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Academia Sinica

# VPN Activation Service

## User Manual

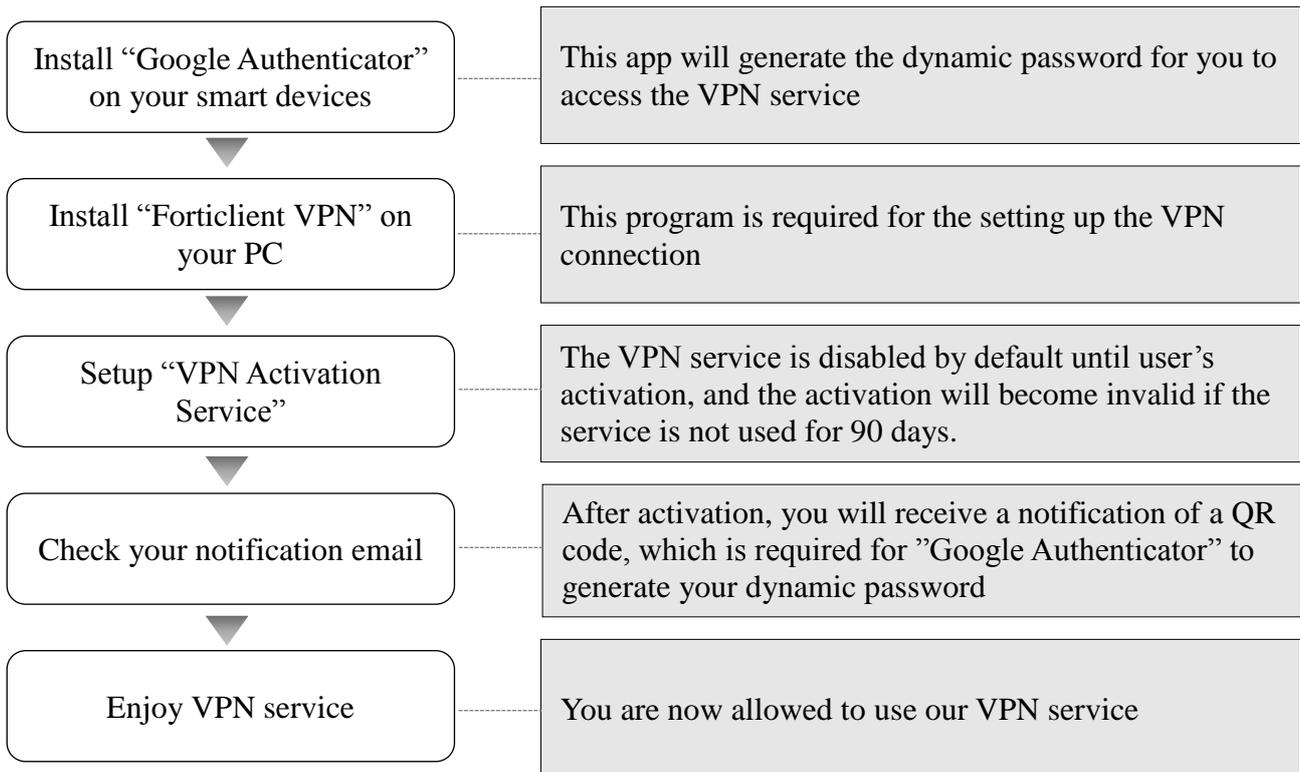
Department of Information and Technology Services  
2019/8/20



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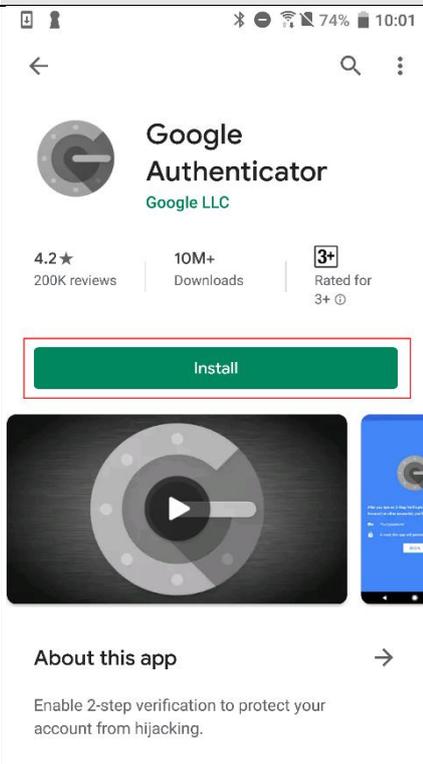
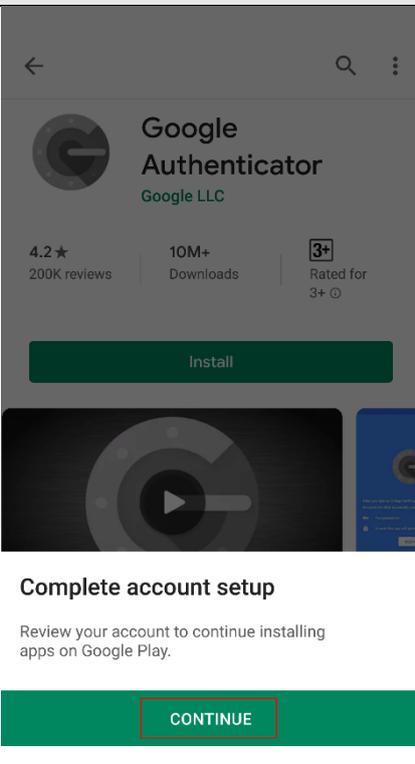
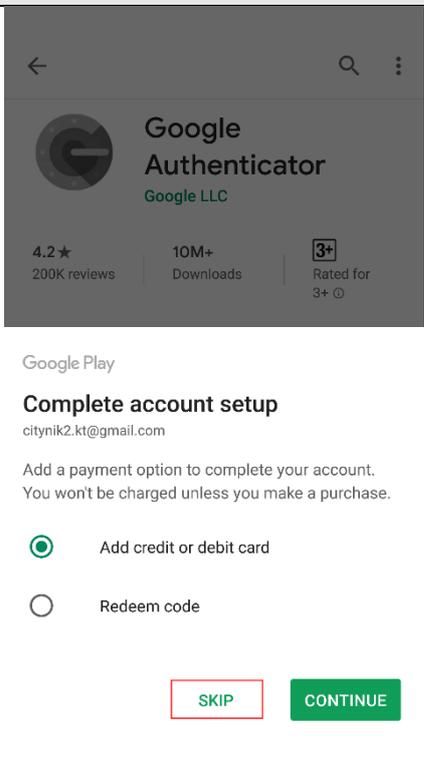
## VPN Activation Flowchart (for PC)

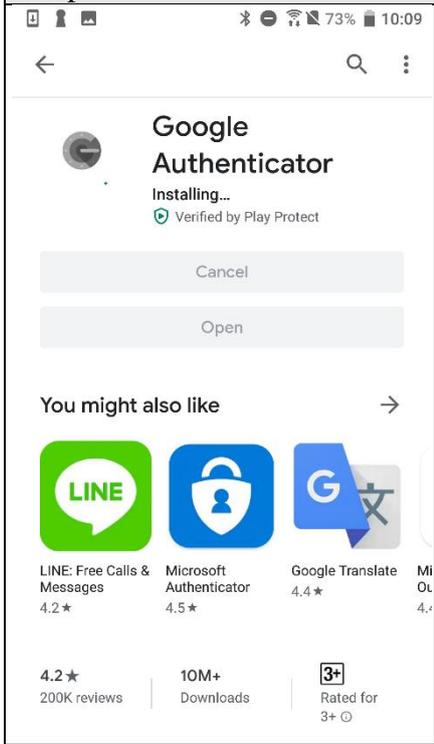
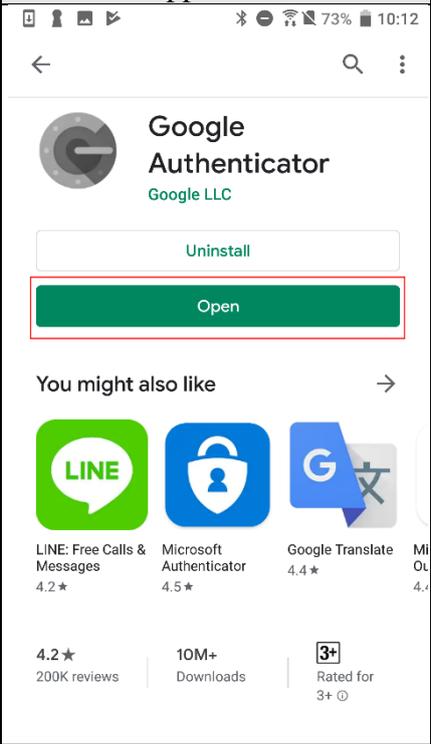
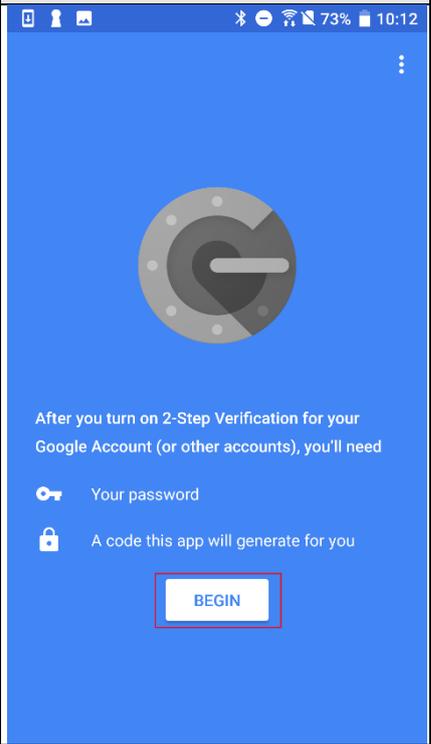


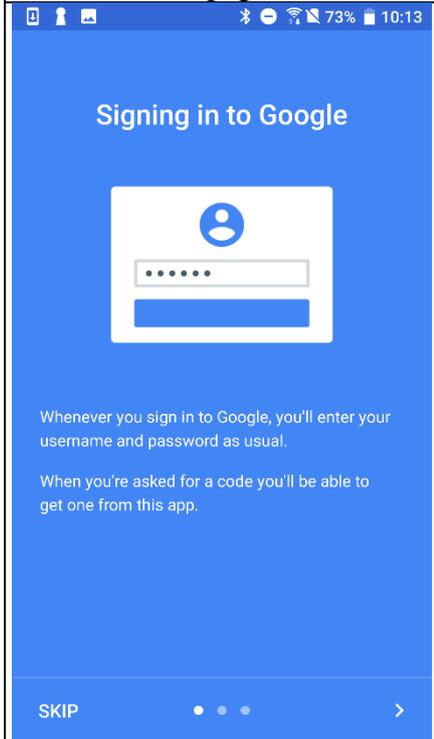
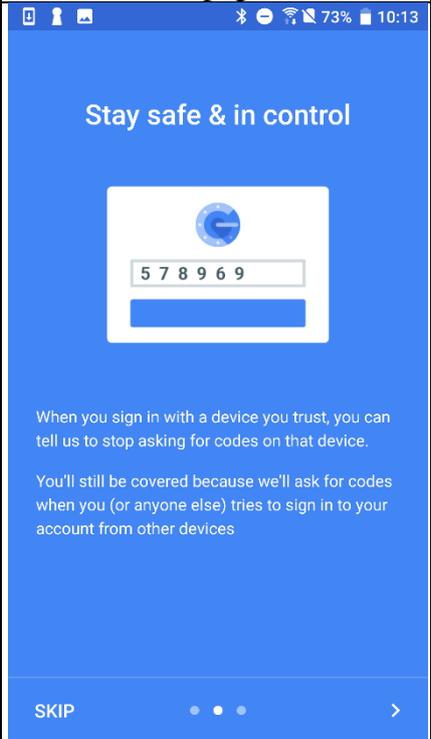
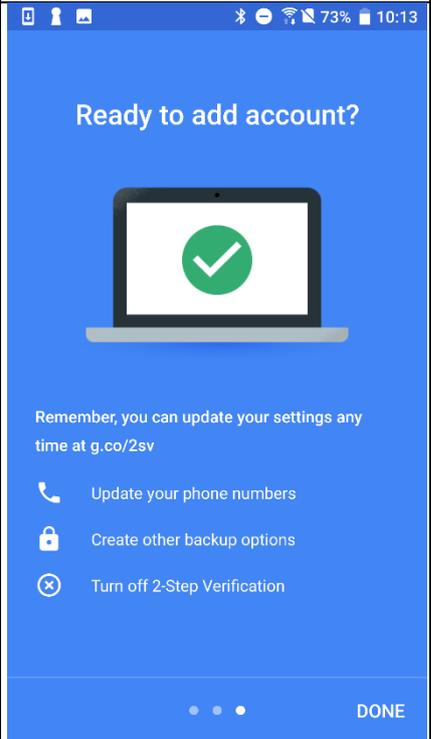
## I. Install “Google Authenticator” on your smart devices

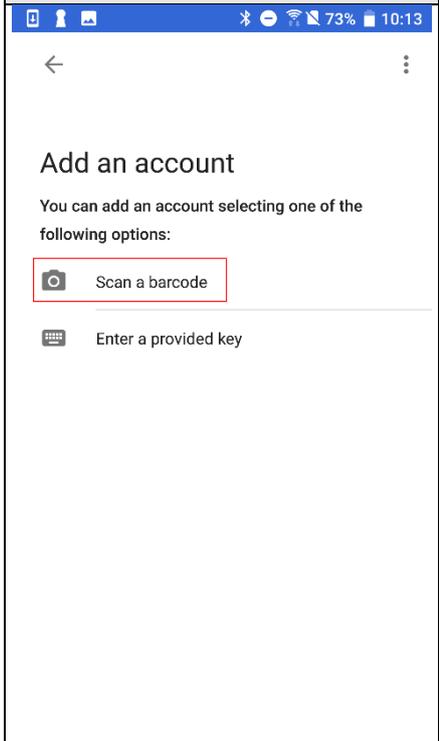
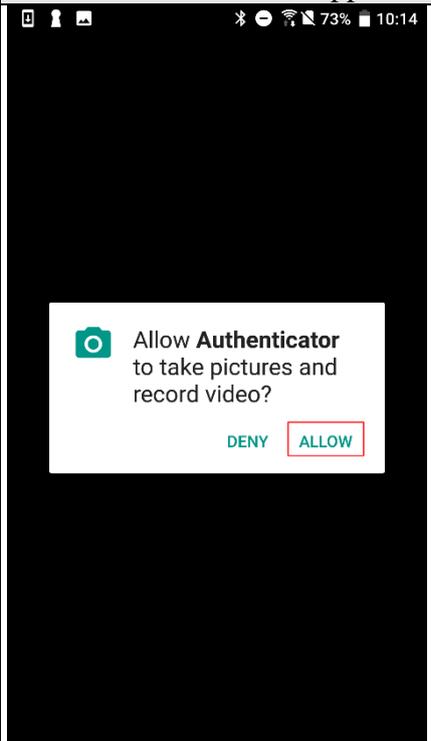
Android	iOS
<p>Search “Google Authenticator” on Google Play or scan this QR code to download/install the app</p> 	<p>Search “Google Authenticator” on App Store or scan this QR code to download/install the app</p> 

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
		

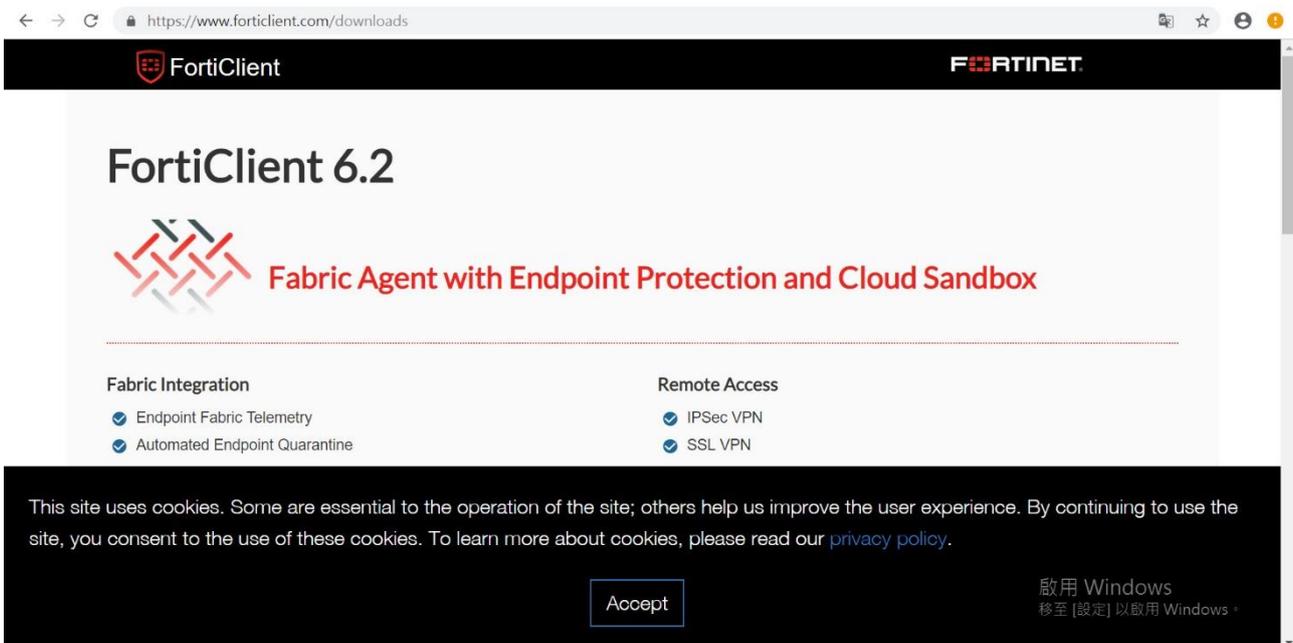
<p><b>Step4 :</b> Wait till the installation complete</p>	<p><b>Step5 :</b> After installation, click “Open” to start the app</p>	<p><b>Step6 :</b> click “BEGIN” button</p>
		

<p><b>Step7 :</b> Read the descriptions and swipe left to the next page</p>	<p><b>Step8 :</b> Read the descriptions and swipe left to the next page</p>	<p><b>Step9 :</b> Read the descriptions and click “DONE”</p>
		

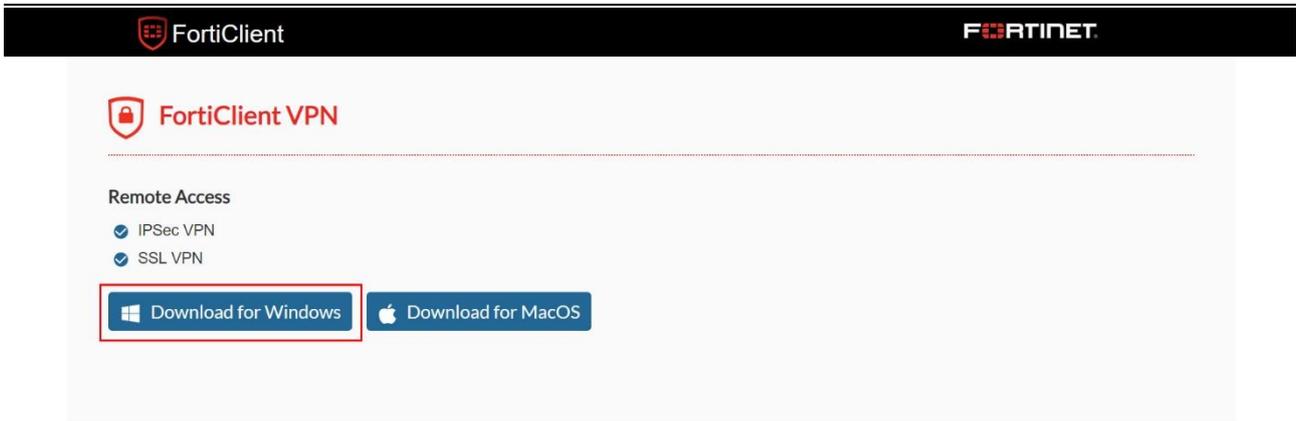
<p><b>Step10 :</b> Click “Scan a barcode”</p>	<p><b>Step11 :</b> Click “Allow” to enable the camera functions in the app</p>	
		

## II. Install “FortiClient VPN” on your PC

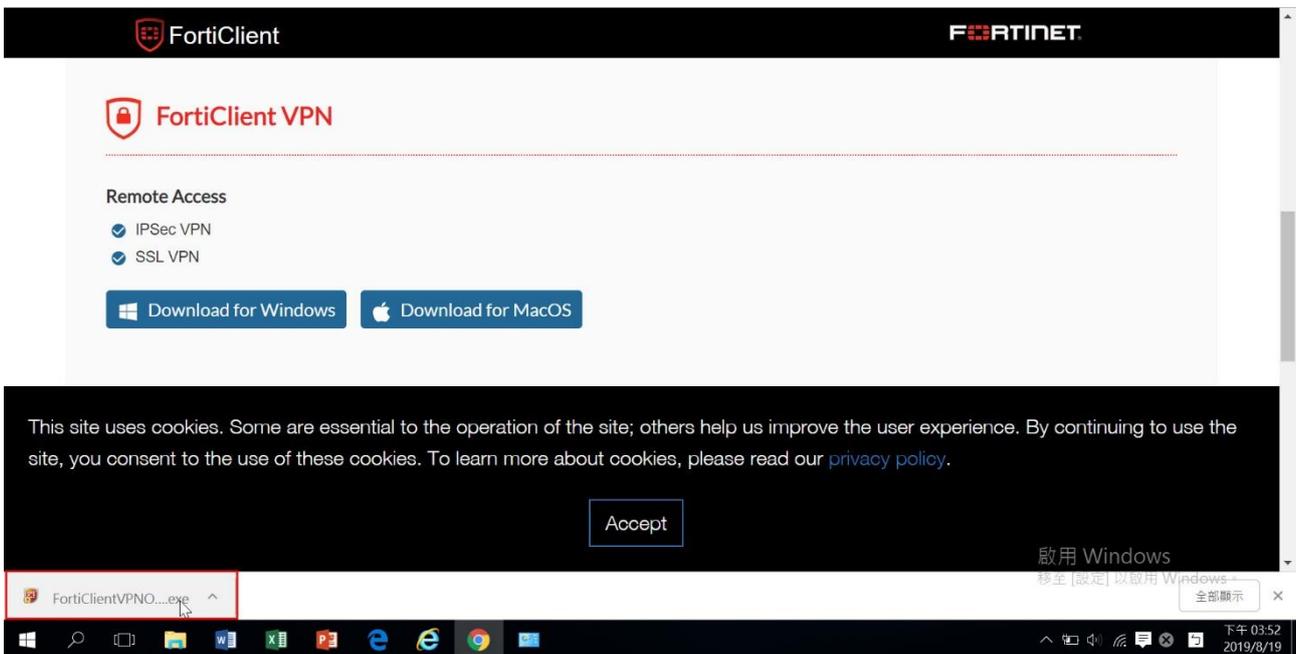
A. Open your browser (using Chrome as an example) and input “<https://FortiClient.com/downloads>” in the URL bar



B. Scroll down the page and click “Download for Windows” to download the file FortiClientVPNOnlineInstaller\_6.2.exe

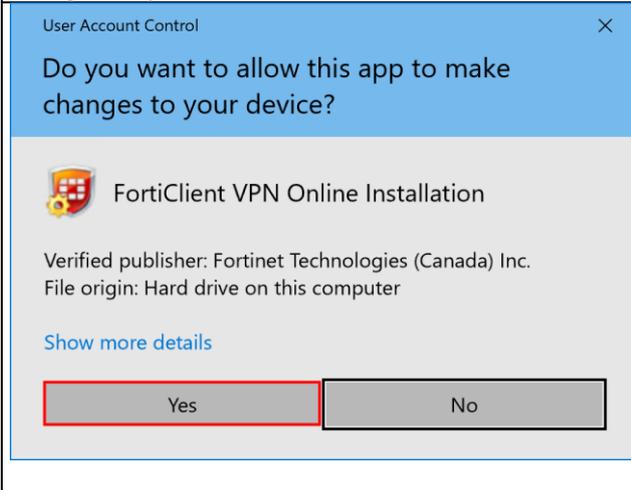


C. After the download completion, click the file to start the installation. Please be patient as it may take a while, and please click “Yes” if you are asked questions.

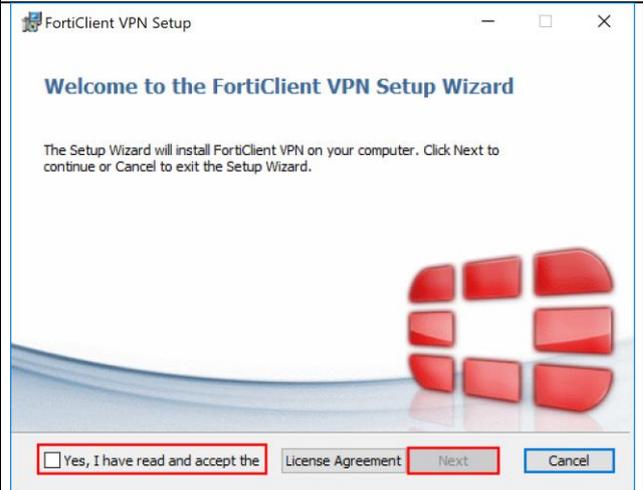


D. Please follow the instructions to complete the installation

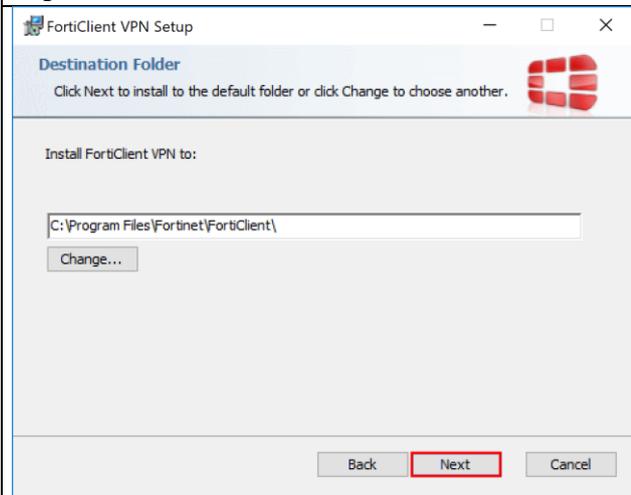
Step1 : Click “Yes”, allow “this app to make changes to your device”



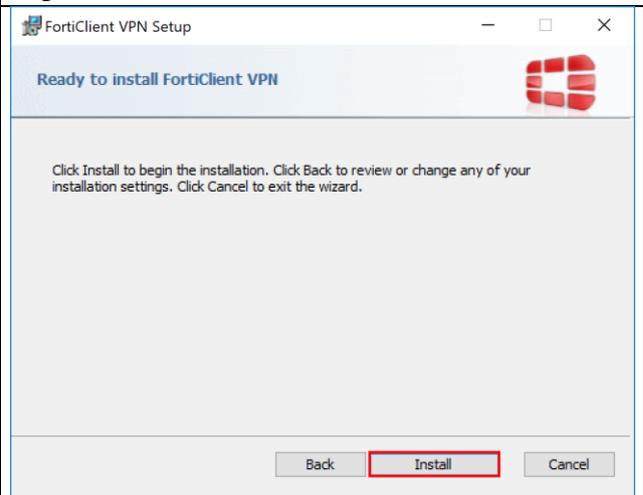
Step2 : Click “Yes, I have read and accept the” and then click “Next” button



Step3 : Click “Next” button



Step4 : Click “Install” button



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

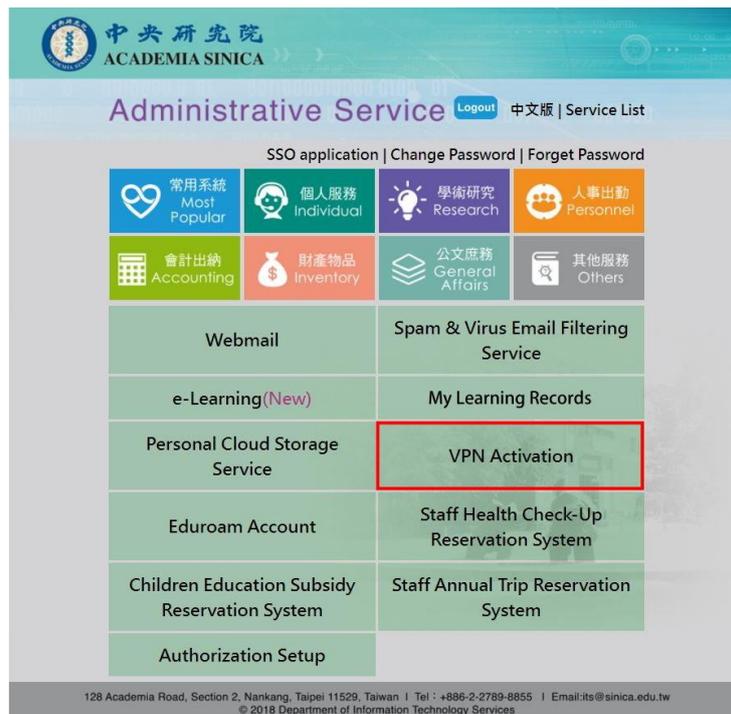


### III. Setup “VPN Activation Service”

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.

Academia Sinica Login Service Forgot Your Password? Register English 中文

User Login

**Notice**

- Academia Sinica(AS) staff, included retired, please login with your SSO account.
- Non-AS people please login with the e-mail, assigned by invitation or registered in this service.

Account

Password

Remember Me

[Forgot Your Password?](#)

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

Academia Sinica Login Service English 中文

Notice of authorization

### 中研院業務流程平台 Sinica BPM System

本平台所用之個人資料僅限姓名、E-Mail、辦公電話、機構。

該些資料將使用於：

- 填表自動帶入基本資料欄位(填表者不必每次登打)。
- 提供基本資料給單位負責人編輯職位之用，系統作為依據自動派送簽核人員。

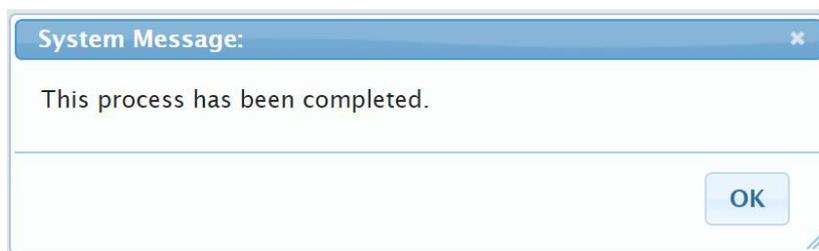
C. After you log in the Sinica BPM System, please proceed the following steps:

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

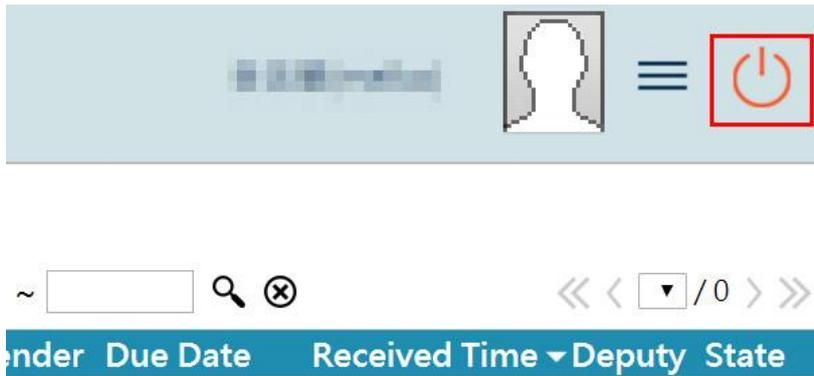
7. Click the “Submit” button on the left-top corner of the window

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



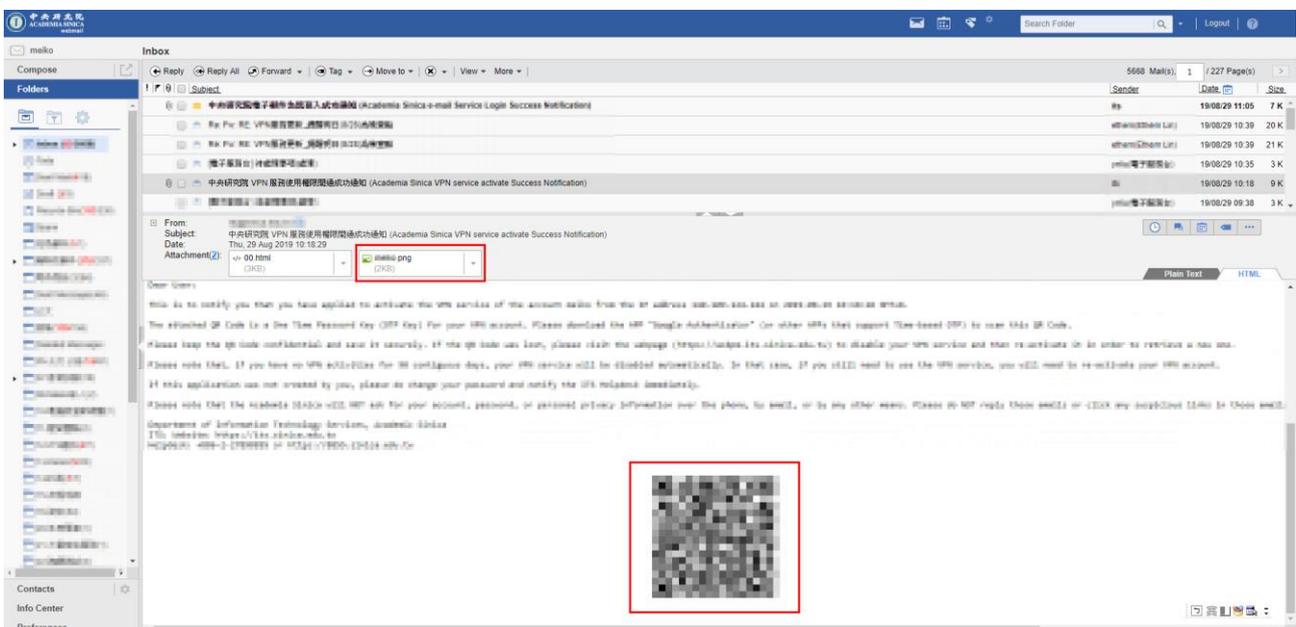
Note that the VPN service will be disabled if you have no VPN activities for 90 days. You will need to re-activate your account in order to enable the VPN service.

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

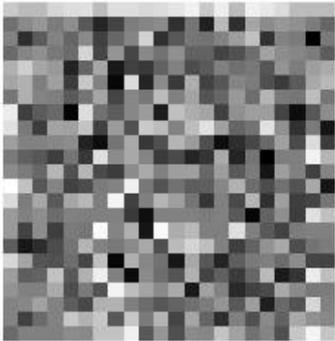
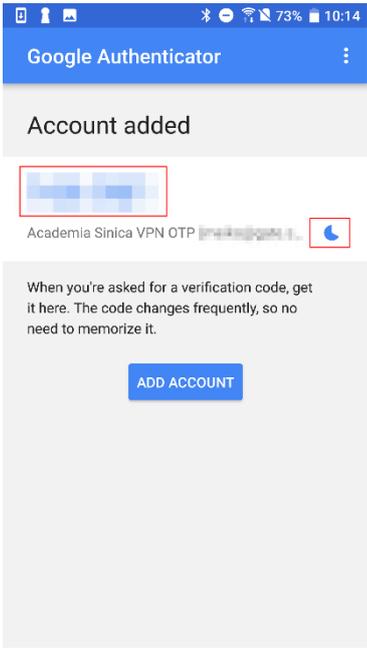


#### IV. Check your notification email

- 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 attachment or at the bottom of the mail



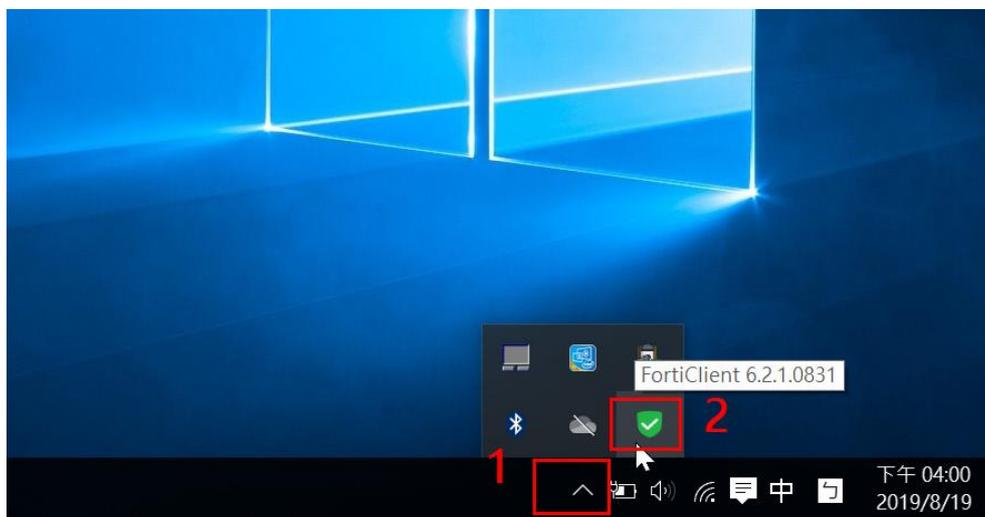
D. Please use the “Google Authenticator” app, which you have installed in the first step, to scan the QR code in the email

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

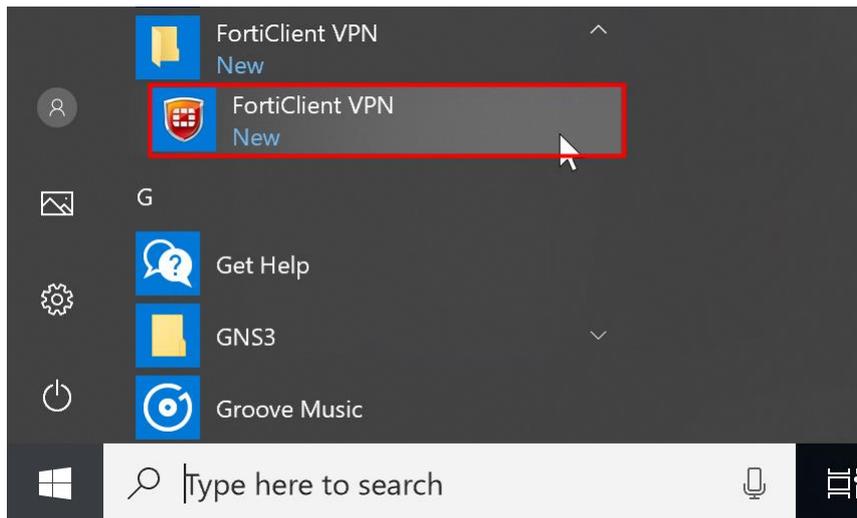
### V. Enjoy VPN Service

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

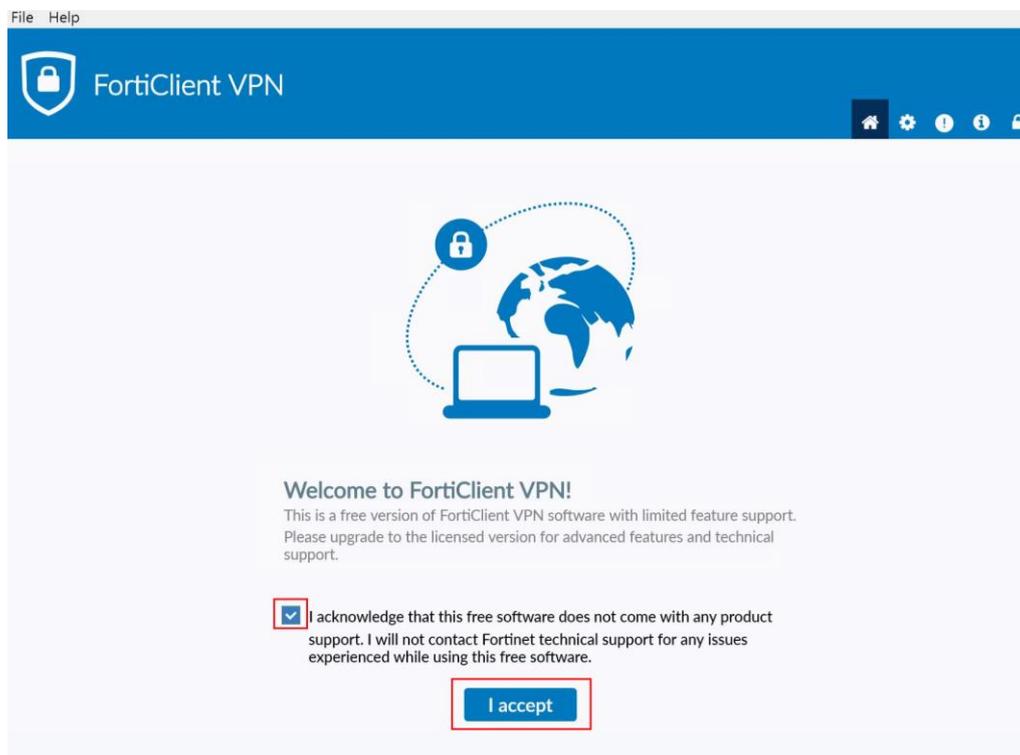
Method 1 : Click the  icon on the toolbar and double-click left mouse button on the  icon to open the program



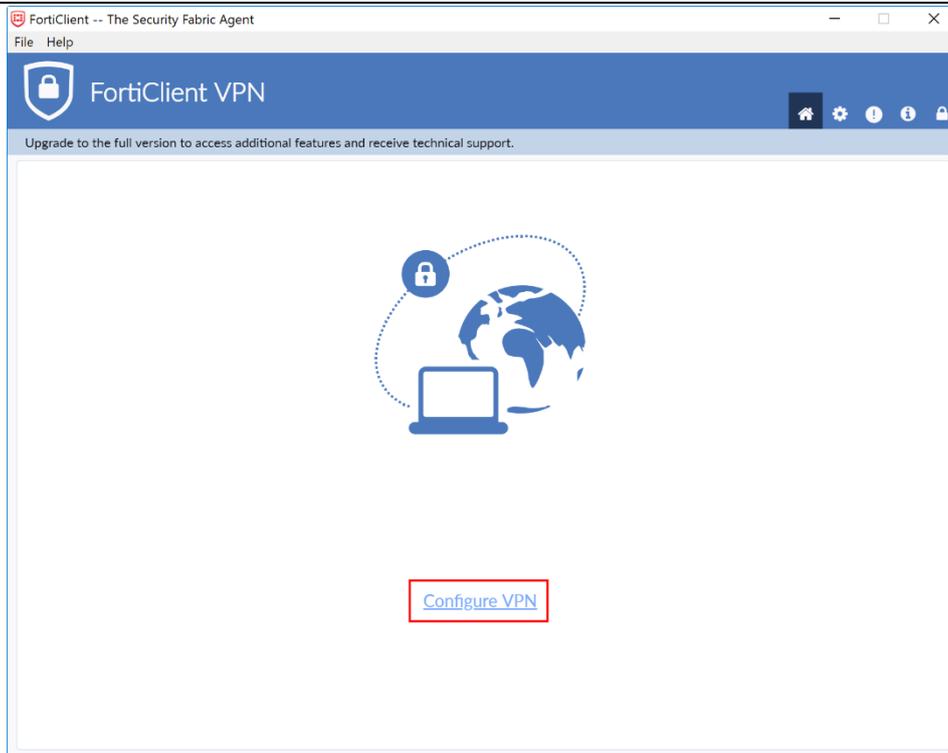
Method 2 : Click “FortiClient VPN” in the menu to open the program



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

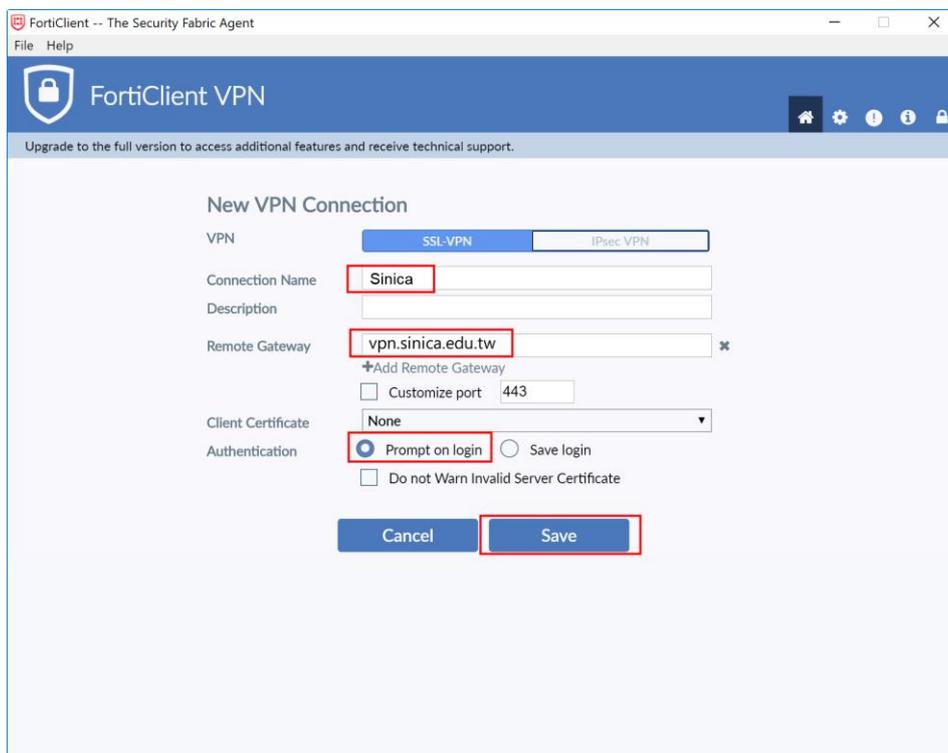


C. Click “Configure VPN” button



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

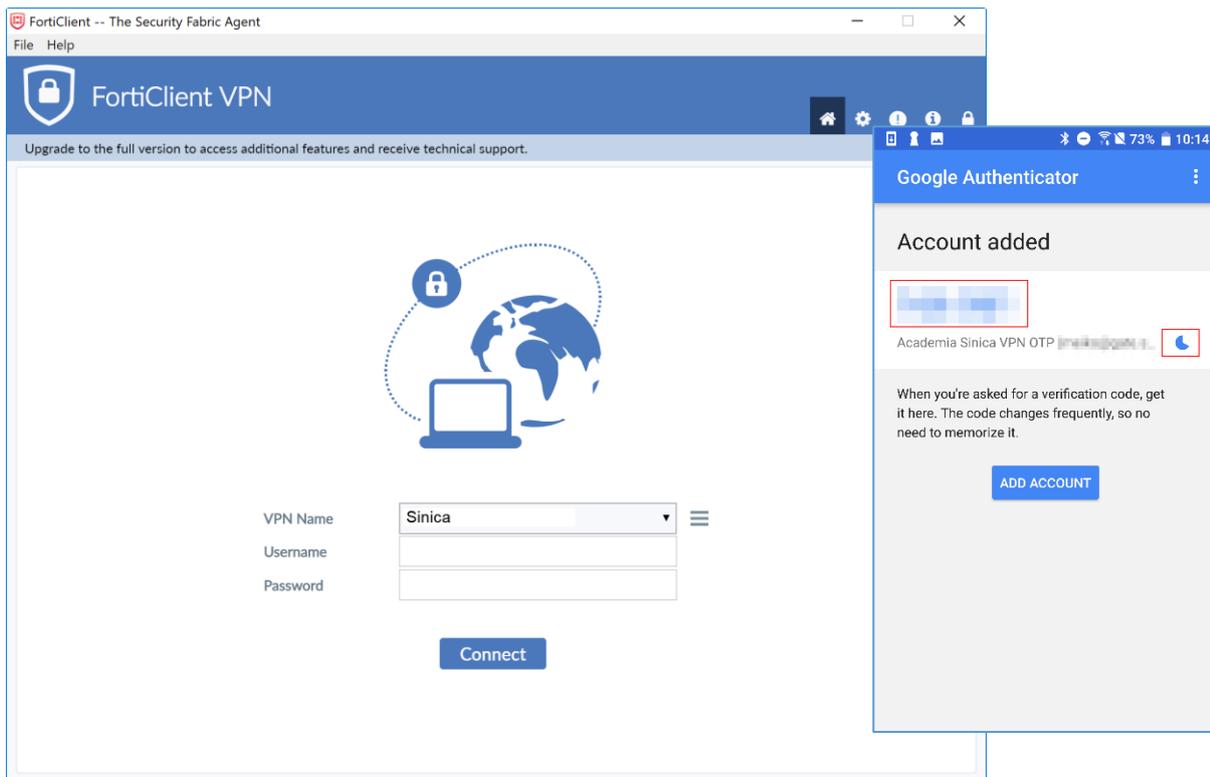


E. In the following log-in page, please follow the instructions to input:

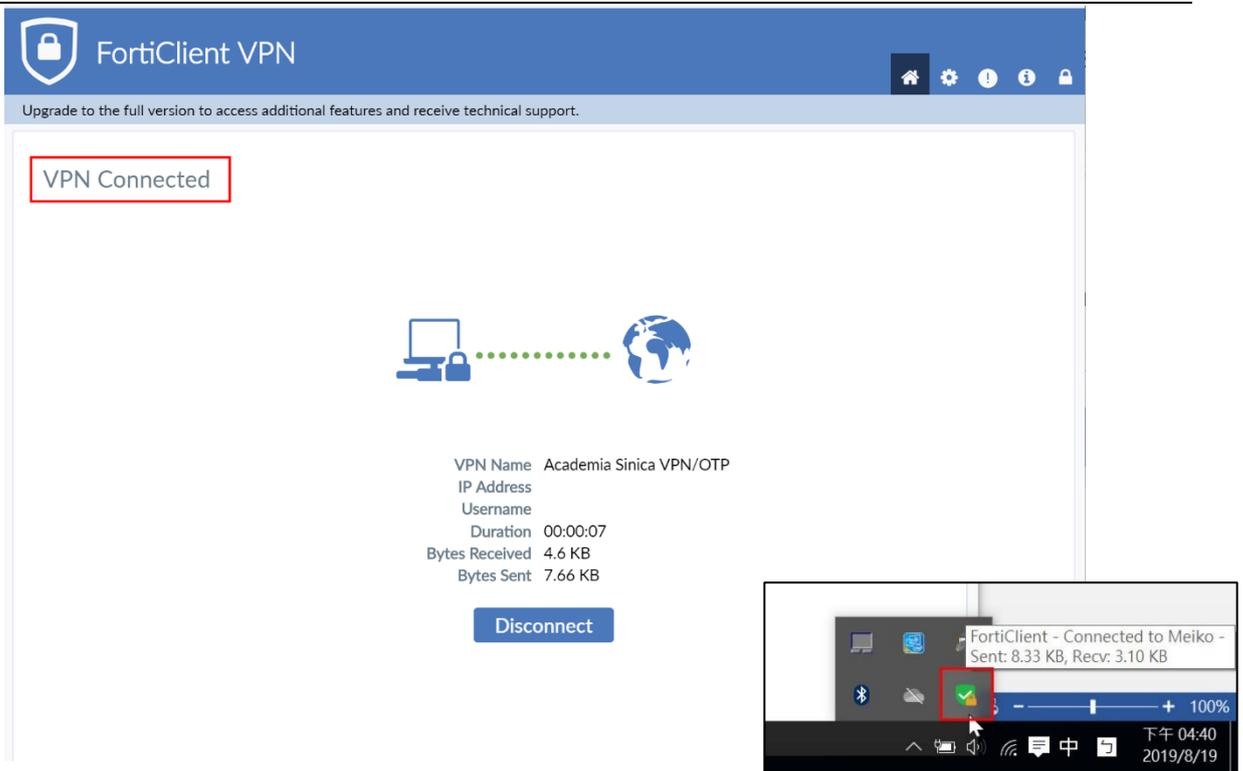
1. VPN Name: please select the connection name that you input in the previous step
2. Username: Please enter your "Gate e-mail account" (eg. abc@gate.sinica.edu.tw or abc@sinica.edu.tw)
3. Password: Please enter the password for your Gate e-mail account, following by the 6-digit number shown in your "Google Authenticator" APP. For instance, if your Gate e-mail account is XXXXXXX and the 6-digit number on the APP is 000000, you should input XXXXXXX000000 here.

**4. Finally, please click the "Connect" button.**

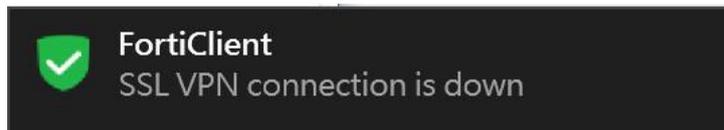
**Note that, the 6-digit number is valid for 30 seconds only. After that, the APP will refresh the number, and you will have to use the new version 6-digit number to form your new password.**



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--