Senha corporativa - Quando o processo de "Make it so" for concluído, você deverá **trocar a senha temporária do seu computador** que foi informada. Siga os passos a seguir para concluir esse processo!

The screenshot shows a web-based password change interface. At the top, there's a warning message: "Compromised? If you think your old password was compromised, contact CERT now." Below this, instructions state: "Use the form below to change your passwords for Active Directory (Laptop, Email) and Devservers. Passwords must meet or exceed the password complexity standard. In a nutshell: Make it long; using a phrase as a password, like "correct horse battery staple", is preferred over an unmemorable password like "Tr0ub4dor&3". Don't re-use it: your corporate password should not be used on any other website (this includes other Facebook products and previously-compromised passwords). As you type your new password, a message prompt will highlight unmet requirements. For an optimal user experience, please connect to lighthouse or VPN before changing your password." There are three input fields: "Current Password", "New Password", and "Confirm New Password". A "Submit" button is located at the bottom right.

Um aviso: Além de ser utilizada para realizar o login no seu computador, essa senha também será usada por diversos portais e serviços internos, incluindo e-mail.

4

Trocando a senha do computador: Se você tem um computador **Windows**, o próprio sistema operacional vai informar que a reconheceu a troca da senha após alguns instantes e vai solicitar que você bloqueie a tela e desbloqueie já com a senha nova. Prossiga para a próxima página.

Se você tem um **Mac**, siga os passos abaixo para garantir que sua senha de desbloqueio do computador também foi trocada.



Clique no ícone do **Facebook** na barra do menu superior. Isso vai acionar a janela exemplificada abaixo (existe a chance dela também já ter aparecido durante os passos anteriores)



Insira sua **nova senha** e clique em **Sign In**

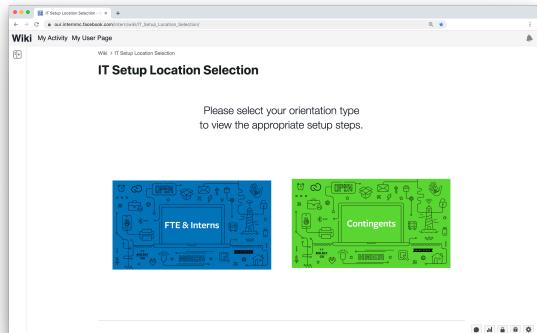


Insira a **senha temporária** (pela última vez!) e clique em **Sync**



Próximos Passos

Após trocar sua senha, você será direcionado para uma página que contém mais alguns passos que você pode seguir para ficar totalmente preparado(a)...



Ao chegar nessa página, selecione a opção apropriada para você: **FTE & Intern** ou **Contingent Worker**.

A próxima pagina vai perguntar se você recebeu um telefone corporativo do Facebook. Novamente, selecione a opção apropriada para você.

Siga as instruções presentes nessa página. Serão solicitadas algumas configurações como cadastro (ou troca) do PIN/Passcode usado para destravar o telefone, e também garantir que suas configurações de e-mail estejam em conformidade. A senha do computador que você cadastrou agora pouco também vai servir como *senha do seu e-mail*, então, tenha certeza de usar a mesma senha quando for solicitado pelo seu celular.

Dicas



Procurando pelo seu **e-mail e calendário**? A forma mais fácil é através da pasta de Favoritos do Facebook no canto superior esquerdo do Google Chrome. Clique no ícone **Webmail**. Seu e-mail corporativo é o seu *usuário@fb.com* e a senha é a mesma que foi cadastrada para o seu laptop. Você pode encontrar o seu usuário no adesivo que veio colado no seu laptop.



Precisa se conectar com seus colegas de trabalho ou enviar uma mensagem para o seu(sua) gerente? Encontre o ícone **Workplace** na pasta de Favoritos do Facebook no canto superior esquerdo do Google Chrome (ou o aplicativo no seu celular) e acesse usando o seu e-mail *@fb.com* e a mesma senha do seu laptop. O Workplace é igual Facebook — mas usado apenas para o ambiente corporativo! Você vai encontrar grupos internos, posts, e também o Work Chat, que é o equivalente corporativo do Messenger, mas também usado apenas para chats internos.

Números de contato do Helpdesk

Ligue para um dos números abaixo e deixe uma mensagem de voz para receber uma ligação de retorno de um dos nossos técnicos. Se o seu escritório não tem um número local ou um 0800, tente ligar para o número que esteja mais perto de você geograficamente. Se isso não funcionar, tente os números dos EUA.

América do Norte

Localidade	Número local	Número gratuito
US	+1 (650) 644-5000	(866) 844-6814

LATAM

Localidade	Número local
Brazil	+55-11-3230 0330

EMEA

Localidade	Número local
Ireland	+353-1-588-2900
UK	+44-20-8106-2900

APAC

Localidade	Número local	Número gratuito
India		000-80004-03490
Singapore	+65-3138-5100	



**La siguiente guía tiene que se utilizada
SOLAMENTE por trabajadores
configurando su equipamiento a través
del onboarding remoto.**

**Si está en un evento de New Hire
Orientation, un ayudante lo guiará con
los pasos correctos de instalación. No
necesita seguir este documento y es
libre de cerrarlo.**



**¿Necesita ayuda?
Soporte 24/7 disponible**

- Ejecute la **Help@ Remote Support App** desde su Mac o PC.
- Vaya a las páginas al final de este documento para encontrar el directorio internacional.

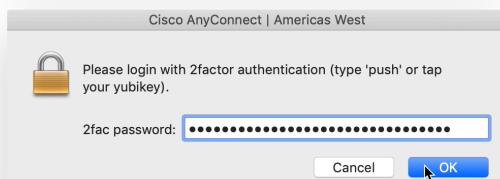
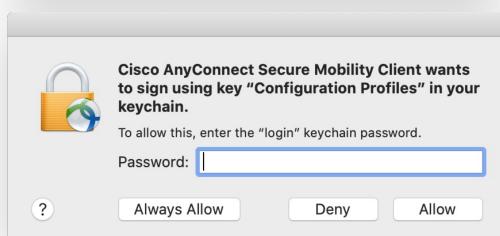
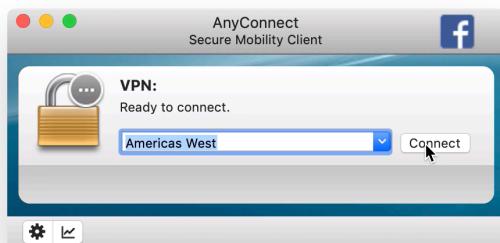
FACEBOOK

¡Bienvenido a Facebook! Este documento contiene información importante sobre la configuración de sus dispositivos.

- 1 Conectar a la VPN** - Cuando este fuera de las oficinas de Facebook, necesitará utilizar la VPN para acceder a los recursos internos.



Cisco AnyConnect Client App



- a. Conecte su notebook a la red WiFi local, localice y ejecute la aplicación **Cisco AnyConnect Secure Mobility Client**.

- b. En la primera ventana que aparezca **seleccione el servidor correcto para su region** (por ej.: "LATAM").

Si ve esta ventana, es normal. Escriba la misma contraseña que usó para ingresar a su laptop y haga clic en **Always Allow**.

- c. Cuando aparezca la segunda ventana y se le solicite un método de autenticación de dos pasos, **dé un toque a la Yubikey**. Esto ingresará un código 2-fac por usted.

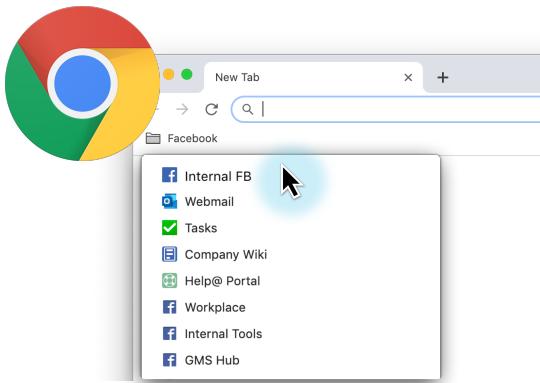
La mayoría de las PCs tendrán una **Yubikey USB-A** y debe ser presionada en el costado.

La mayoría de las Macs tendrán una **Yubikey USB-C** y debe ser presionada en la parte superior.

¡Con esto tendrá una conexión segura! En la siguiente página verá los próximos pasos.

2

Acceso Interno - ¡Ahora habilitemos su acceso!



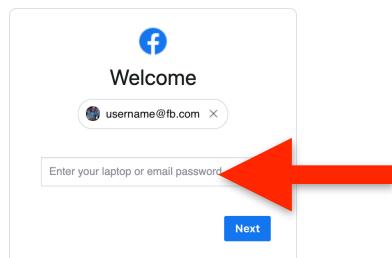
Ejecute **Google Chrome** y localice la carpeta con los bookmarks de Facebook en la esquina superior izquierda. Seleccione el primer bookmark, llamado **Internal FB**.



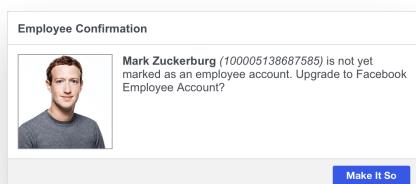
Los usuarios de Mac pueden ejecutar **Chrome** desde **Launchpad** en el dock.



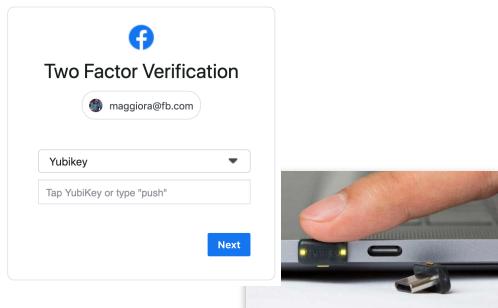
Possiblemente vea esta ventana de Chrome. Por favor ingrese la contraseña de su laptop y haga clic en **Always Allow**. **Nota:** Si hace clic sobre Allow sin querer, está bien — tendrá que ingresar la contraseña 1 ó 2 veces más.



Cuando la página cargue, **ingrese la contraseña default de su laptop** una vez más.



En la siguiente página web verifique su nombre y haga clic en el botón “Make it so”.



Luego de unos minutos se le solicitará por la autenticación de dos pasos (2fac). **Toque su Yubikey** y luego haga clic en **Next**.

3

Contraseña Corporativa- Cuando se complete el proceso de “Make it So” se le solicitará que **cambie la contraseña default de su laptop** provista con anterioridad. ¡Siga los mensajes en pantalla y estará todo listo!

Change Your Password

Compromised? If you think your old password was compromised, [contact CERT now.](#)

Use the form below to change your passwords for Active Directory (Laptop, Email) and Devservers.

Passwords must meet or exceed the password complexity standard. In a nutshell:

- Make it long: using a phrase as a password, like "correct horse battery staple", is preferred over an unmemorable password like "Tr0ub4dor&3"
- Don't re-use it: your corporate password should not be used on any other website (this includes other Facebook products and previously-compromised passwords)

As you type your new password, a message prompt will highlight unmet requirements.

For an optimal user experience, please connect to lighthouse or VPN before changing your password.

Password Strength:

Current Password

New Password

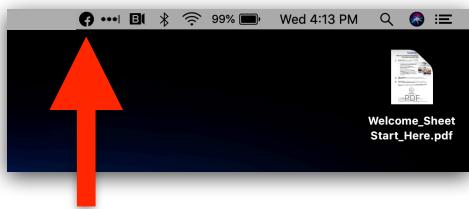
Confirm New Password

Submit

Aviso: aparte de ser usada en su laptop, esta contraseña será utilizada en varios de los servicios internos, incluyendo el **e-mail**.

4

Cambio de contraseña de su laptop: Sí tiene una **PC**, luego de unos minutos la contraseña creada se sincronizará automáticamente. ¡Por favor continue en la página siguiente! Si tiene una **Mac**, completaremos un último paso para asegurarnos que se haya sincronizado la nueva contraseña correctamente.



Haga clic en el **Facebook favicon** en la barra de menú superior. Esto debería hacer aparecer la siguiente ventana (si es que ya no ha aparecido durante la configuración).



Ingrese su **nueva contraseña** y luego haga clic en **Sign In**.

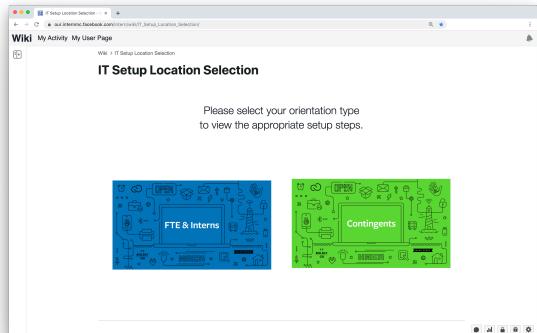


Ingrese la **contraseña default de la laptop** (¡Por última vez!) y luego haga clic en **Sync**.



Siguientes pasos

Luego de cambiar su contraseña será redireccionado a una página web con algunos pasos más que debe completar para dejar todo configurado.



Cuando llegue a esta página web, seleccione la opción que corresponda para usted: **FTE & Intern** o **Contingent Worker**.

La siguiente página le preguntará si usted recibió un **teléfono de Facebook**. Nuevamente, seleccione la opción que corresponda para usted.

Siga los pasos en la página. Se le solicitará que configure (o actualice) el PIN/código utilizado para desbloquear el teléfono. También asegúrese que la configuración de su email sea la correcta. La **contraseña de su laptop** que acaba de configurar le servirá como la contraseña de su email, por lo tanto asegúrese de utilizar la nueva contraseña cuando se le solicite en el teléfono.

Si pierde la página de configuración, ingrese al siguiente link para volver a la guía: fburl.com/groupsetup.

Consejos



¿Buscando su **email y calendario**? La manera más fácil es dirigirse a la carpeta de bookmarks utilizada anteriormente y seleccionar el **Webmail** bookmark. Su email de trabajo/Facebook será *username@fb.com* y la contraseña será la misma que configuró anteriormente para su laptop. Puede encontrar su username (usuario) en el sticker pegado en su laptop.



¿Necesita conectarse con sus compañeros de trabajo o su manager? Localice el **Workplace** bookmark (o la app en su teléfono de trabajo) e *inicie sesión con su dirección @fb.com*, y la misma contraseña que su laptop. Workplace es como Facebook — ¡Pero para el trabajo! Encontrará grupos internos, posts y también Work Chat, piense en Facebook Messenger, pero para chats y grupos internos.

Números de Contacto con Helpdesk

Abajo encontrará los números con los cuales comunicarse y dejar un mensaje para que luego un técnico se comunique con usted. Si su oficina no tiene un número local o gratuito listado, puede llamar a la opción más cercana geográficamente. Si eso no funciona, intente con los números de Estados Unidos (US).

North America

Location	Local Facebook Dial Number	Toll Free Number
US	+1-650-644-5000	(866) 844-6814

LATAM

Location	Local Facebook Dial Number
Brazil	+55-11-3230-0330

EMEA

Location	Local Facebook Dial Number
Ireland	+353-1-588-2900
UK	+44-20-8106-2900

APAC

Location	Local Facebook Dial Number	Toll Free Number
India	N/A	000-80004-03490
Singapore	+65-3138-5100	N/A