Academia Sinica

VPN Activation Service

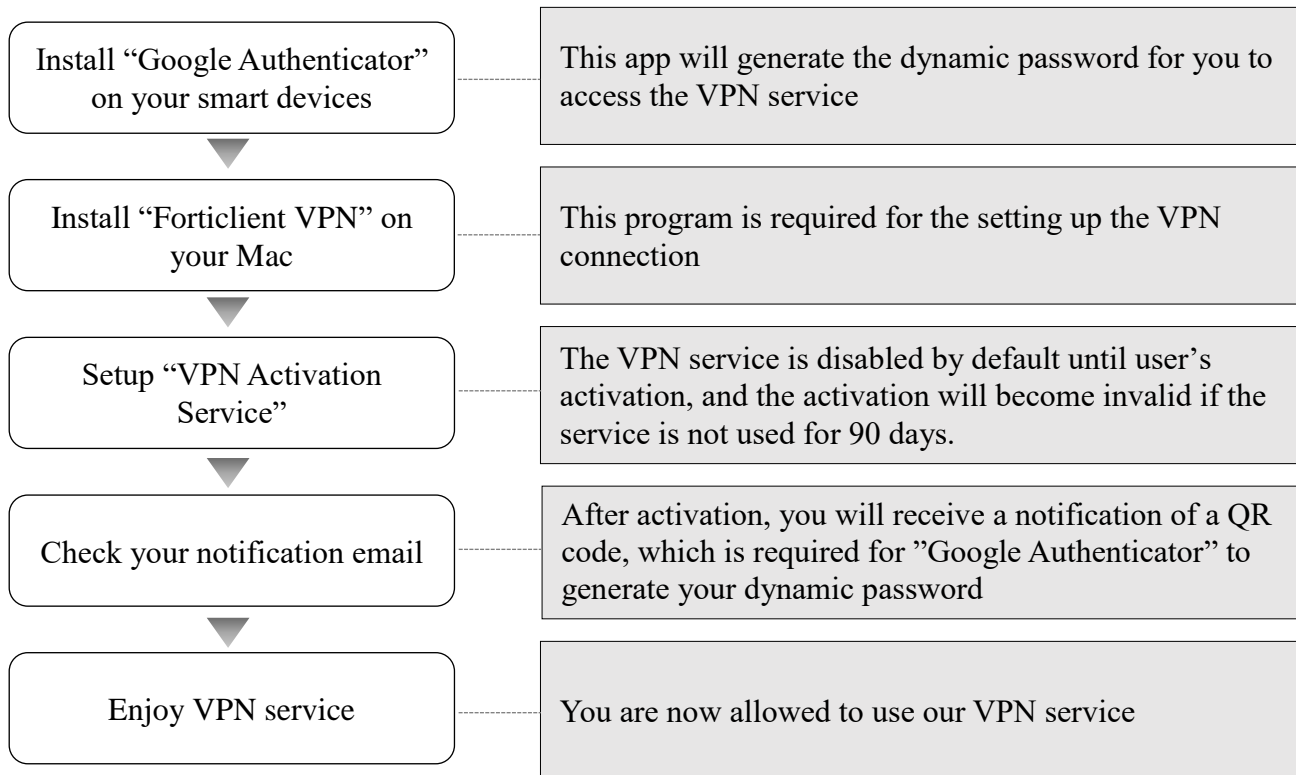## User Manual (For Mac)

Department of Information and Technology Services

2021/8/13
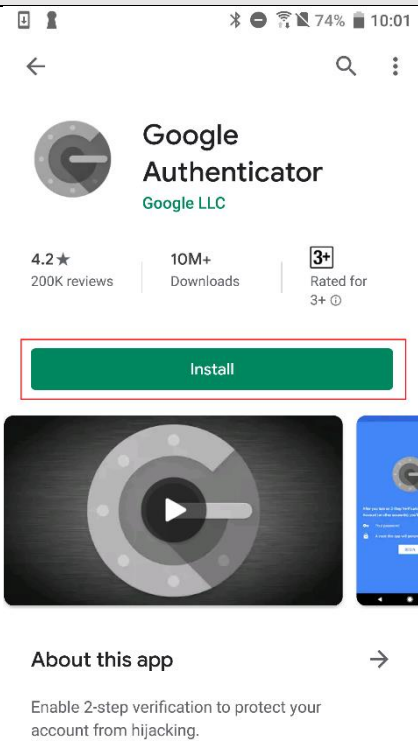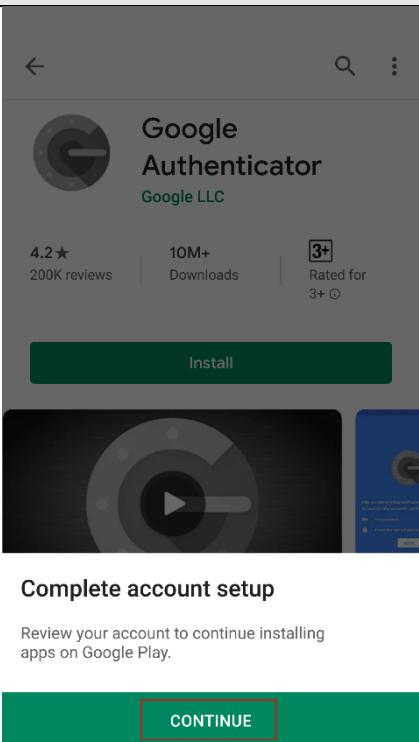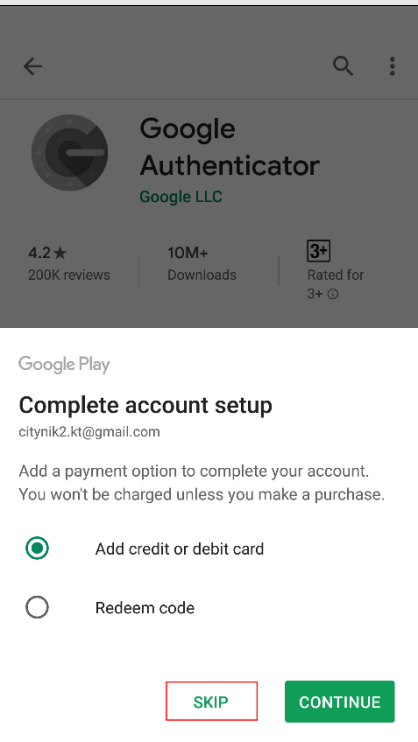
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VPN Activation Flowchart (for Mac)

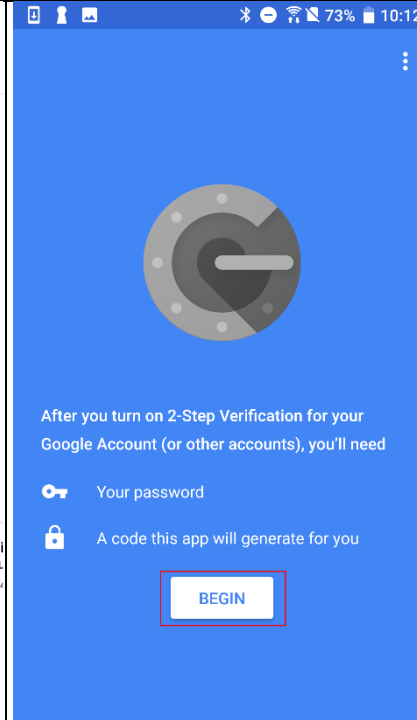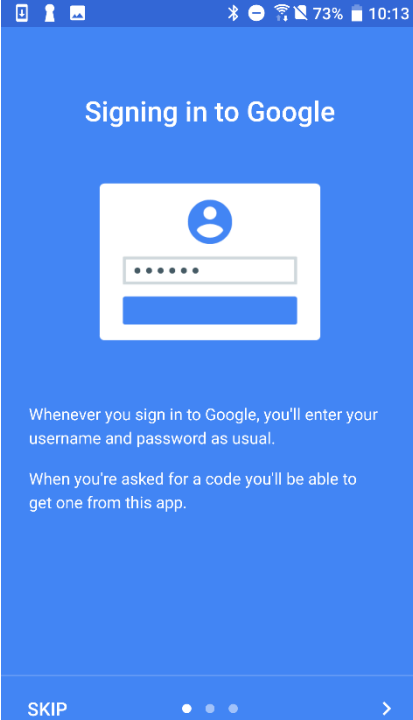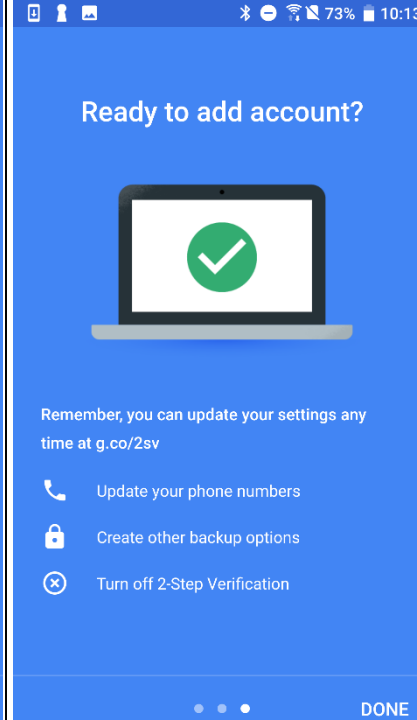|	
Install "Google Authenticator" on your smart devices	This app will generate the dynamic password for you to access the VPN service
Install "Forticlient VPN" on your Mac	This program is required for the setting up the VPN connection
Setup "VPN Activation Service"	The VPN service is disabled by default until user's activation, and the activation will become invalid if the service is not used for 90 days.
Check your notification email	After activation, you will receive a notification of a QR code, which is required for "Google Authenticator" to generate your dynamic password
Enjoy VPN service	You are now allowed to use our VPN service

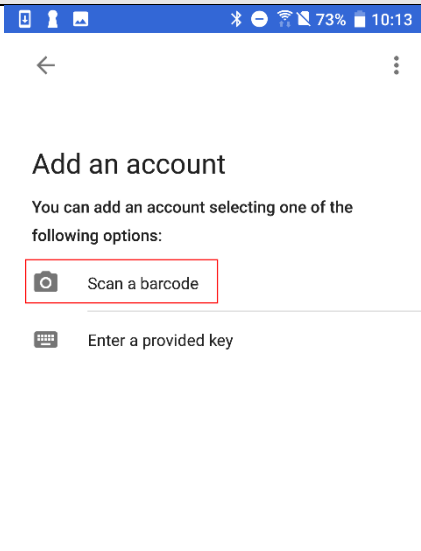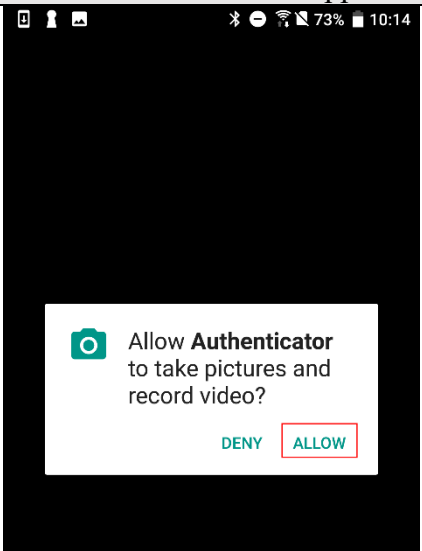# I.Install "Google Authenticator" on your smart devices

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 Mac

A.Open your browser (using Chrome as an example) and input "https://FortiClient.com/downloads" in the URL bar. Please download a version compatible with your Mac OS：

Mac OS	FortiClient
10.12	under version 6.2.6
10.13	under version 6.4.1
10.14	under version 6.4.3
10.15	7.0.0 to 6.0.9
11	7.0.0 or 6.4.3

Download version 7.0 as an example, click "FrotiClinet VPN "
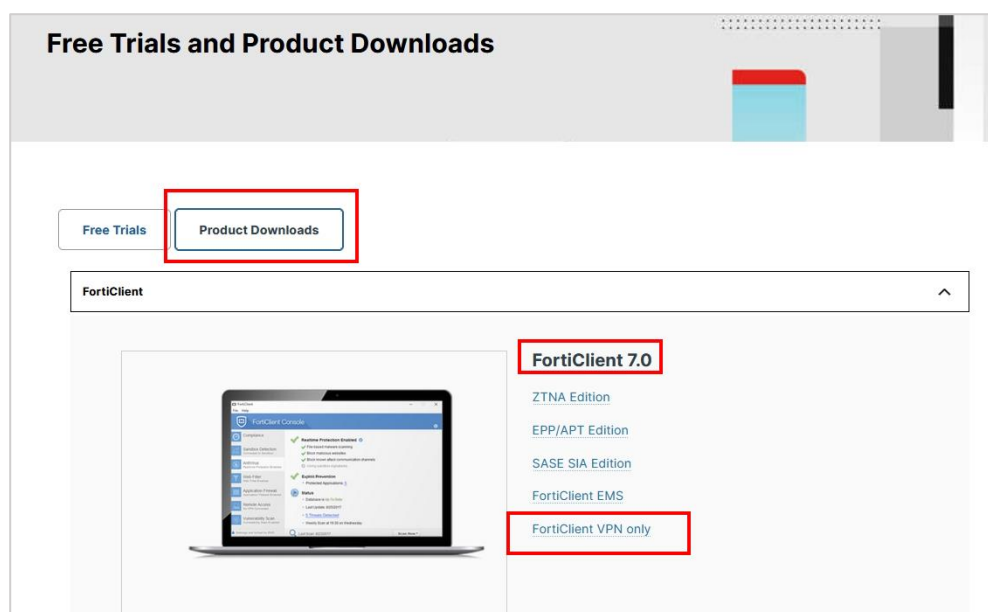
B.Scroll down the page and click "Download " to download the file

C.Install

1.After the "FortiClientVPNOnlineInstaller" program is downloaded, please find the program in "Downloads", left click twice, and then click the "Open" button.。
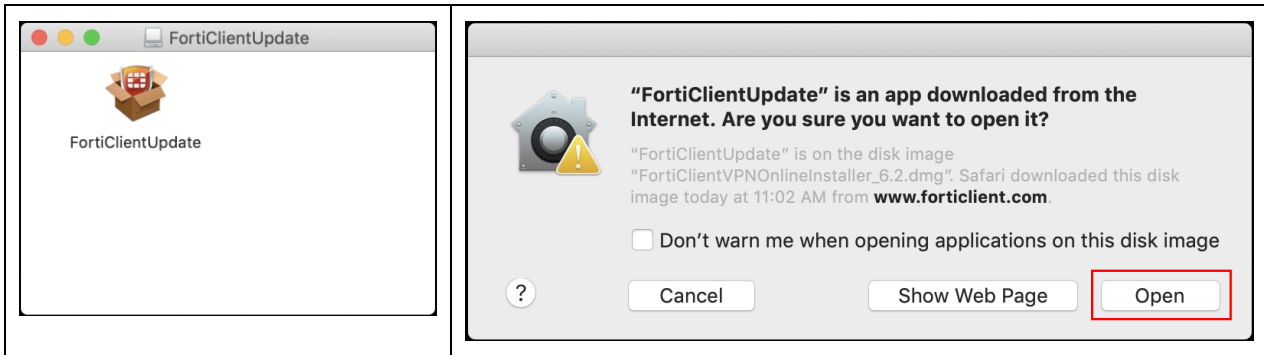
2.Wait for「Downloading FortiClient」
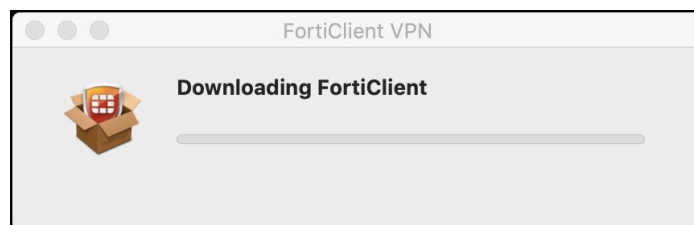
3.Click「Install」
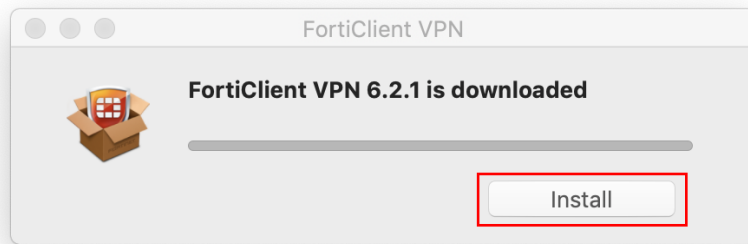
D.Please follow the instructions to complete the installation

Step1：Click "Continue"	Step2：Click "Continue"
Step3：After reading the license, click "Agree"	Step4：Click "Install"

Step5：Please use Touch ID or enter a password to allow this project to be executed	Step6：Please click the "Close"
Installer is trying to install new software. Touch ID or enter your password to allow this. Use Password...　Cancel	Install FortiClient The installation was completed successfully. ● Introduction ● License ● Destination Select ● Installation Type ● Installation ● Summary **The installation was successful.** The software was installed. Go Back　Close

III.Setup "VPN Activation Service"

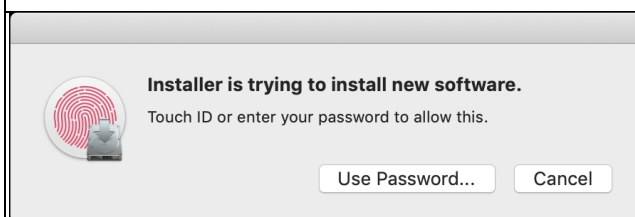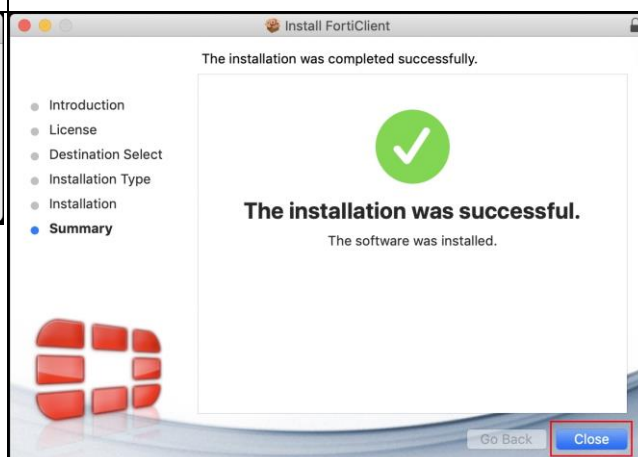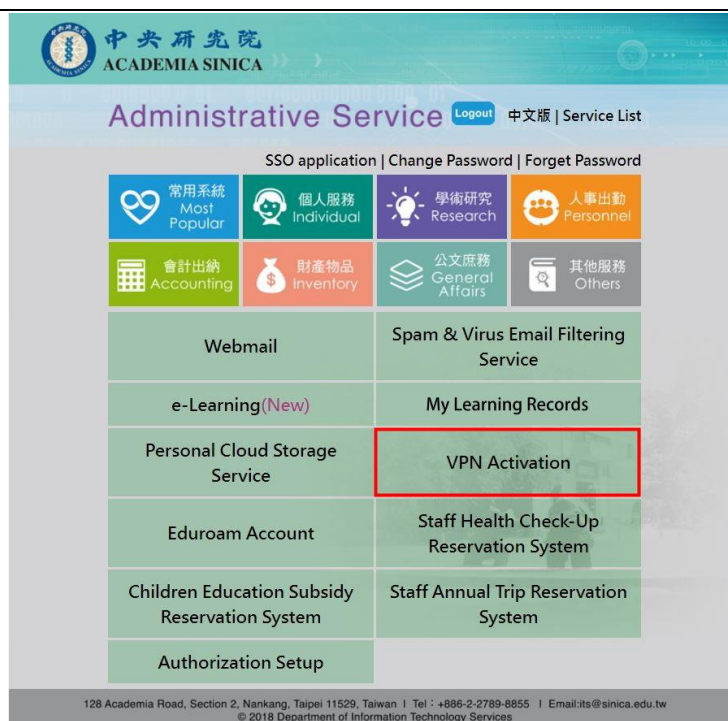A.Please go to "Administrative Service" system of Academia Sinica and click "Individual" , or open page: https://asbpm.its.sinica.edu.tw

中央研究院
ACADEMIA SINICA

Administrative Service Logout 中文版 | Service List

SSO application | Change Password | Forget Password

常用系統 Most Popular | 個人服務 Individual | 學術研究 Research | 人事出勤 Personnel

會計出納 Accounting | 財產物品 Inventory | 公文庶務 General Affairs | 其他服務 Others

Webmail	Attendance Management System
e-Learning(New)	Overseas Business Trip System
IT Service Desk	Government document Management System
Academic On-line Service System	Children Education Subsidy Reservation System
VPN Activation	

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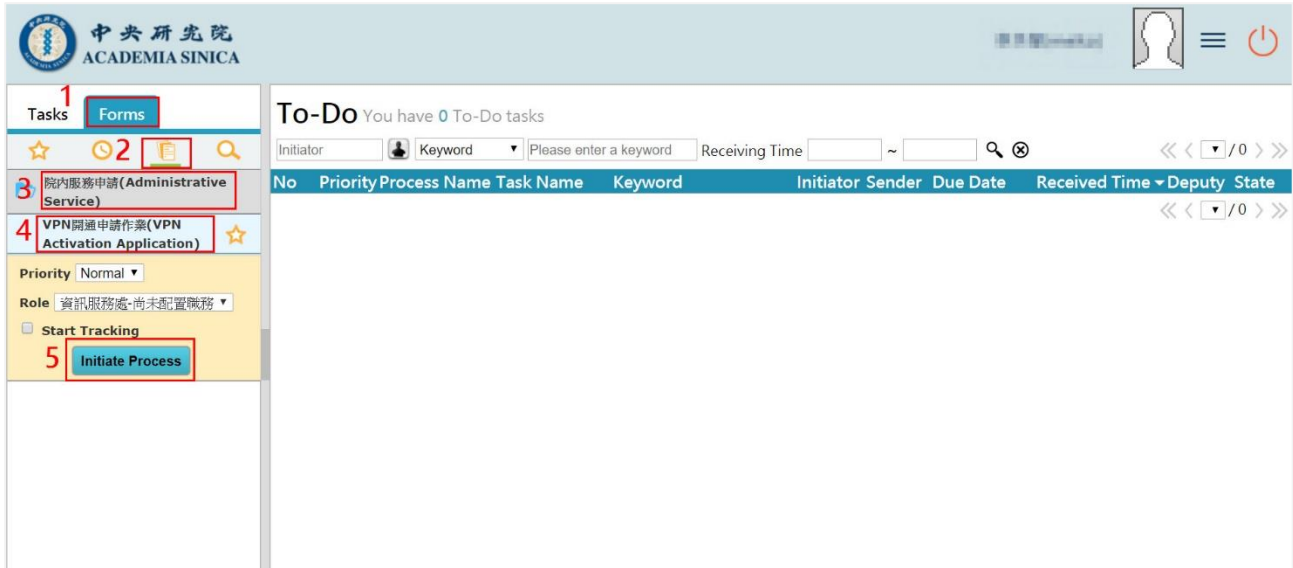
B.Please click "VPN Activation"

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

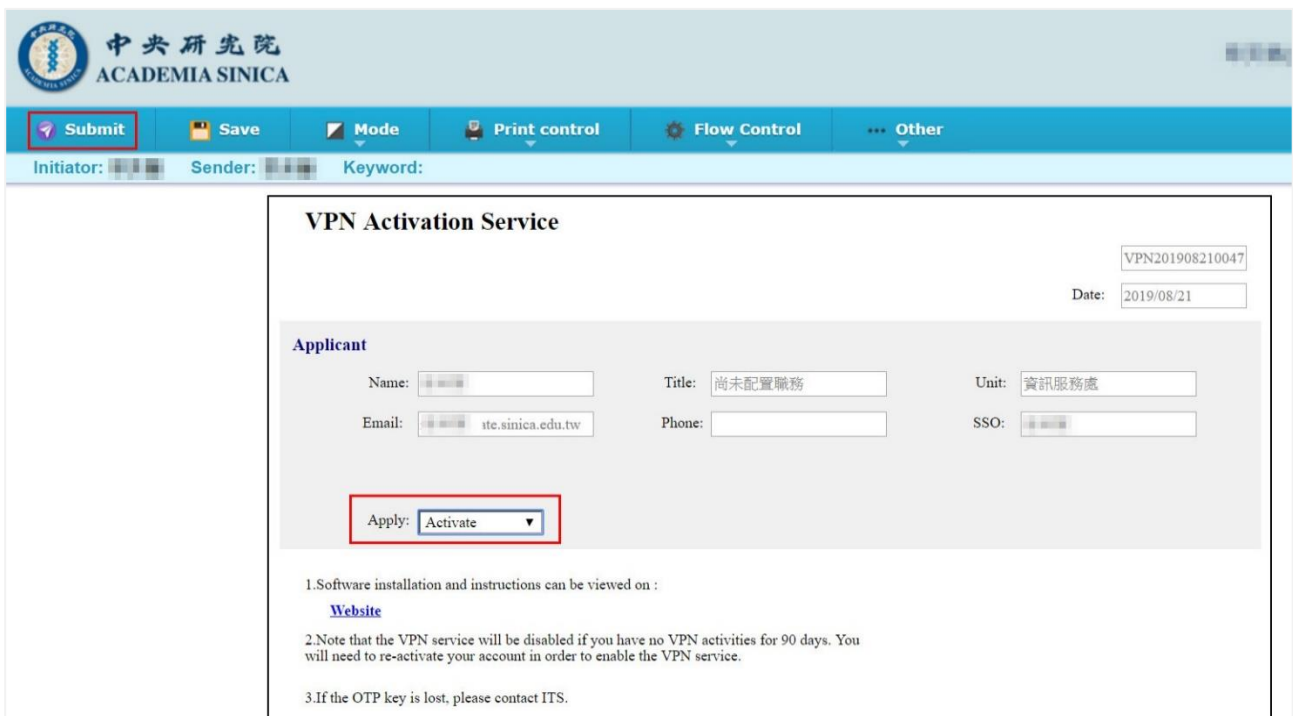C.After you log in the Sinica BPM System, please proceed the following steps:

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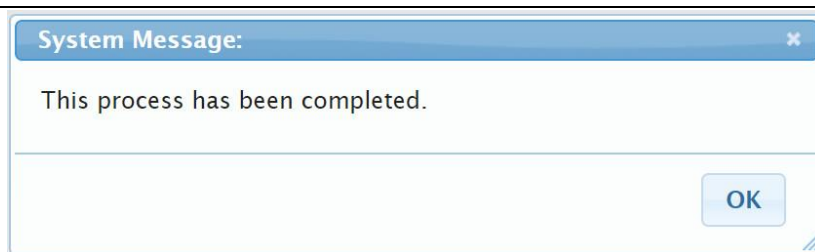
Note：that the VPN service will be disabled if you have no VPN activities for 90 days. You will need to re-activate your account in order to enable the VPN service.

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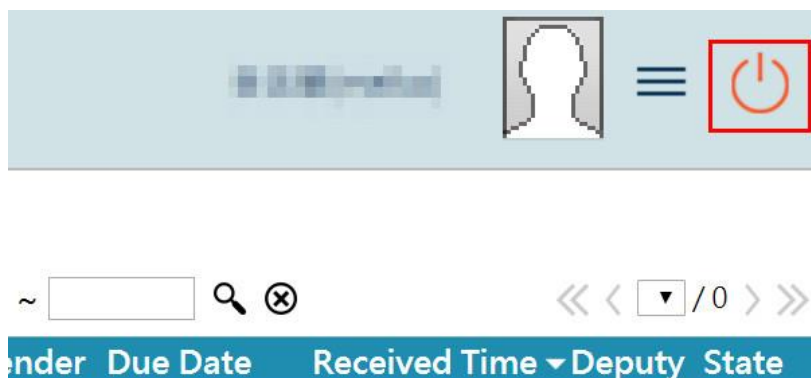

IV.<u>Check your notification email</u>

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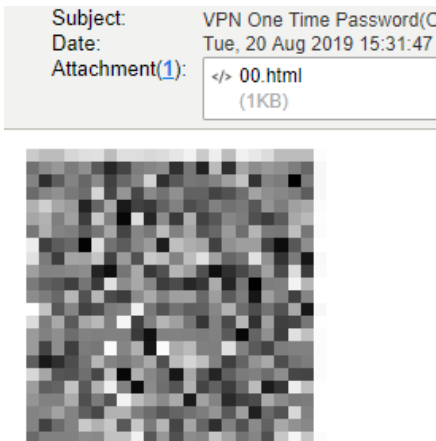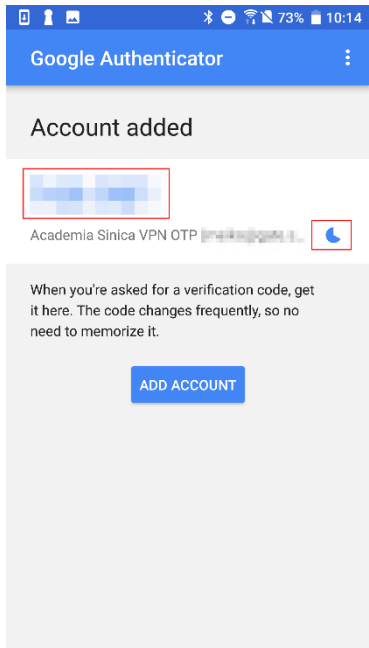
B.Please open the email, switch to "HTML" mode", and click "Unblock, display external images inside this mail. Display images from its by default"

C.You will find the QR code at the attachement or at the bottom of the mail
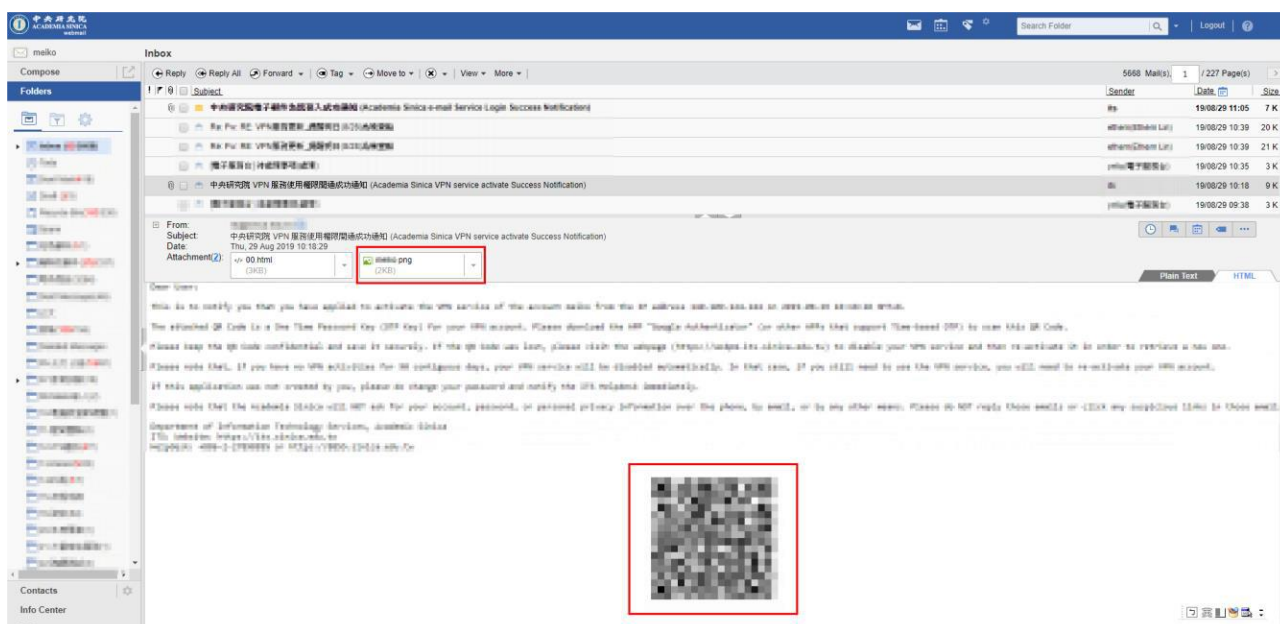
D.Please use the "Google Authenticator" app, which you have installed in the first step, to scan
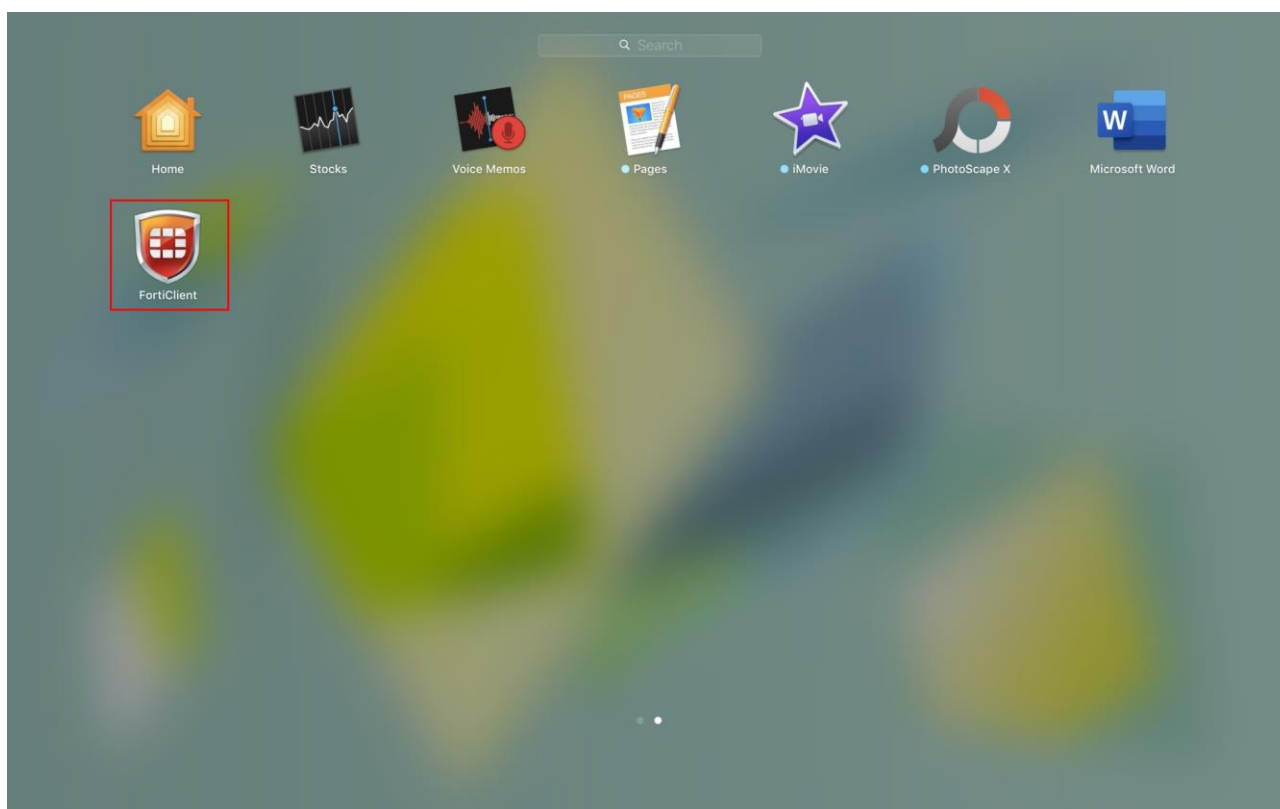
the QR code in the email

| 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
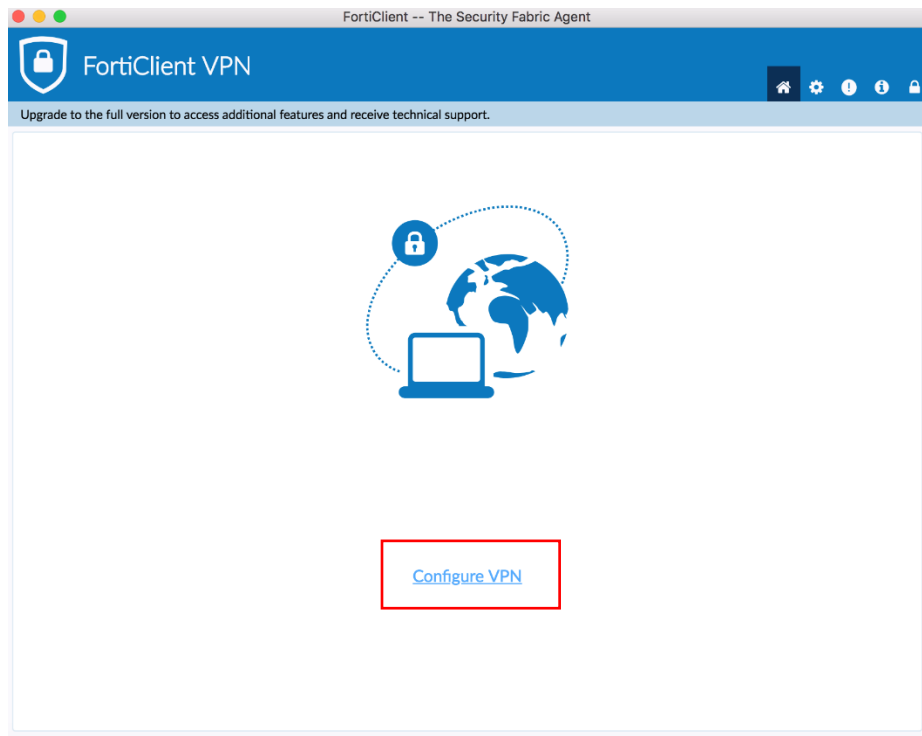
1.Find the FortiClient VPN program in all programs and click「 」。

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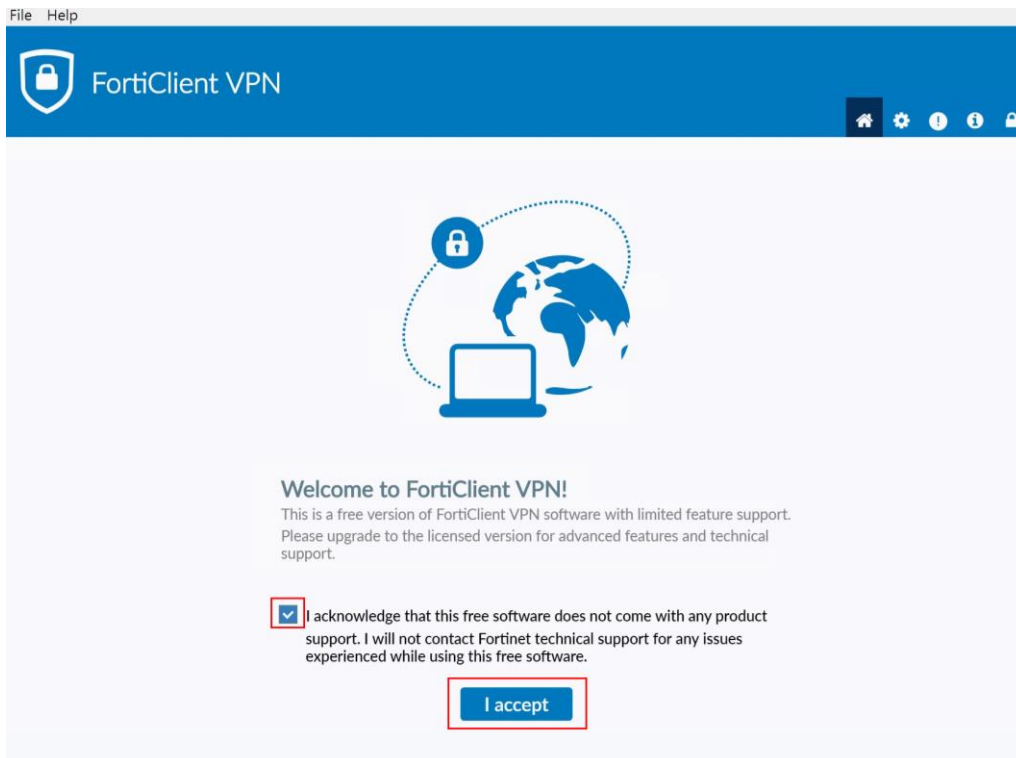

C.Click "Configure VPN" button

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.Other settings, please keep the default value

7.Please click the "Save" button
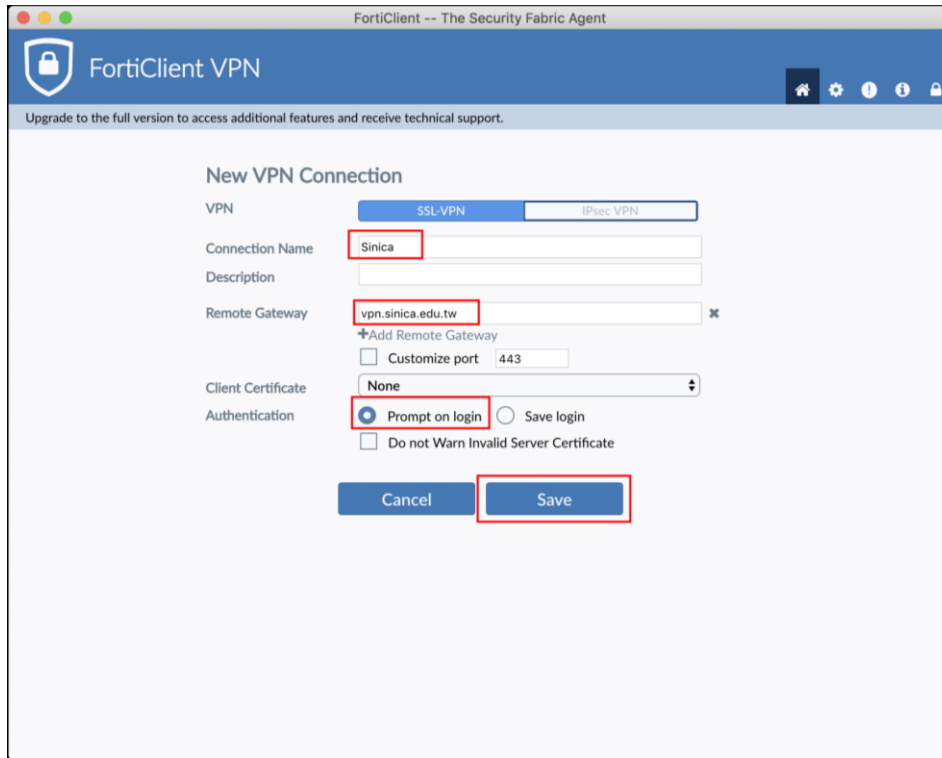
E.In the following log-in page, please follow the instructions to input:

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.
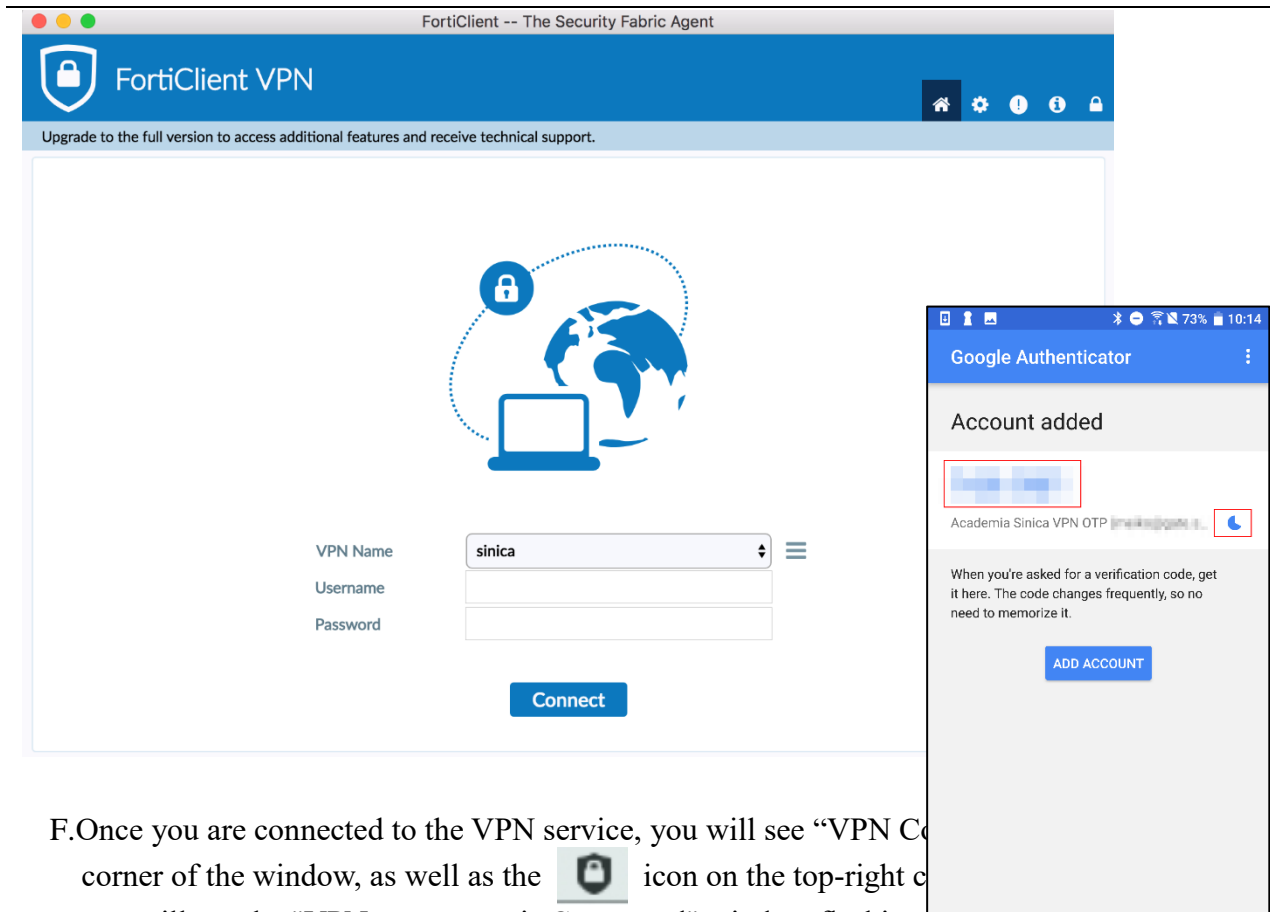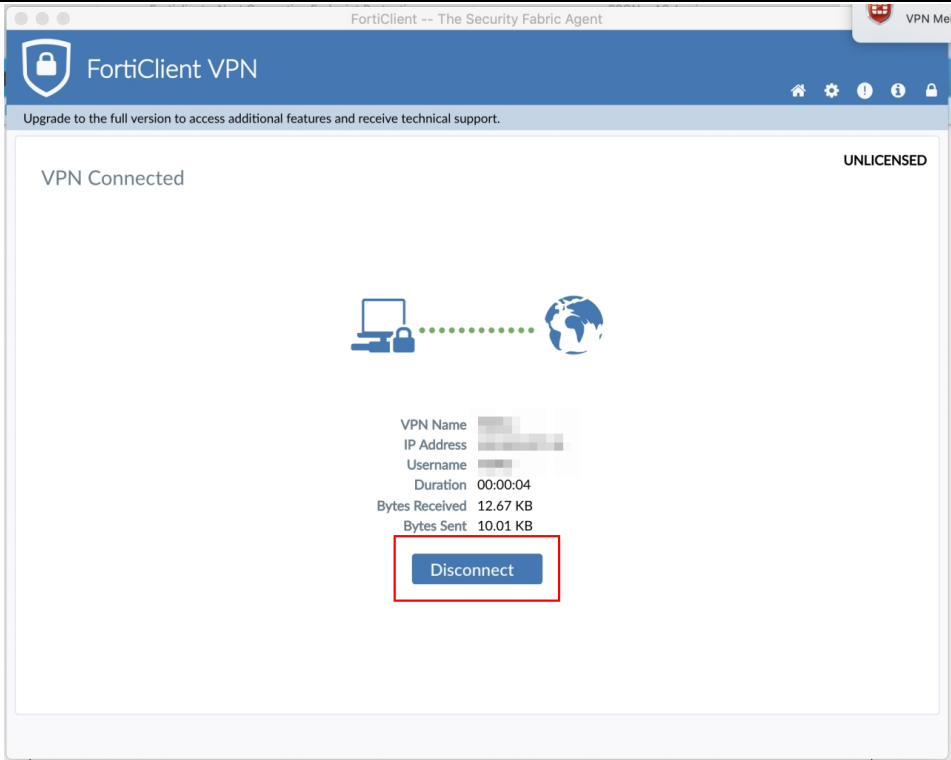
F. Once you are connected to the VPN service, you will see "VPN Co[...] corner of the window, as well as the ⬛ icon on the top-right c[...] you will see the "VPN your name is Connected" window flashing past.
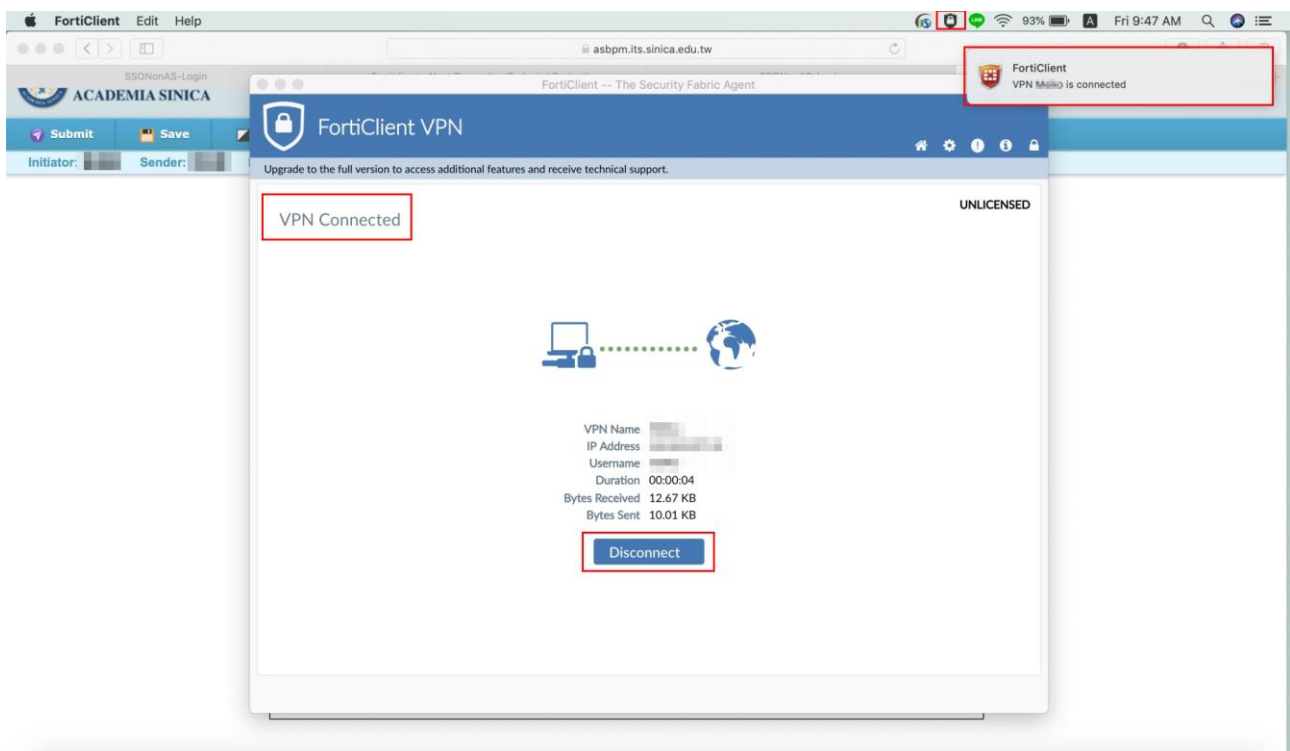
G. You can click "Disconnect" to disconnect this VPN service too.

--END--