Academia Sinica

VPN Activation Service

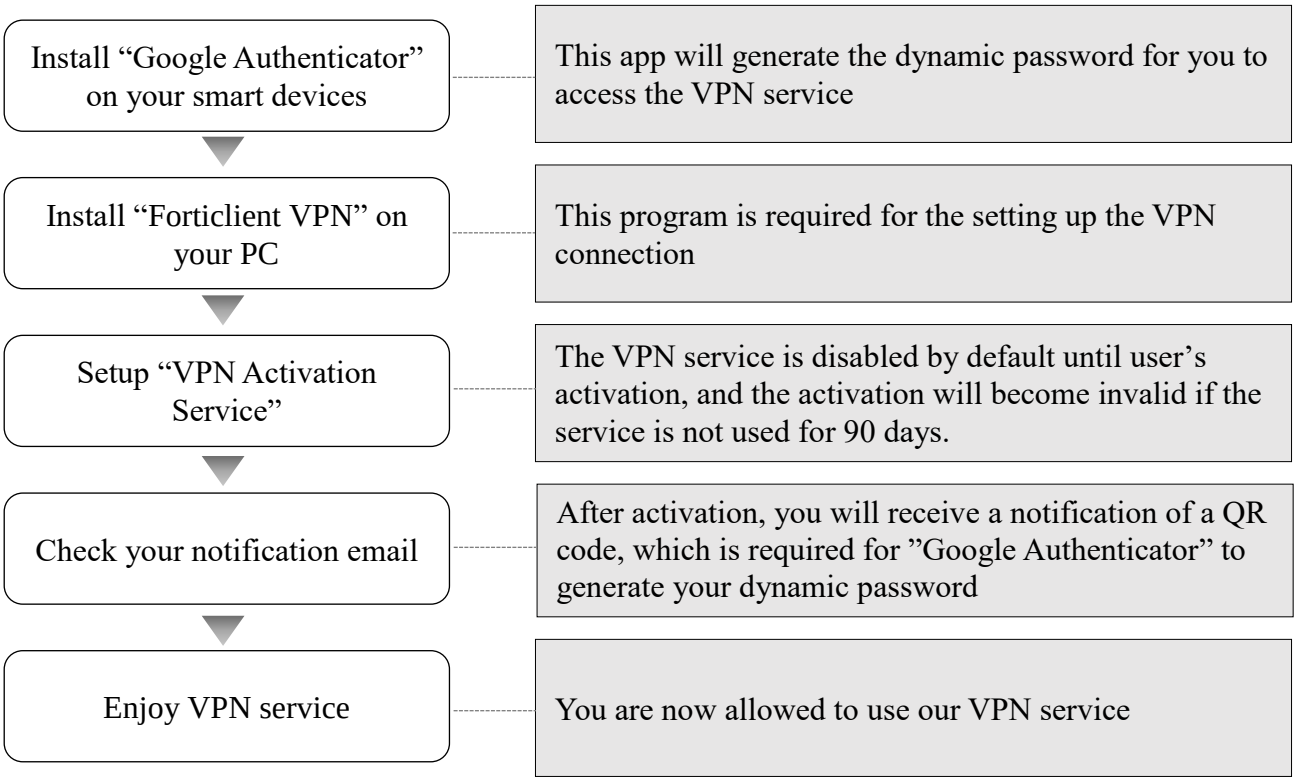
User Manual

Department of Information and Technology Services
2019/8/20

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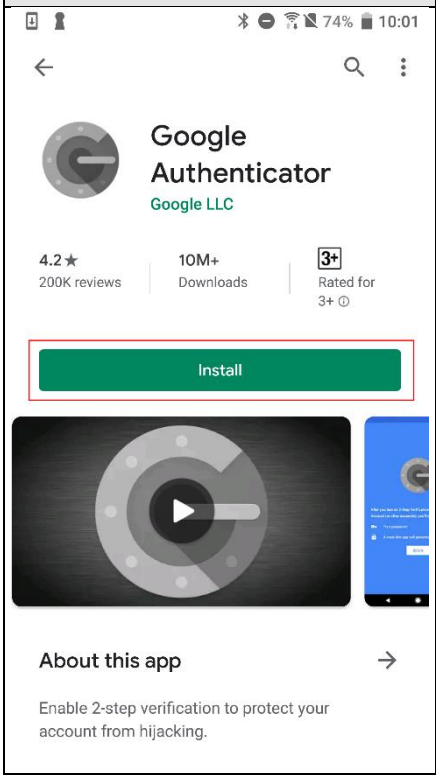
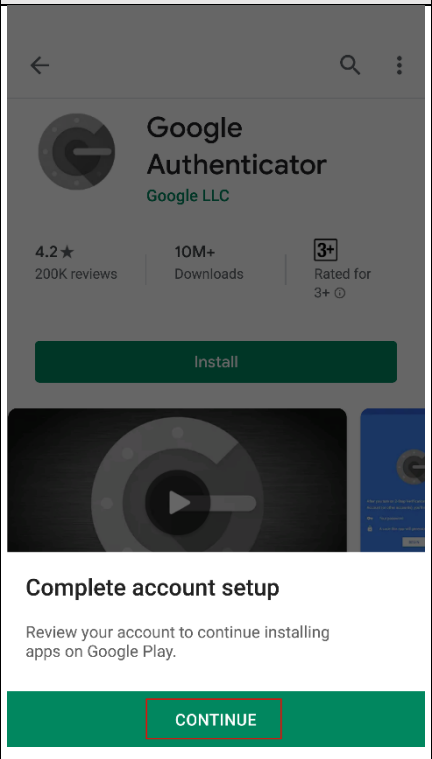
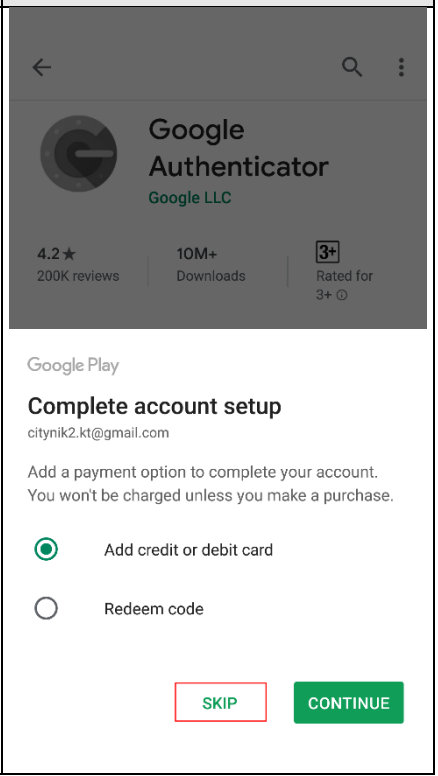
VPN Activation Flowchart (for PC)

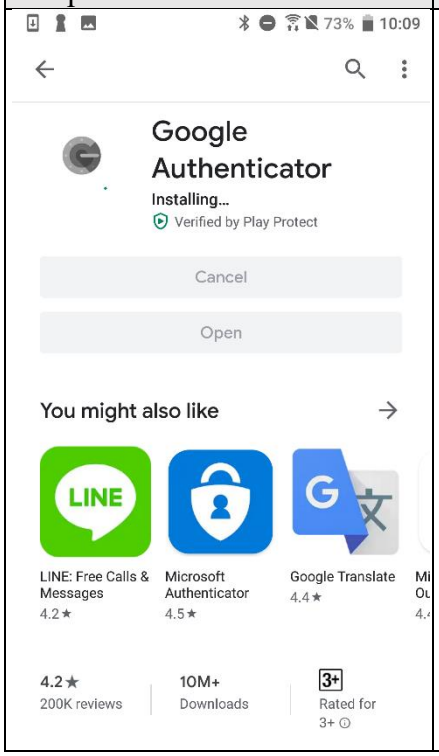
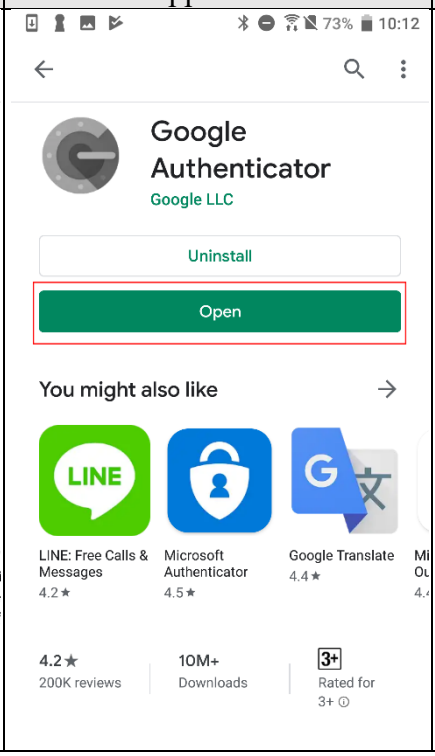
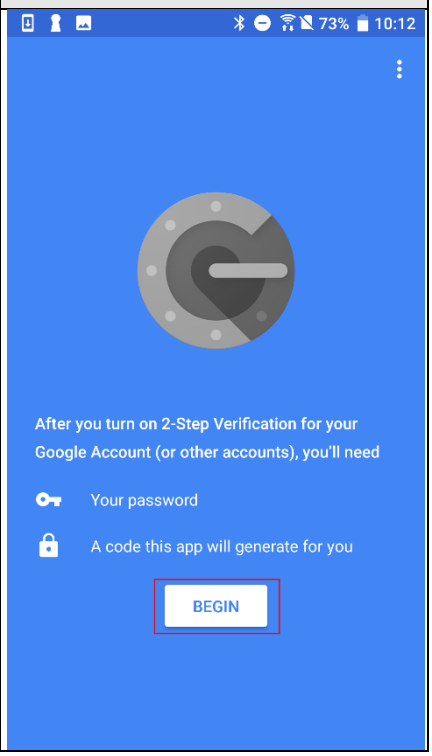


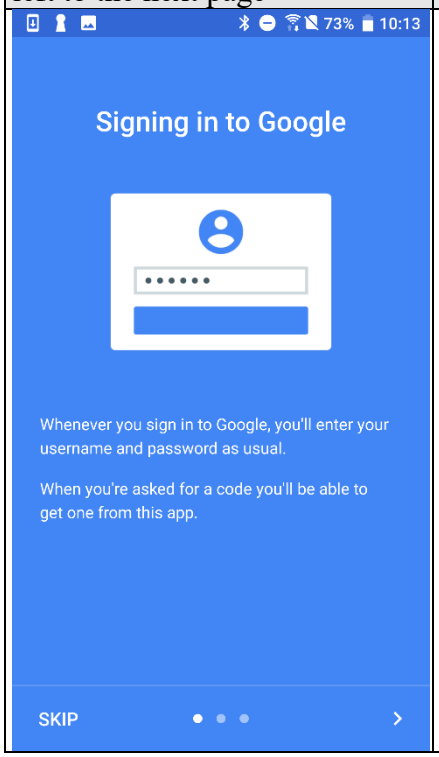
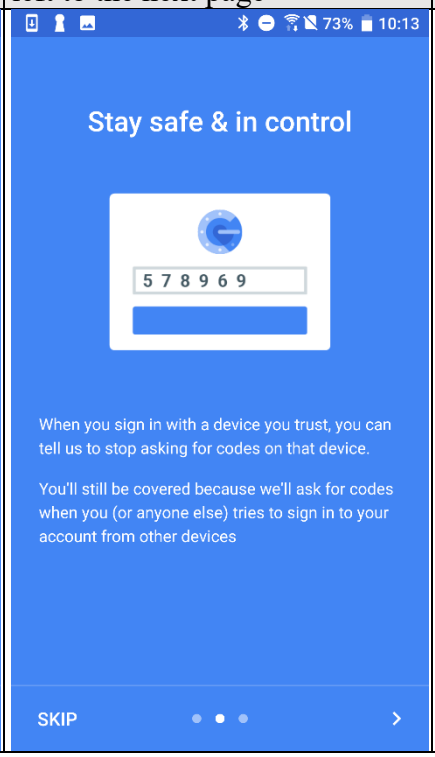
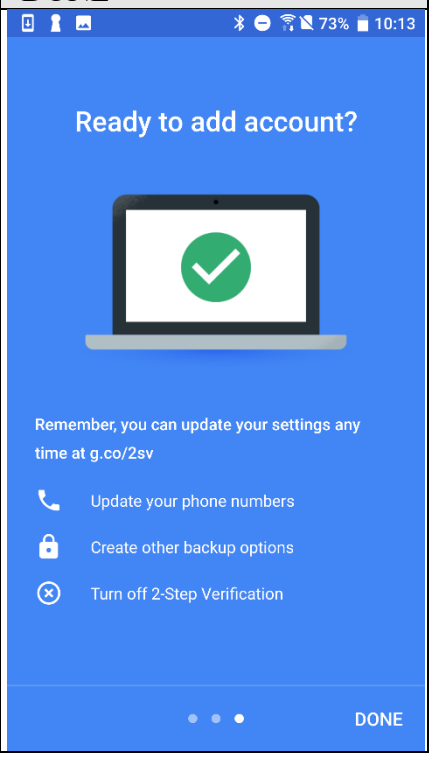
I.Install “Google Authenticator” on your smart devices

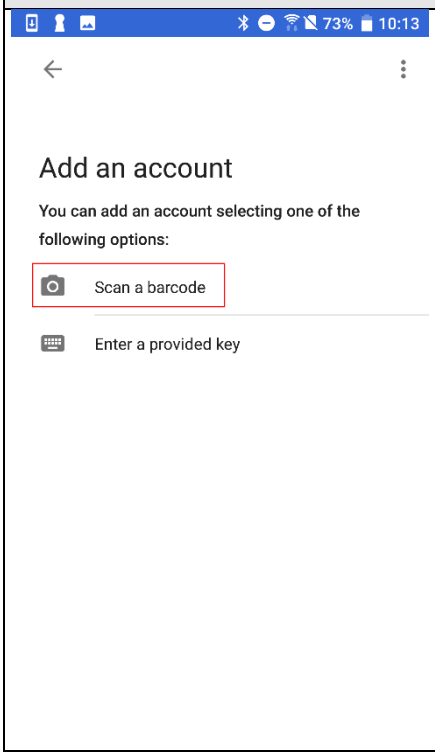
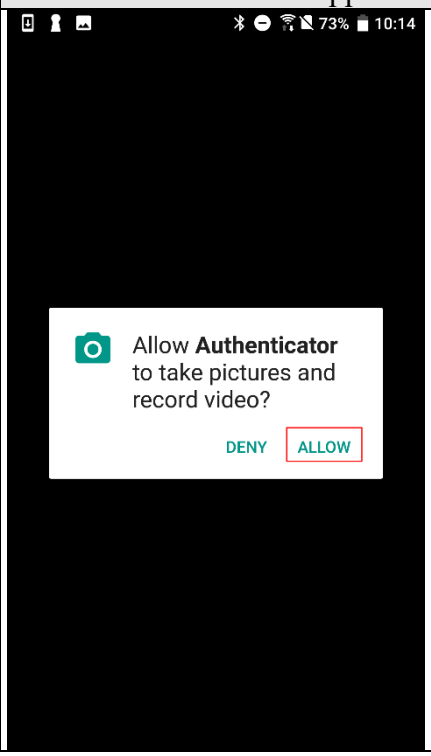
Android	iOS
Search “Google Authenticator” on Google Play or scan this QR code to download/install the app	Search “Google Authenticator” on App Store or scan this QR code to download/install the app

Step-by-step instructions (using Android as an example)

Step1： Search ”Google Authenticator” on Google Play, and click “Install”	Step2： click “CONTINUE”	Step3： click “SKIP” button
		

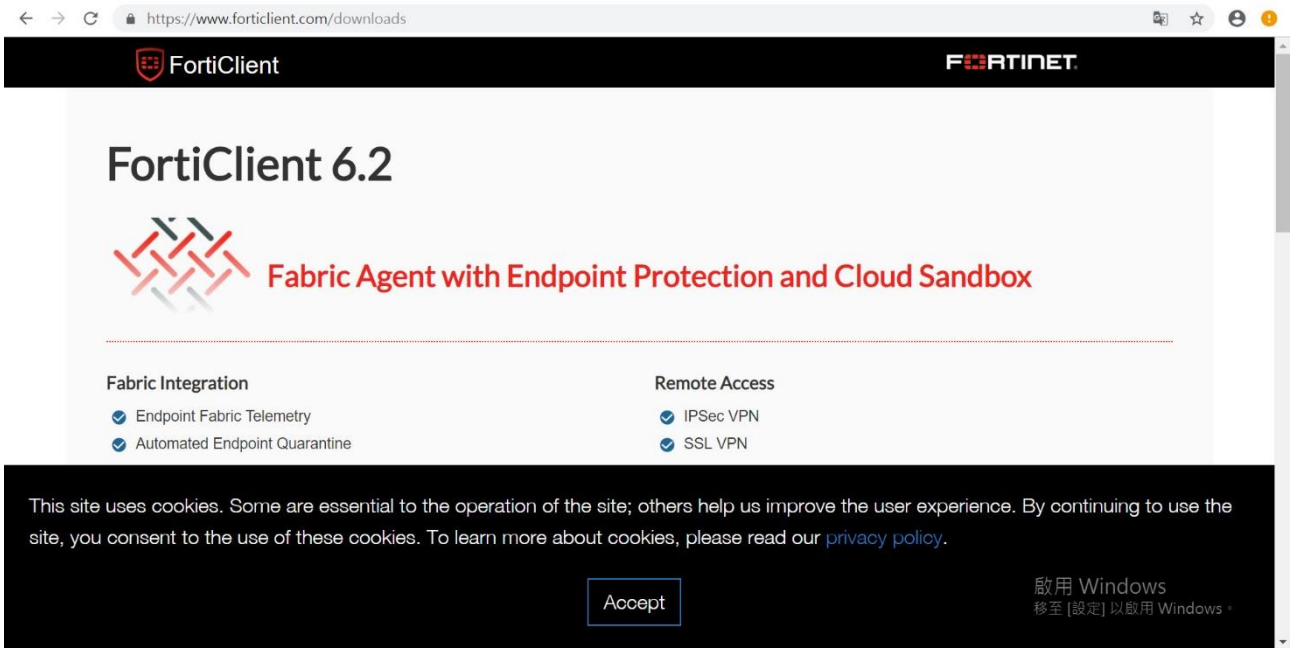
Step4： Wait till the installation complete	Step5： After installation, click “Open” to start the app	Step6： click “BEGIN” button
		

Step7： Read the descriptions and swipe left to the next page	Step8： Read the descriptions and swipe left to the next page	Step9： Read the descriptions and click “DONE”
		

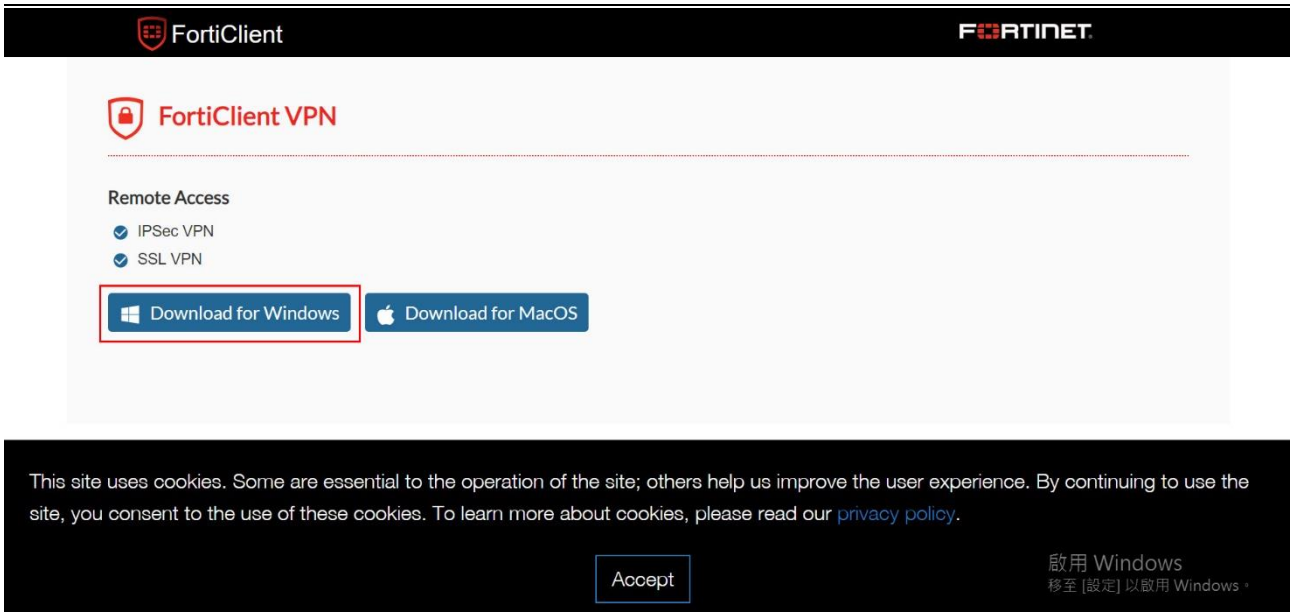
Step10： Click “Scan a barcode”	Step11： Click “Allow” to enable the camera functions in the app	
		

II.Install “FortiClient VPN” on your PC

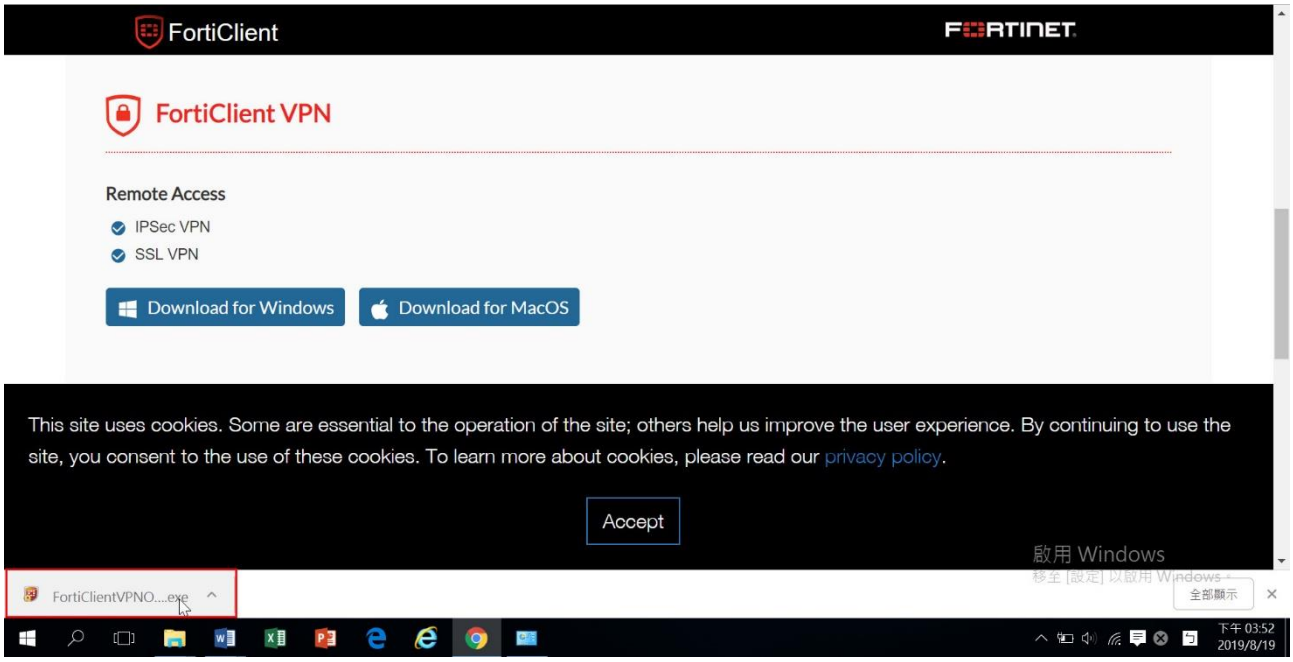
A.Open your browser (using Chrome as an example) and input “https://FortiClient.com/downloads” in the URL bar



B.Scroll down the page and click “Download for Windows” to download the file FortiClientVPNOnlineInstaller_6.2.exe

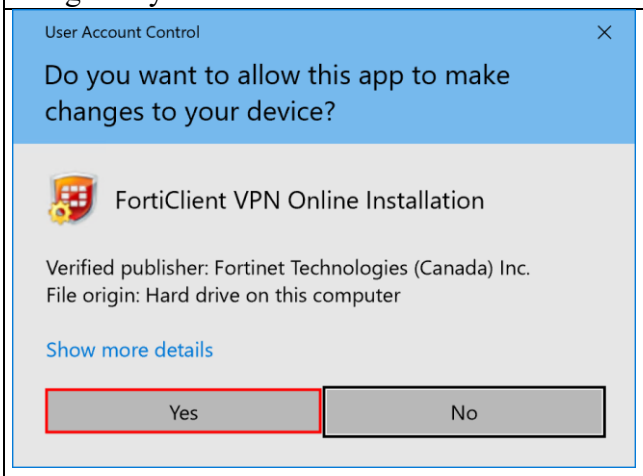


C.After the download completion, click the file to start the installation. Please be patient as it may take a while, and please click “Yes” if you are asked questions.

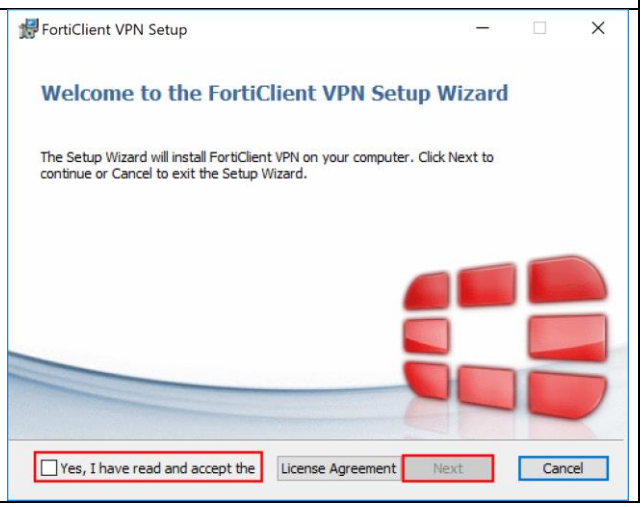


D.Please follow the instructions to complete the installation

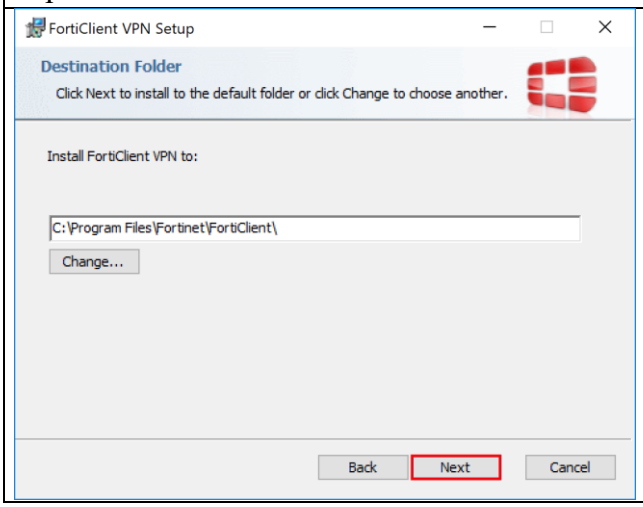
Step1：Click “Yes”, allow “this app to make changes to your device”



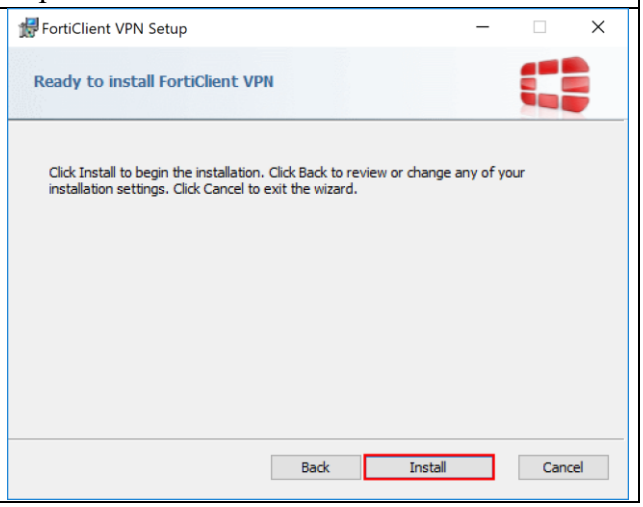
Step2：Click “Yes, I have read and accept the” and then click “Next” button



Step3：Click “Next” button



Step4：Click “Install” button



Step5：The installation completes. Please click “Finish” button.



III.Setup “VPN Activation Service”

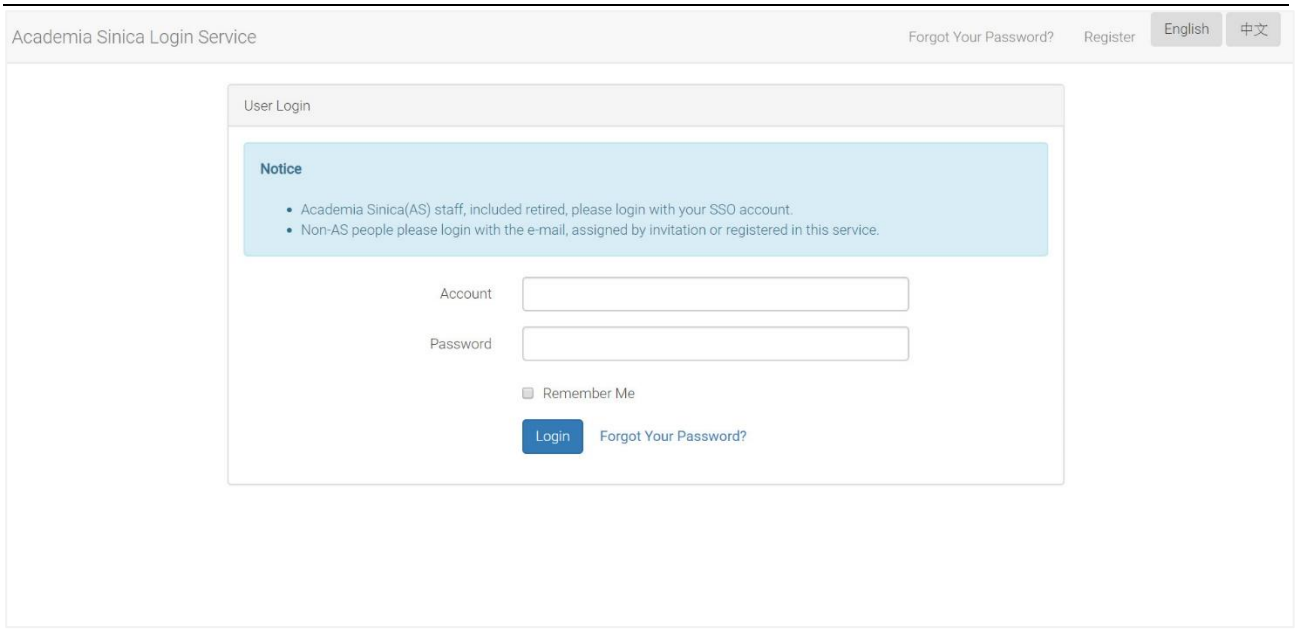
A.Please go to “Administrative Service” system of Academia Sinica and click “Individual” , or open page: https://asbpm.its.sinica.edu.tw



B.Please click “VPN Activation”



Note that you may need to login the Administrative Service page using your SSO account and password.

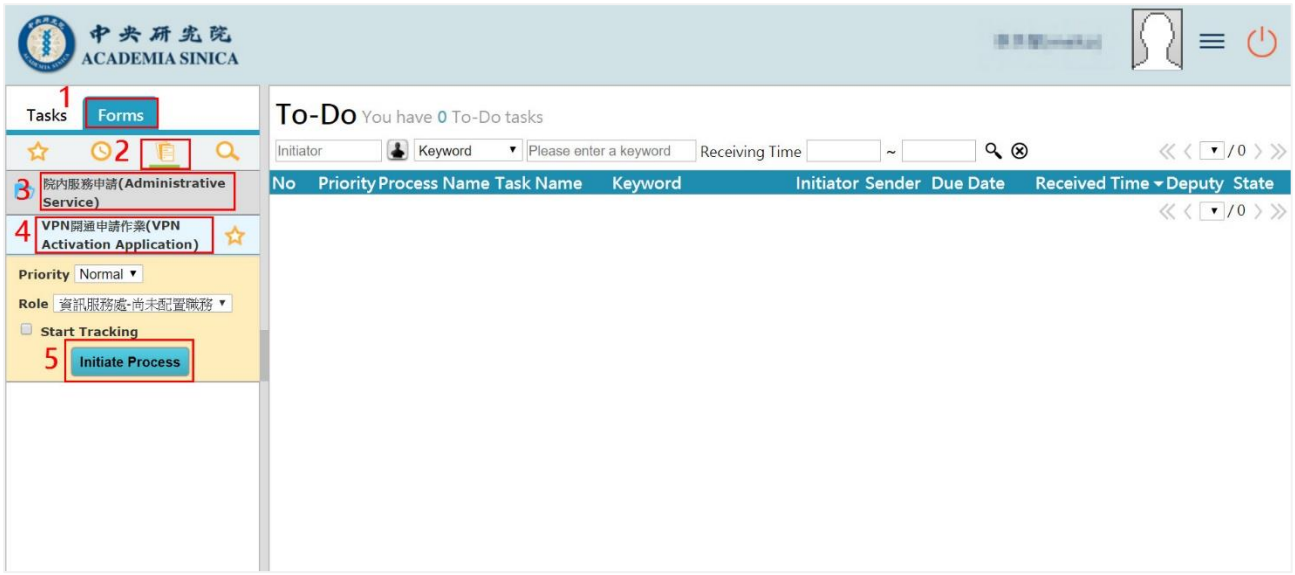


Please click “Approve” in the “Sinica BPM System” dialog window

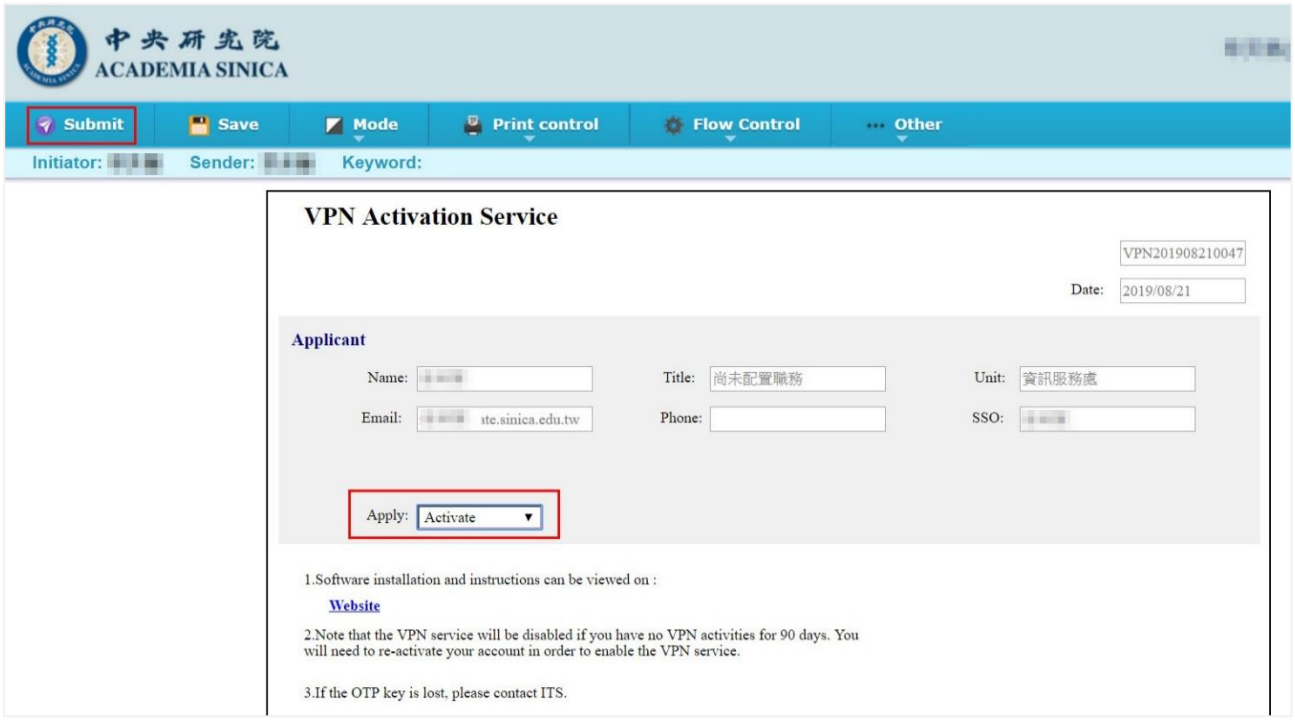


C.After you log in the Sinica BPM System, please proceed the following steps:

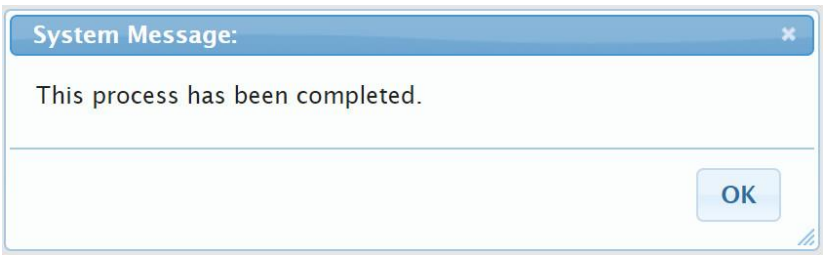
1. click the “Forms” tag
2. Click “All processes and applications”
3. Click “Administrative Service”
4. Click “VPN Activation Application”
5. Click “Initiate Process” button



6. In the application form, select “Activate” in the “Apply” top-down menu
7. Click the “Submit” button on the left-top corner of the window



After submission, there will be a pop-up dialog showing you have completed the application. Please click “OK” button.



Note that the VPN service will be disabled if you have no VPN activities for 90 days. You will need to re-activate your account in order to enable the VPN service.

8. Please click the icon to log out Sinica BPM System.



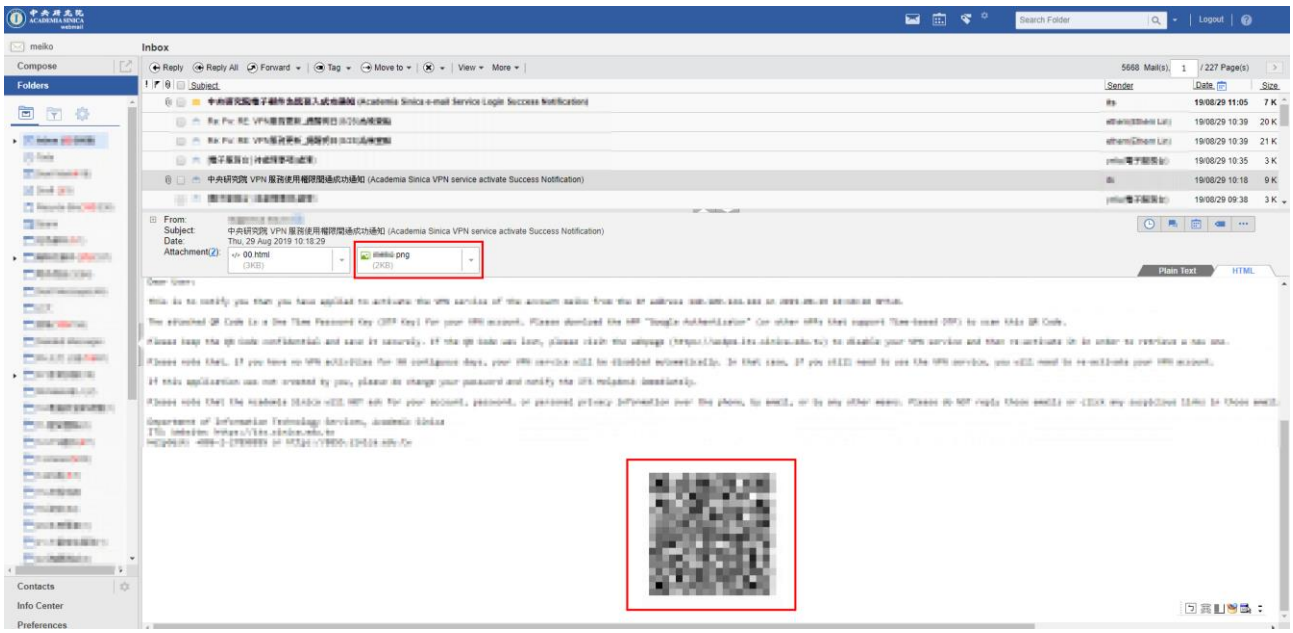


IV.Check your notification email

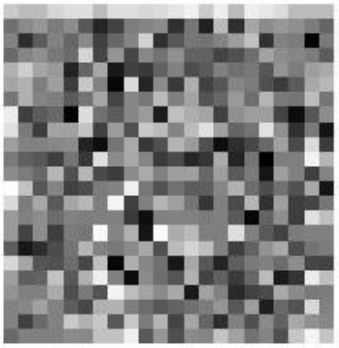
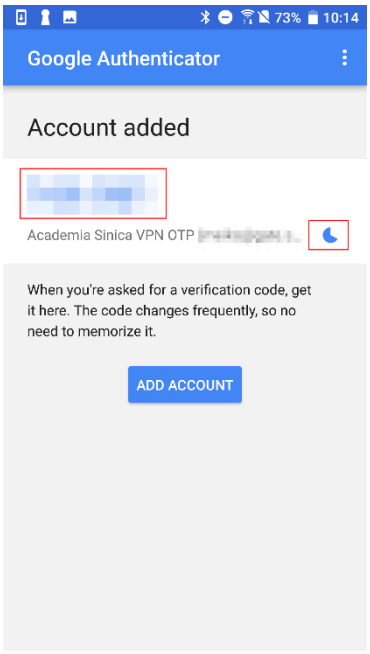
A.Please log in your Gate email account and find the email entitled 「中央研究院 VPN 服務使用權限開通成功通知 (Academia Sinica VPN service activate Success Notification)」”

B.Please open the email, switch to “HTML” mode”, and click “Unblock, display external images inside this mail. Display images from its by default”

C.You will find the QR code at the attachement or at the bottom of the mail



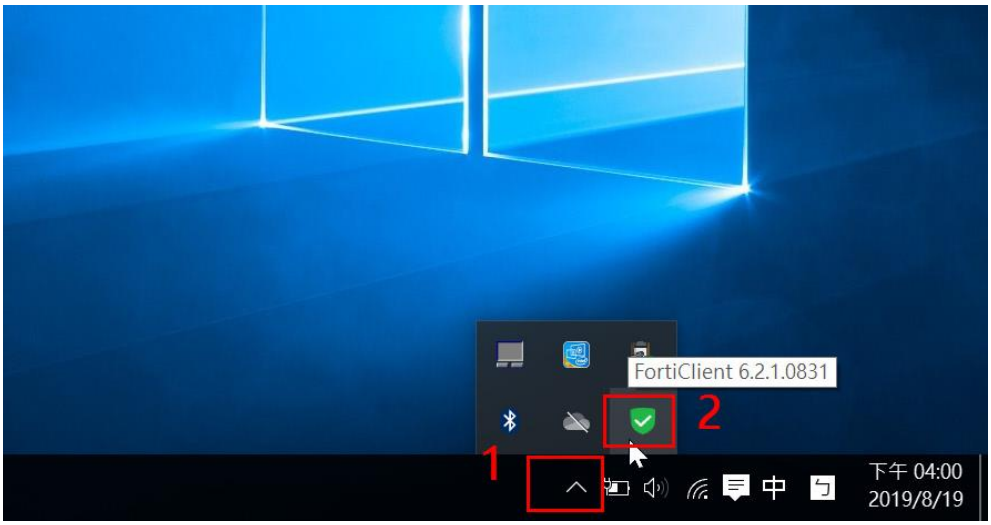
D.Please use the “Google Authenticator” app, which you have installed in the first step, to scan the QR code in the email

Use the “Google Authenticator” app to scan the QRCode in the email	The app will show a dynamic password that refreshes every 30 seconds.
	

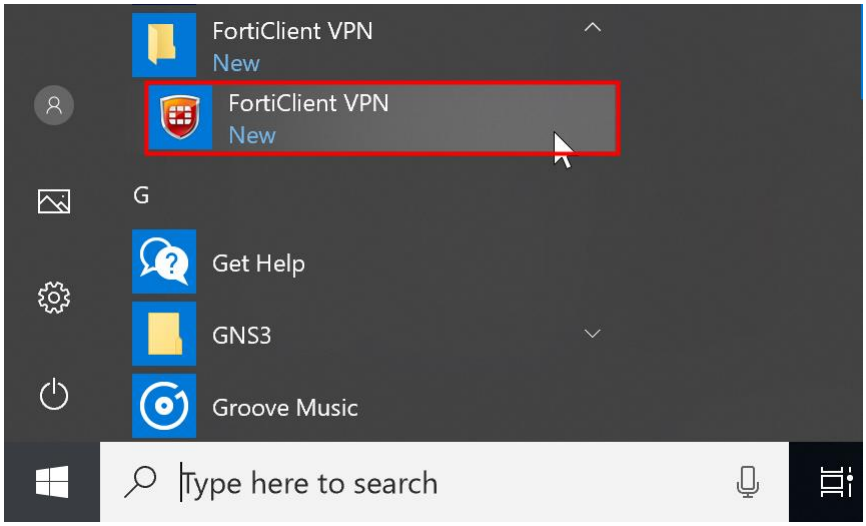
V.Enjoy VPN Service

A.Open the “FortiClient VPN” program that you have installed the Step 2

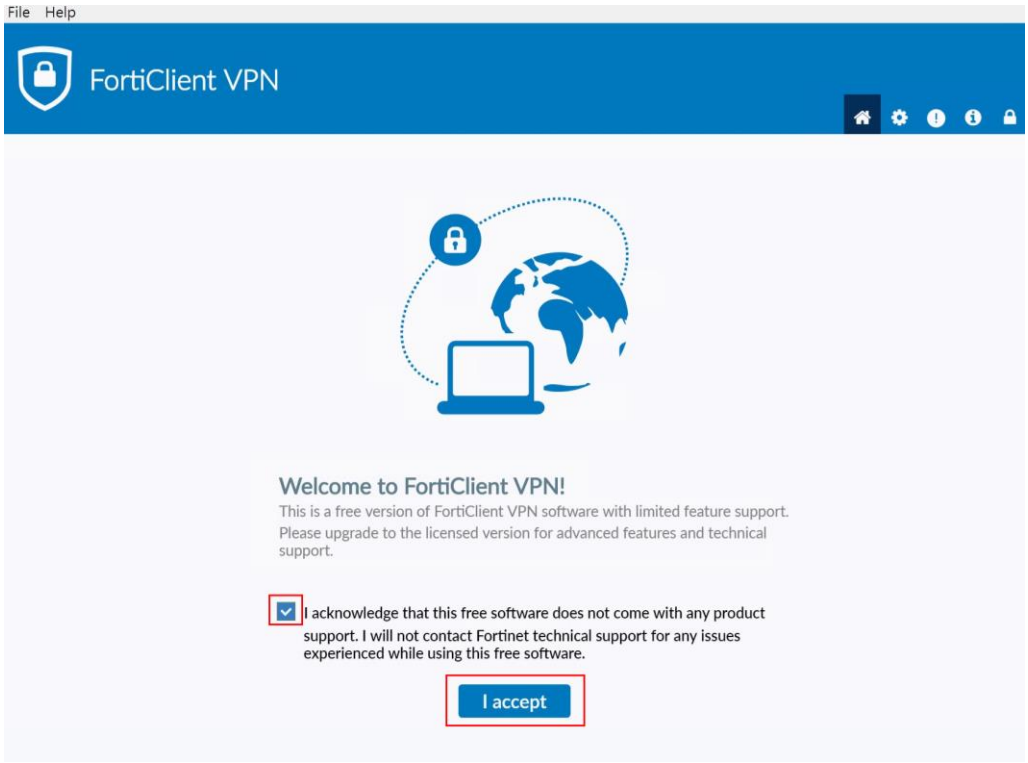
Method 1：Click the  icon on the toolbar and double-click left mouse button on the  icon to open the program



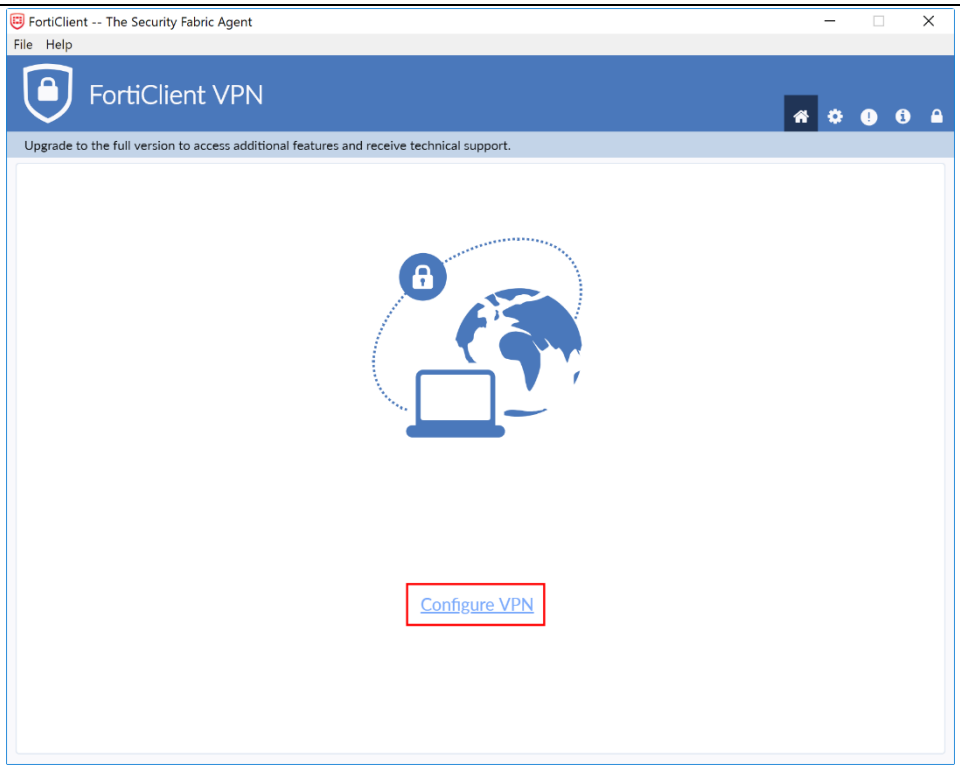
Method 2：Click “FortiClient VPN” in the menu to open the program



B.Click “I acknowledge…” and then “I accept” when you first time use the “FortiClient VPN” application

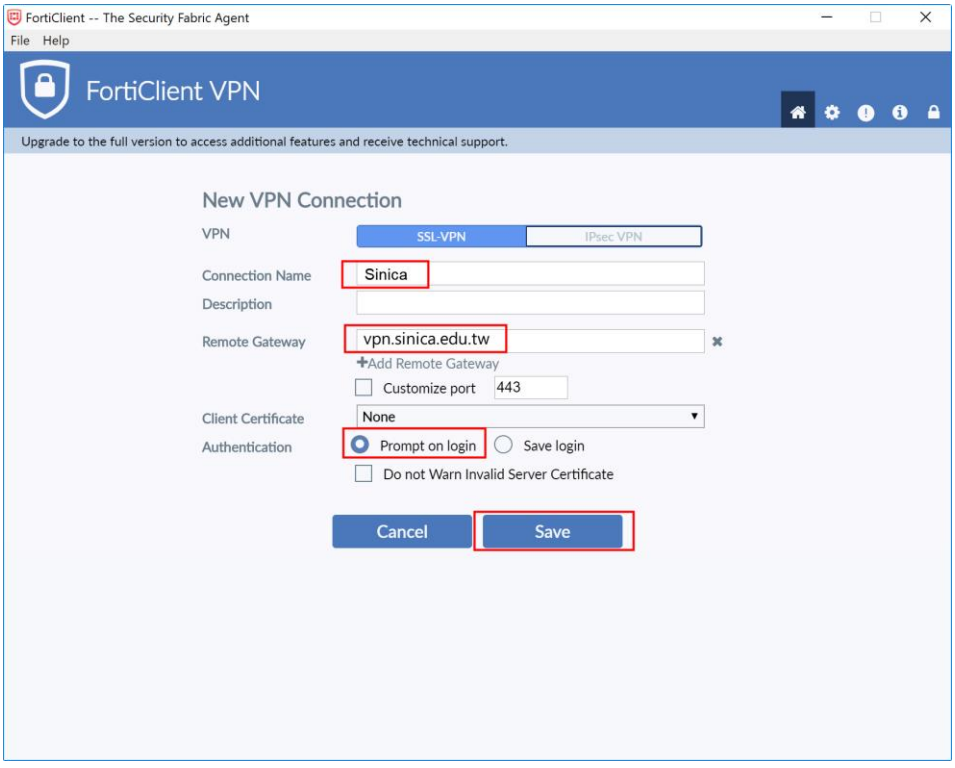


C.Click “Configure VPN” button



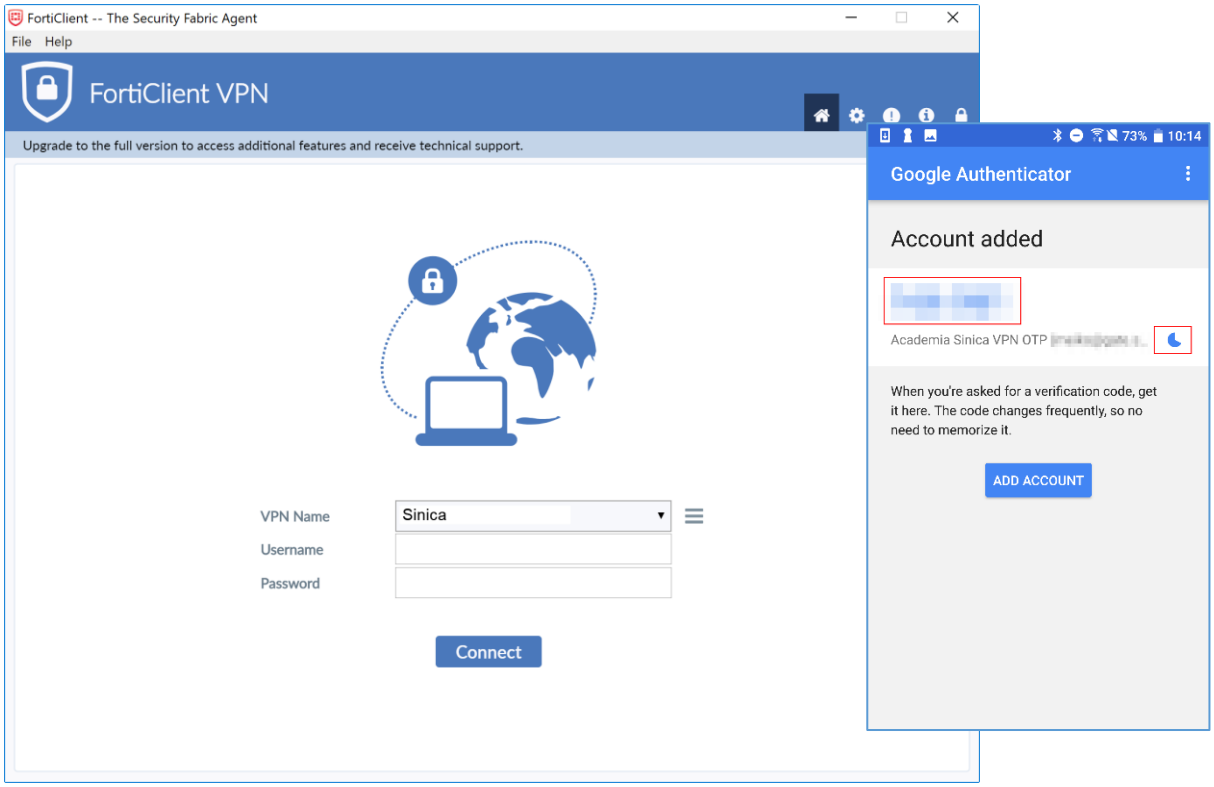
D.Please follow the instructions to configure the VPN settings

1. Connection Name (required): Please give a name for the VPN connection
2. Description (optional): Please give some descriptions to this connection
3. Remote Gateway(required): Please input **vpn.sinica.edu.tw**
4. Customize port (do not change)：please keep the default value 443
5. Authentication: please keep the default value Prompt on login
6. Please click the “Save” button

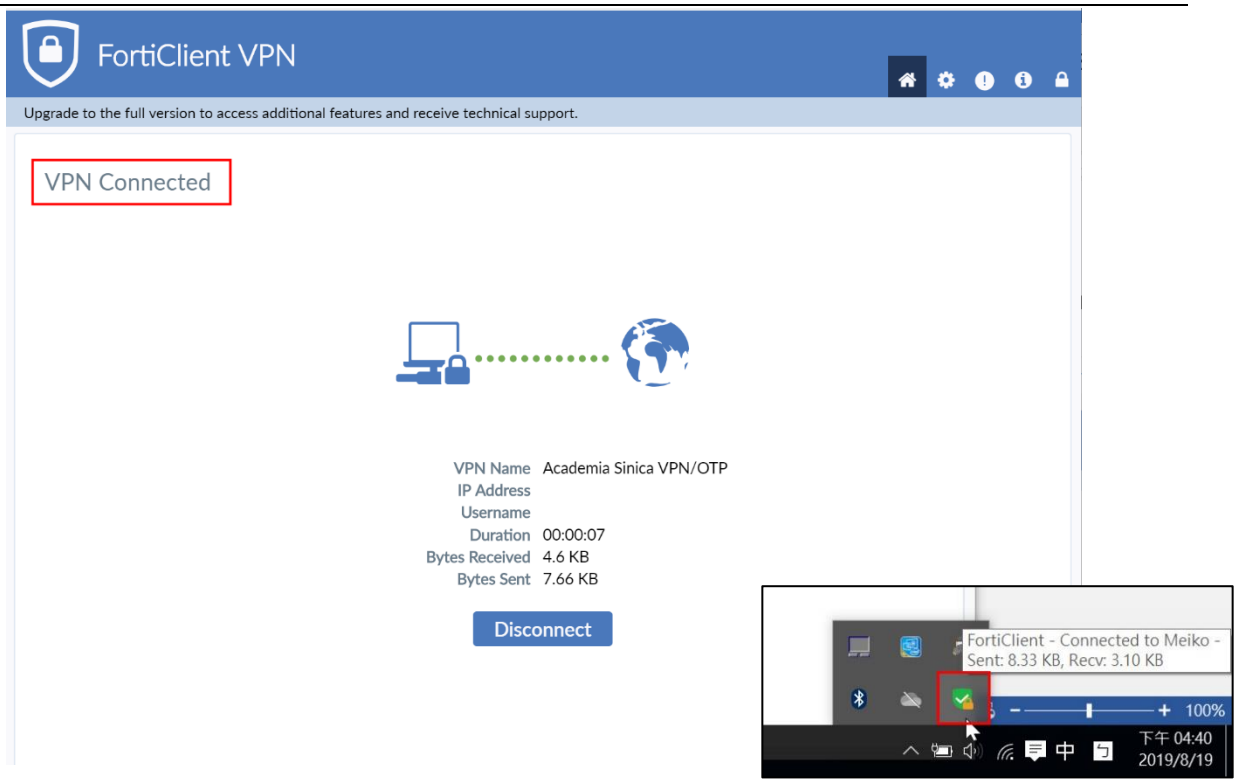


E.In the following log-in page, please follow the instructions to input:

1. VPN Name: please select the connection name that you input in the previous step
2. Usename: Please enter your "Gate e-mail account" (eg. abc@gate.sinica.edu.tw or abc@sinica.edu.tw)
3. Password: Please enter the password for your Gate e-mail account, following by the 6-digit number shown in your "Google Authenticator" APP. For instance, if your Gate e-mail account password is XXXXXX and the 6-digit number on the APP is 000000, you should input XXXXXX000000 here.
4. **Finally, please click the "Connect" button.**
   Note that, the 6-digit number is valid for 30 seconds only. After that, the APP will refresh the number, and you will have to use the new version 6-digit number to form your new password.



F.Once you are connected to the VPN service, you will see "VPN Connected" on the top-left corner of the window, as well as the  icon on the right-bottom toolbar. You can click "Disconnect" to disconnect this VPN service too.



G.Once the VPN connection is disconnected, you will see the message “SSL VPN Connection is down” on the screen.



--END--