
Academia Sinica

VPN Activation Service

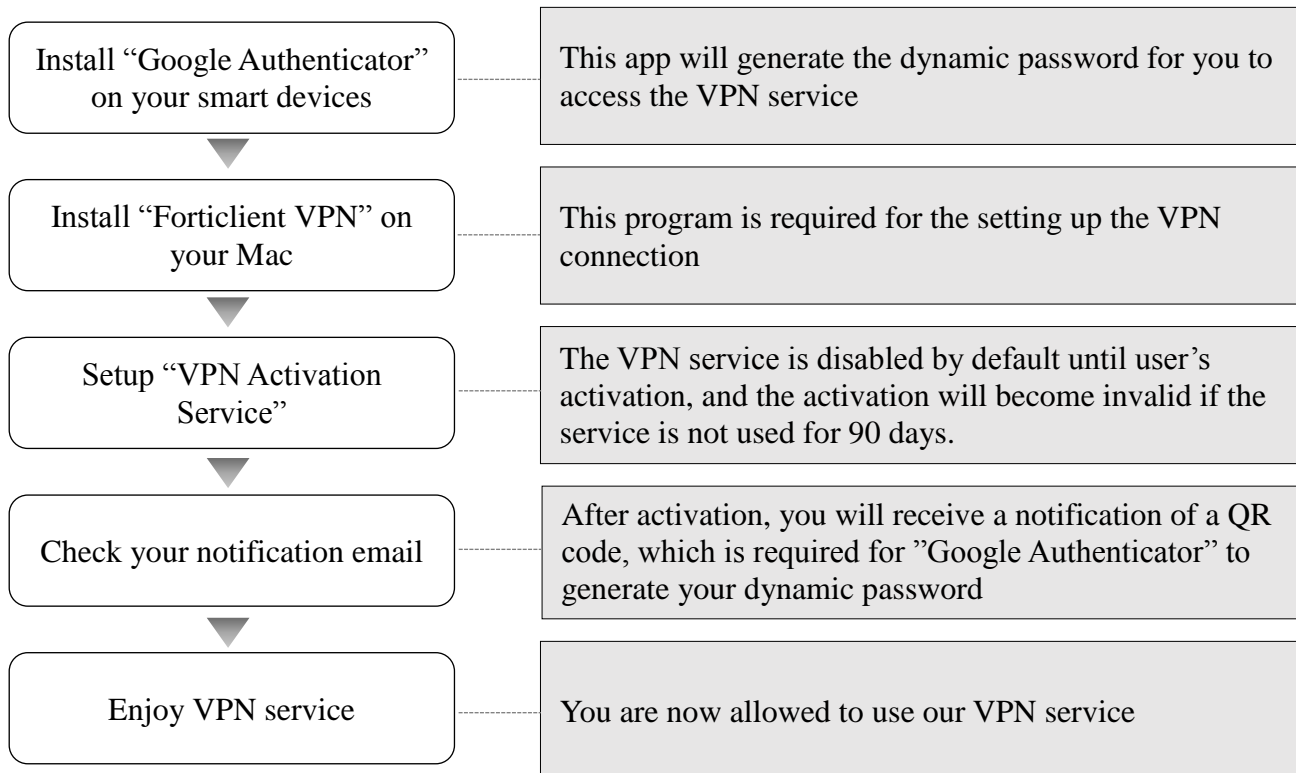
User Manual (For Mac)

Department of Information and Technology Services
2019/8/20



Index

VPN ACTIVATION FLOWCHART (FOR MAC)	1
I. INSTALL “GOOGLE AUTHENTICATOR” ON YOUR SMART DEVICES	2
II. INSTALL “FORTICLIENT VPN” ON YOUR MAC	4
III. SETUP “VPN ACTIVATION SERVICE”	7
IV. CHECK YOUR NOTIFICATION EMAIL	10
V. ENJOY VPN SERVICE	11

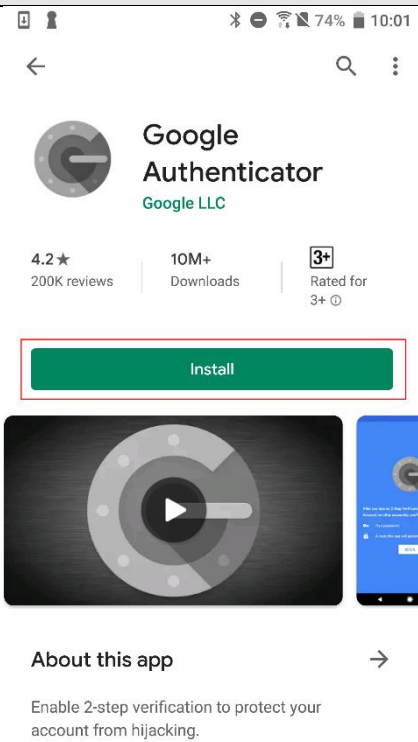
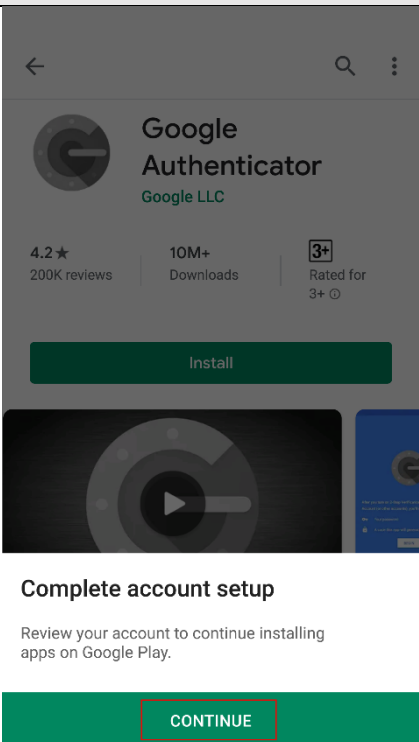
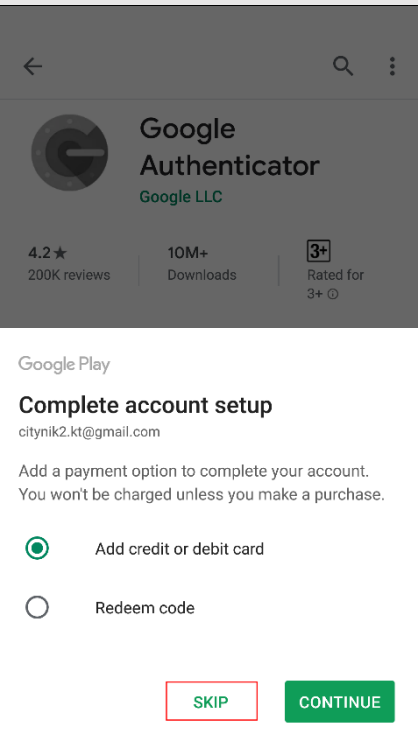
VPN Activation Flowchart (for Mac)

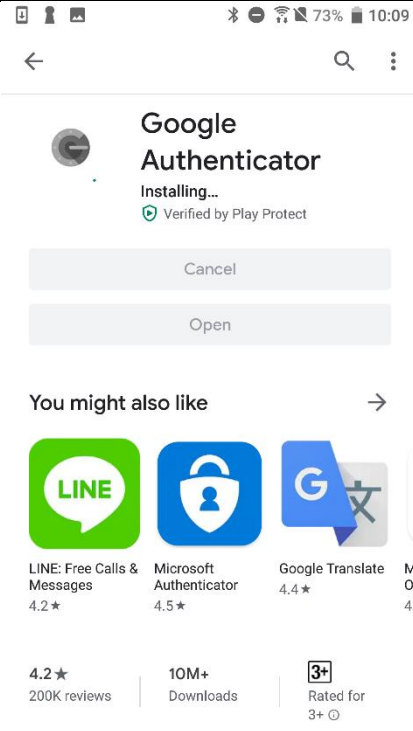
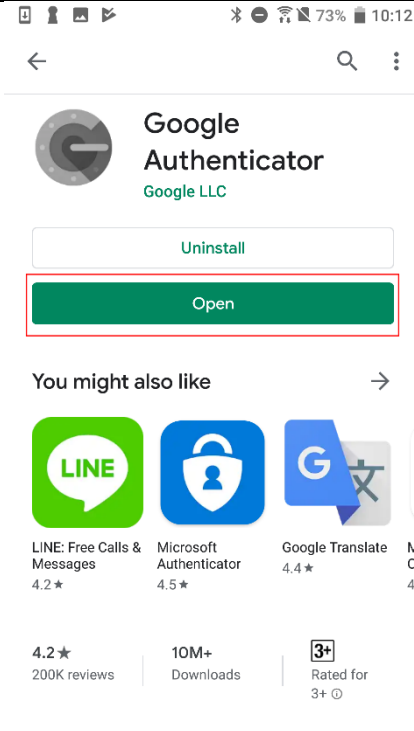
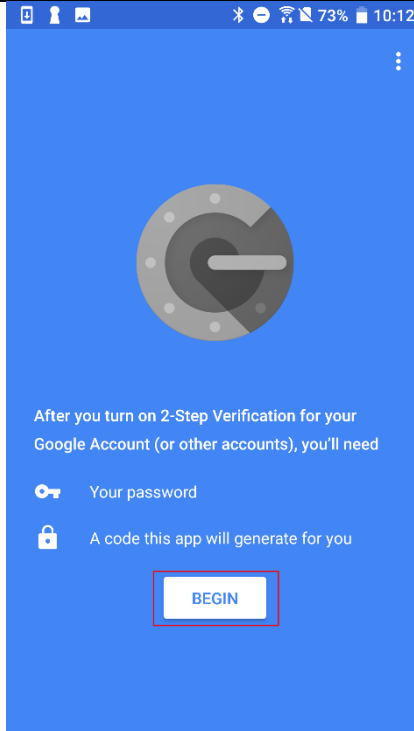


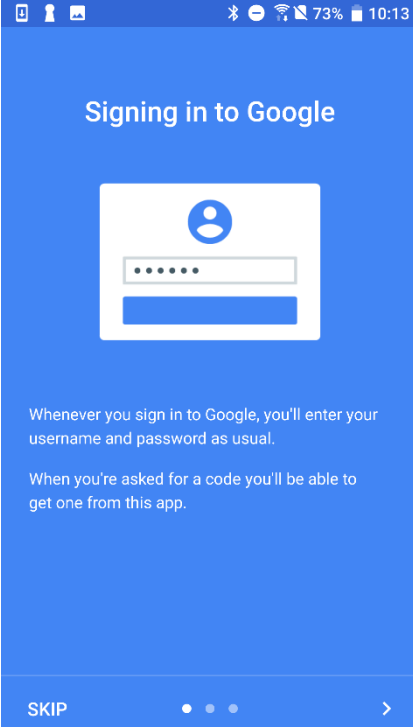
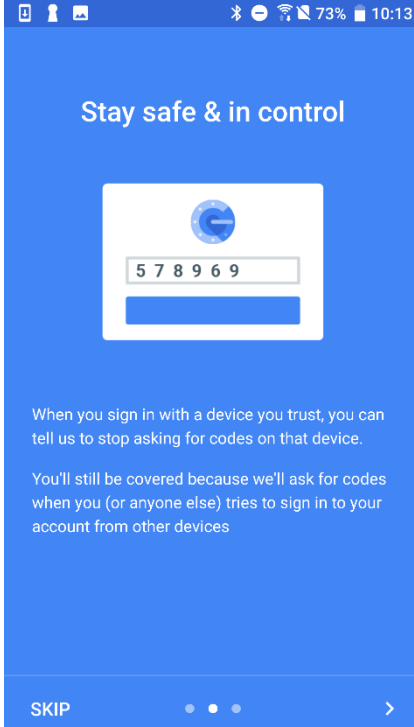
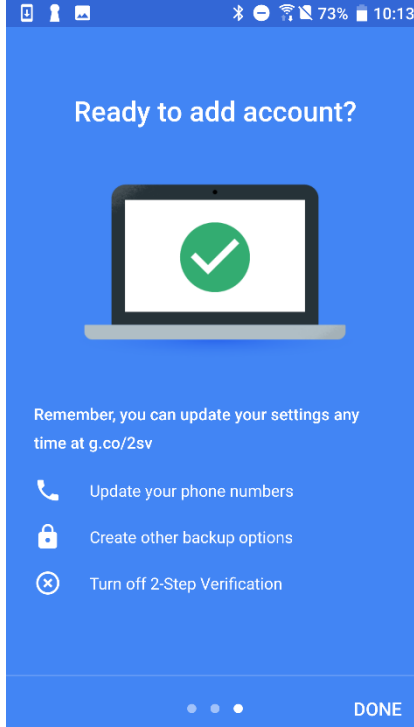
I. Install “Google Authenticator” on your smart devices

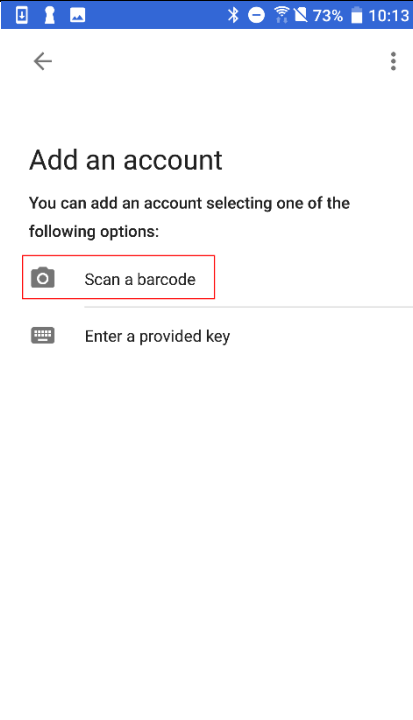
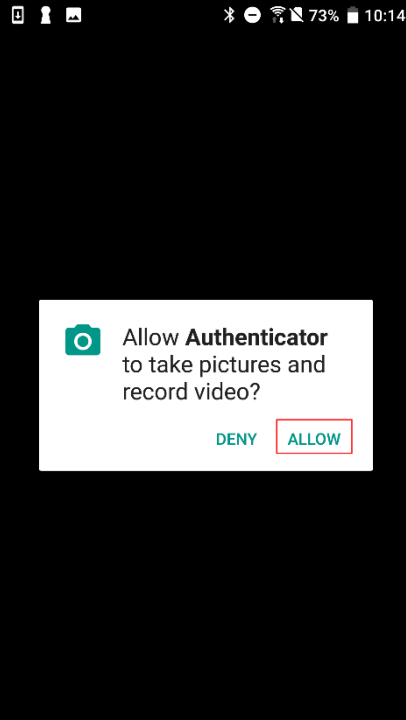
Android	iOS
<p>Search “Google Authenticator” on Google Play or scan this QR code to download/install the app</p> 	<p>Search “Google Authenticator” on App Store or scan this QR code to download/install the app</p> 

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
		

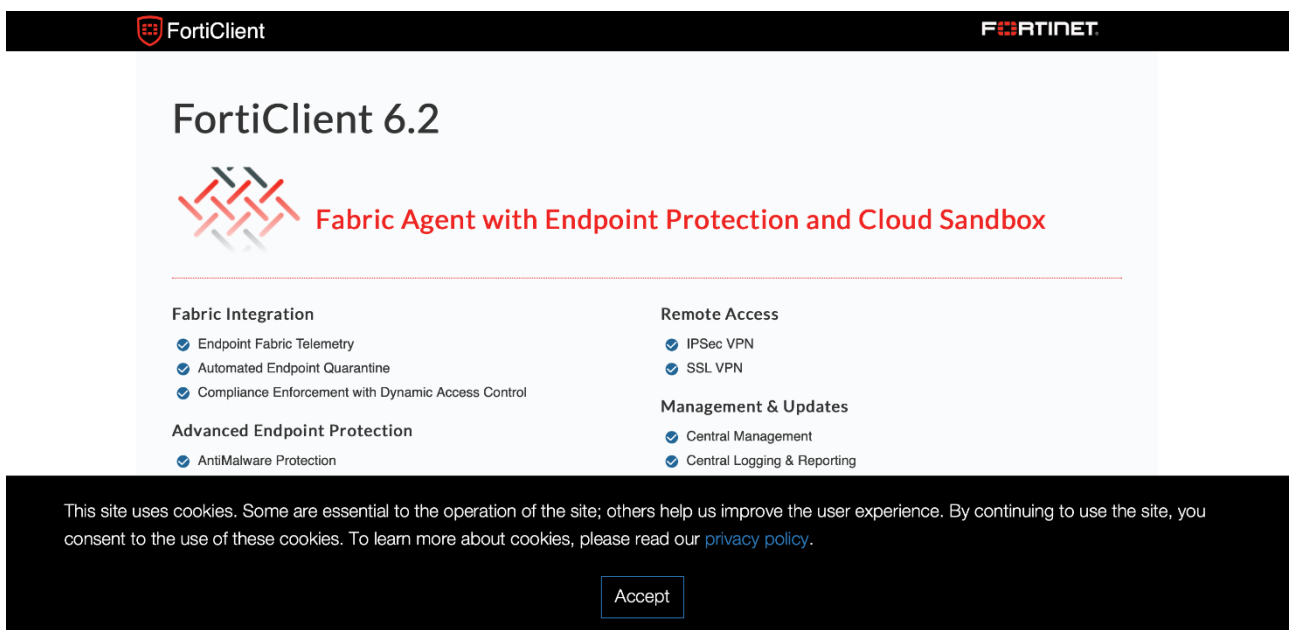
Step4 : Wait till the installation complete	Step5 : After installation, click “Open” to start the app	Step6 : click “BEGIN” button
		

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”
		

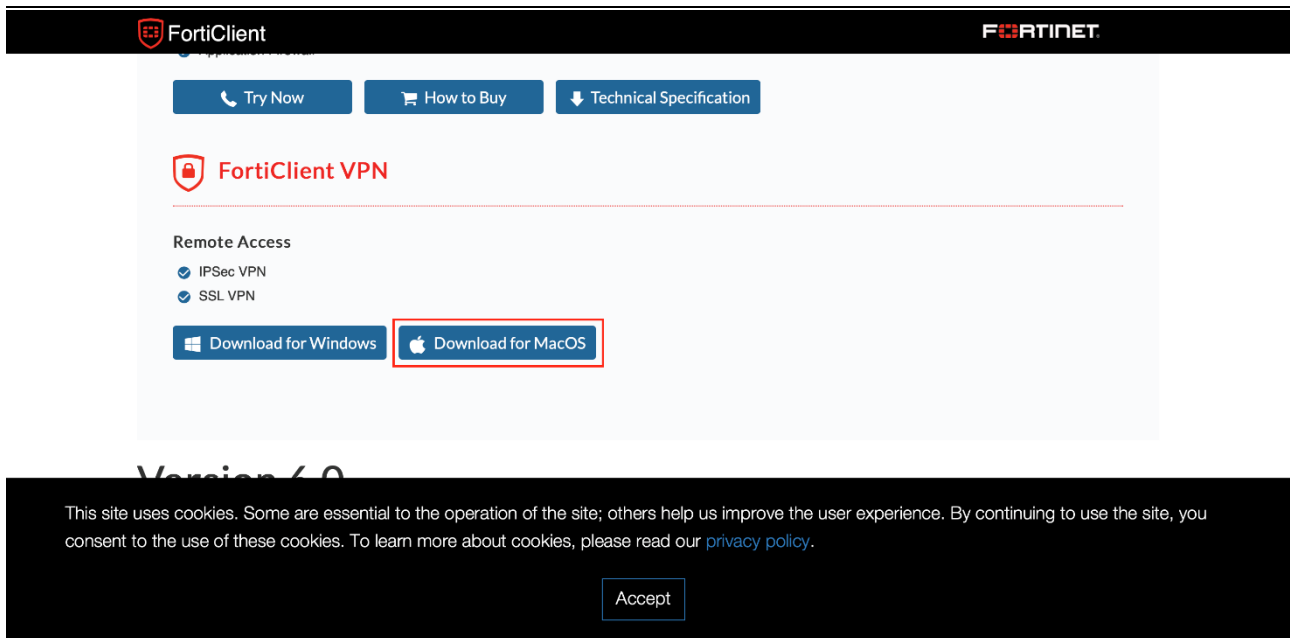
Step10 : Click “Scan a barcode”	Step11 : Click “Allow” to enable the camera functions in the app	
		

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

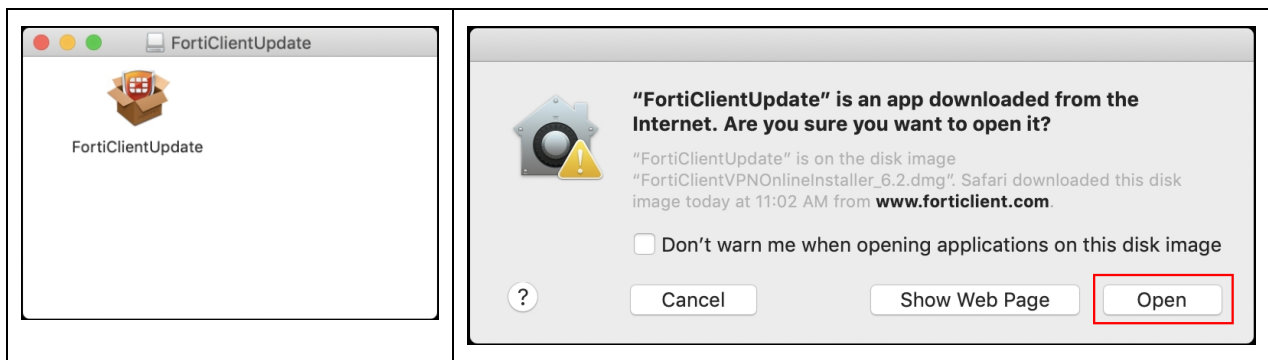


B. Scroll down the page and click “Download for MacOS” to download the file FortiClientVPNOnlineInstaller_6.2.dmg

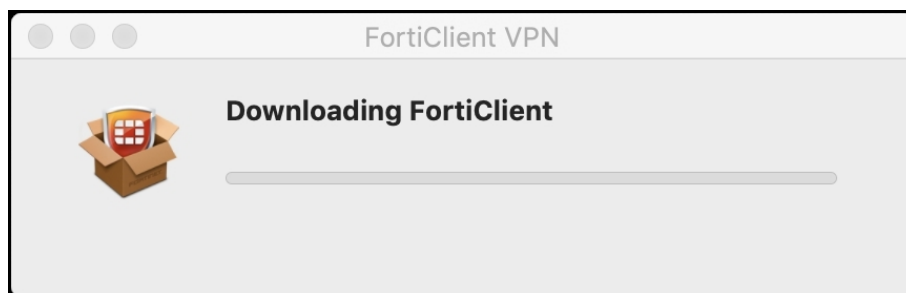


C.Install

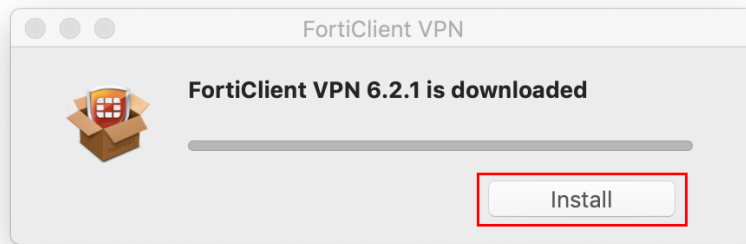
1. After the "FortiClientVPNOnlineInstaller_6.2.dmg" program is downloaded, please find the program in "Downloads", left click twice, and then click the "Open" button. ◦



2. Wait for 「Downloading FortiClient」



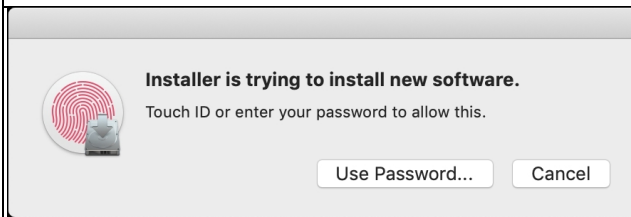
3.Click 「Install」



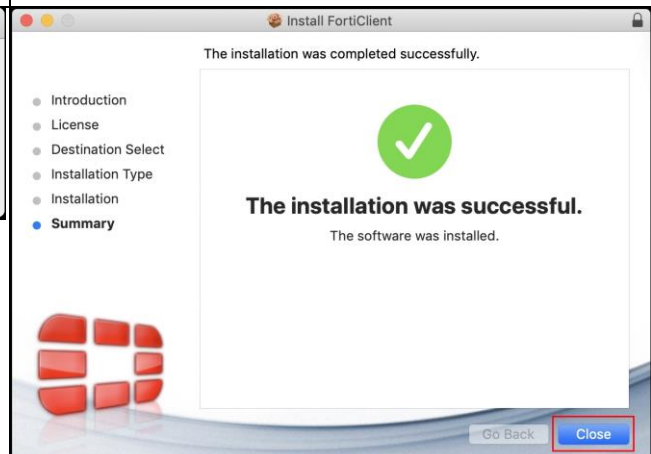
D.Please follow the instructions to complete the installation

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"

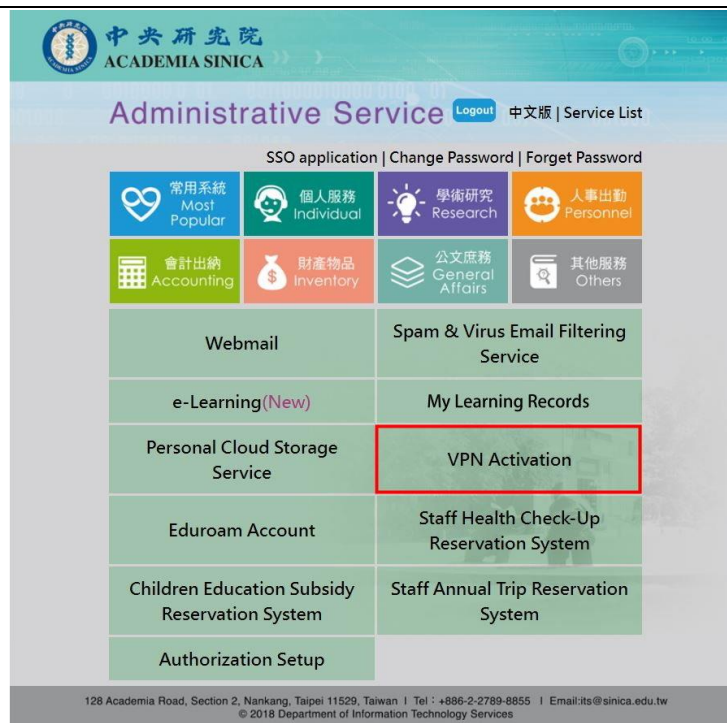


III. Setup “VPN Activation Service”

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

Login 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：

1. 填表自動帶入基本資料欄位(填表者可不必要每次登打)。
2. 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審核人員。


Approve **Deny**

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

中央研究院 ACADEMIA SINICA English 中文

1 Tasks **Forms**

2  All processes and applications

3 院內服務申請 (Administrative Service)

4 VPN 開通申請作業 (VPN Activation Application)

Priority: Normal

Role: 資訊服務處-尚未配置職務

☐ Start Tracking

5 **Initiate Process**

To-Do You have 0 To-Do tasks

Initiator Keyword Please enter a keyword Receiving Time ~

No	Priority	Process Name	Task Name	Keyword	Initiator	Sender	Due Date	Received Time	Deputy	State
<p><< < 1 / 0 > >></p>										

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

中央研究院
ACADEMIA SINICA

Submit Save Mode Print control Flow Control Other

Initiator: Sender: Keyword:

VPN Activation Service

VPN201908210047
Date: 2019/08/21

Applicant

Name: Title: 尚未配置職務 Unit: 資訊服務處
Email: ste.sinica.edu.tw Phone: SSO:

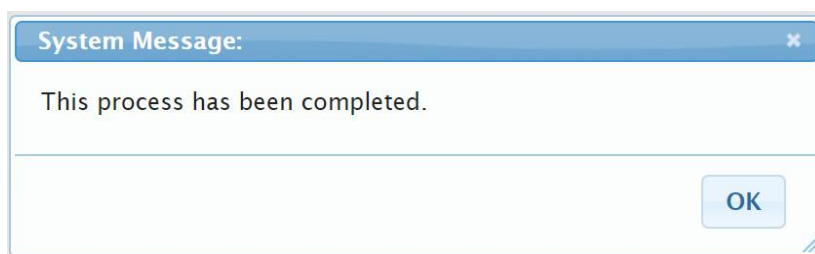
Apply: **Activate**

1. Software installation and instructions can be viewed on :
[Website](#)


2. 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.

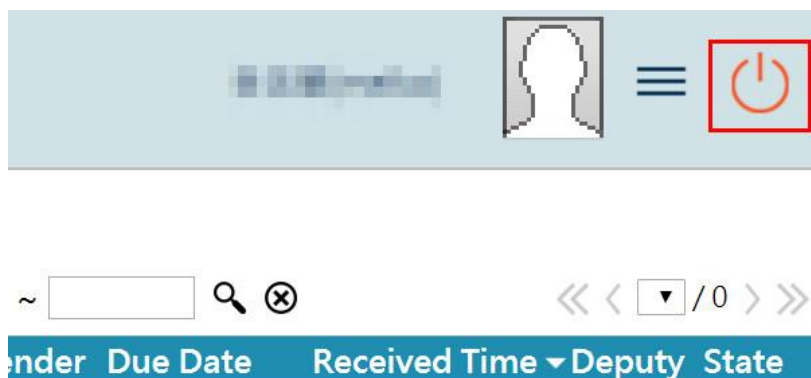
3. If the OTP key is lost, please contact ITS.

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.



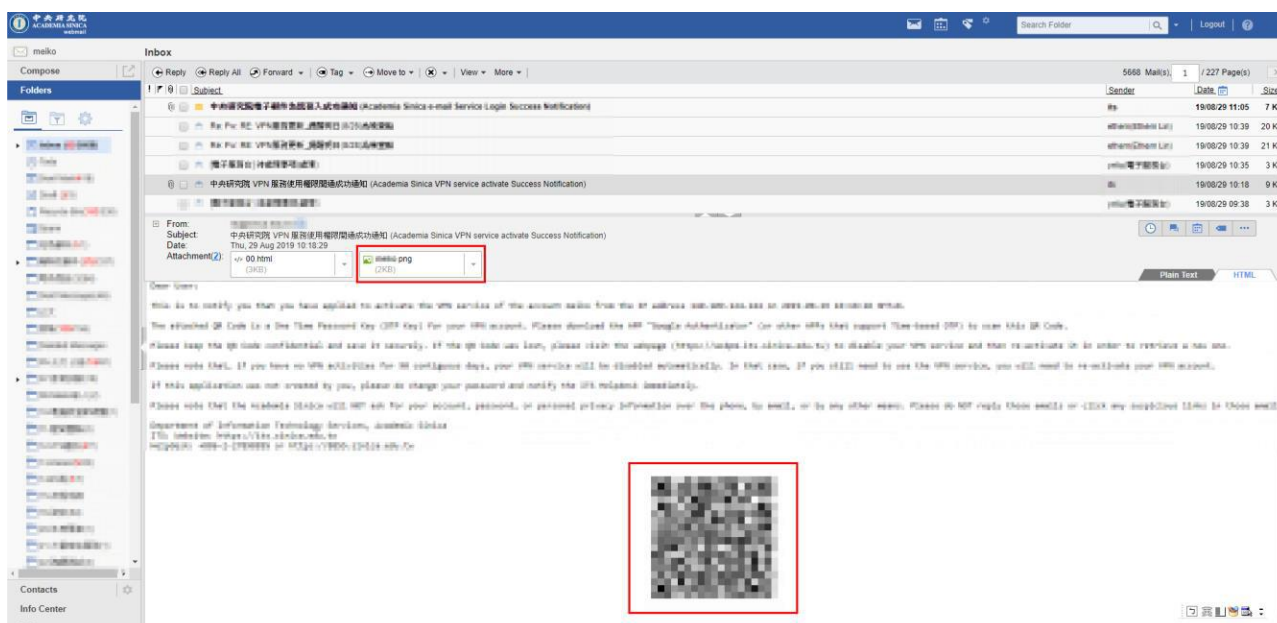
IV. Check your notification email

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)”

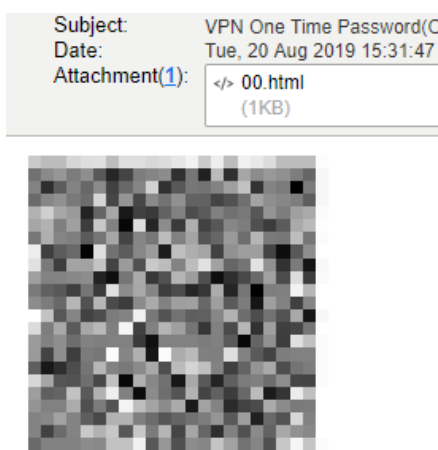
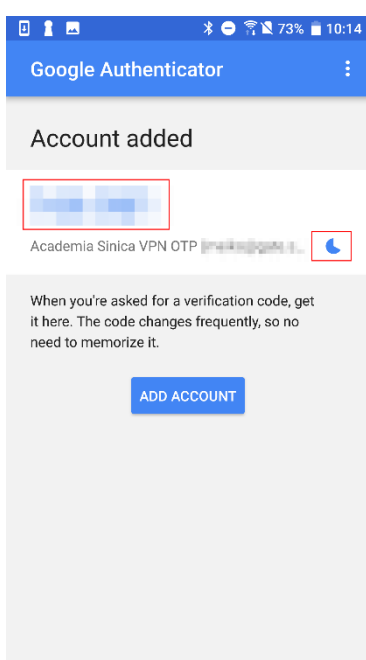
B. Please open the email, switch to “HTML” mode”, and click “Unblock, display external

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




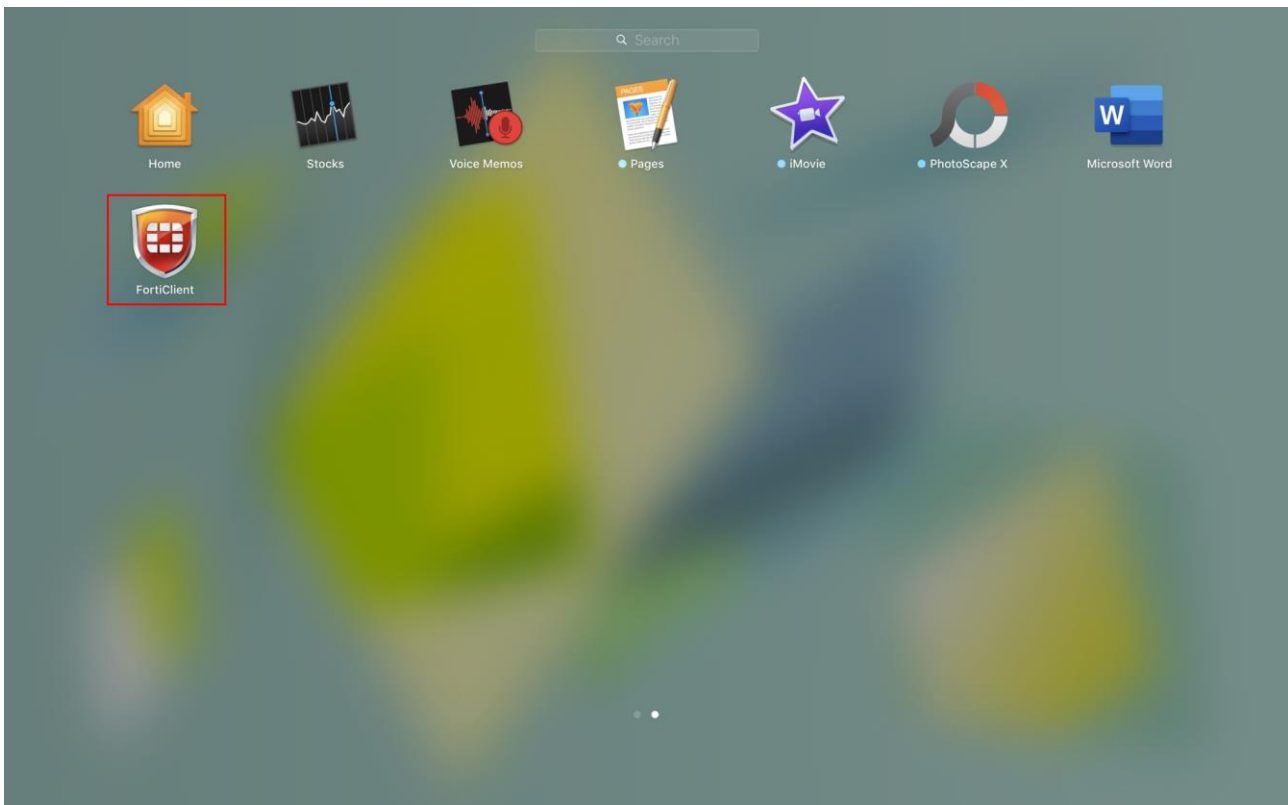
D.Please use the “Google Authenticator” app, which you have installed in the first step, to scan the QR code in the email

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

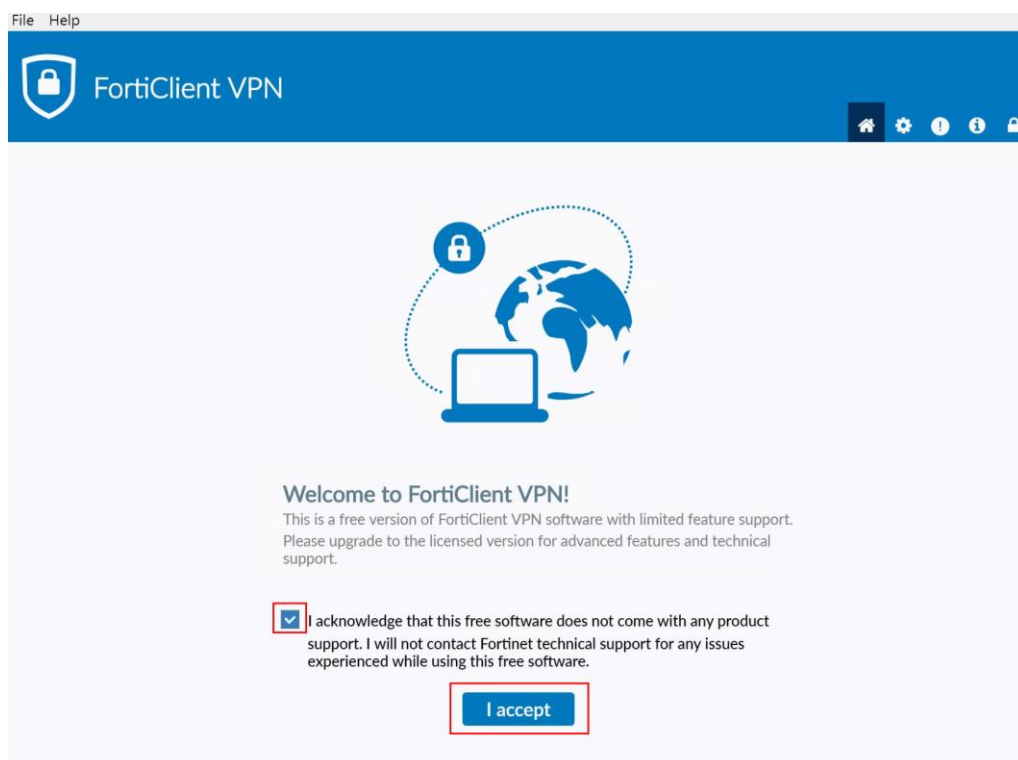
V.Enjoy VPN Service

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

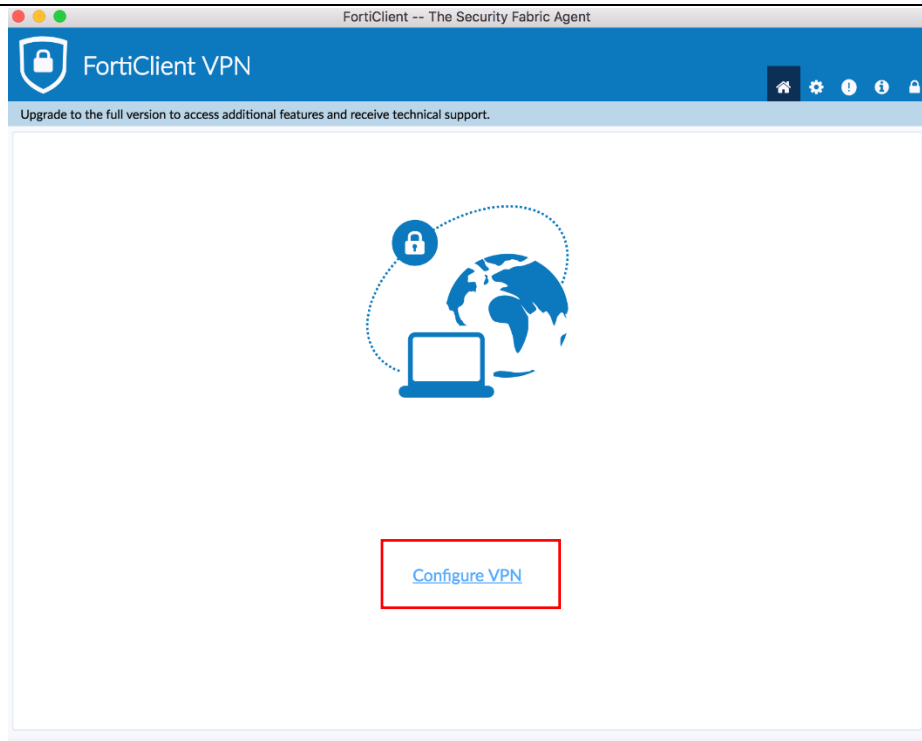
1.Find the FortiClient VPN program in all programs and click 「」。



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



C. Click “Configure VPN” button



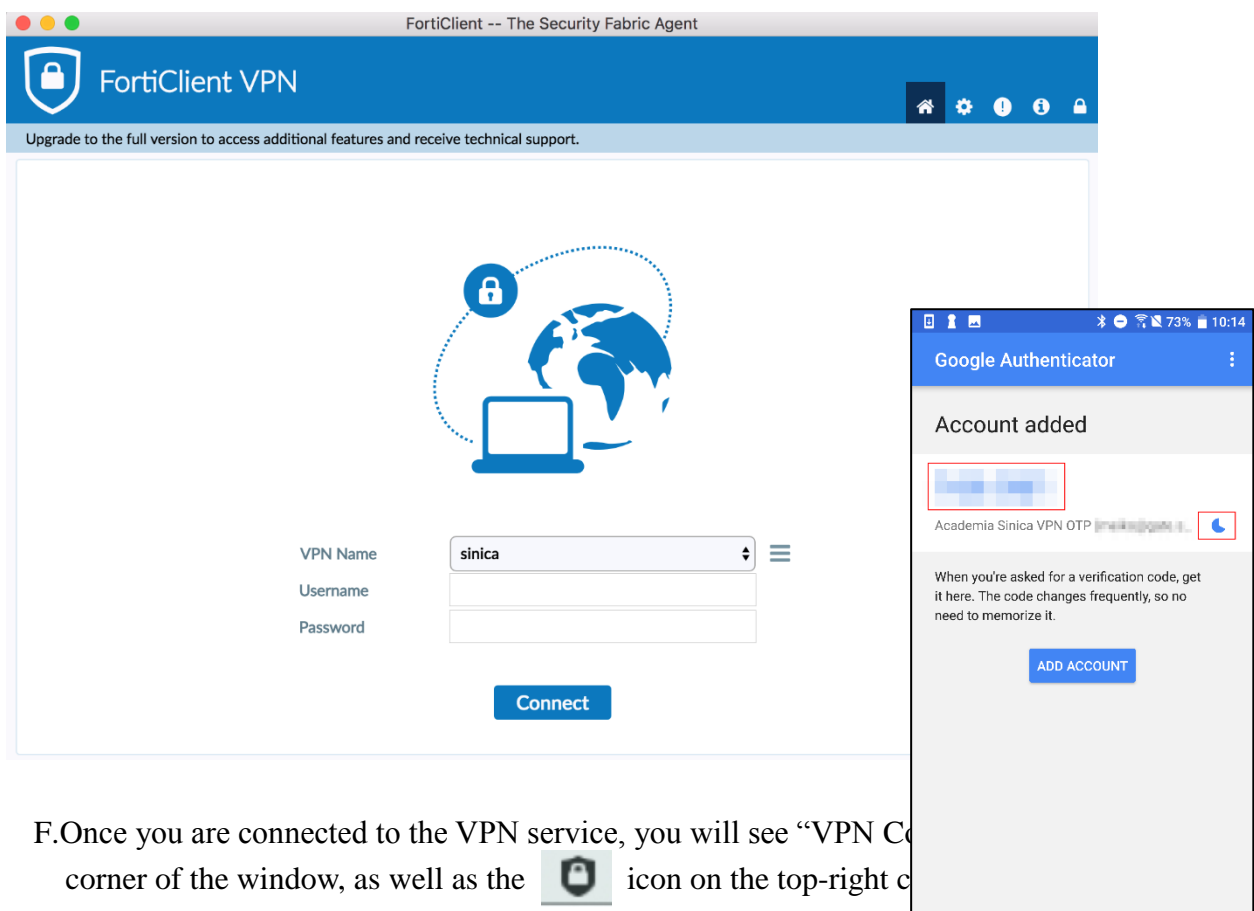
D. Please follow the instructions to configure the VPN settings


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

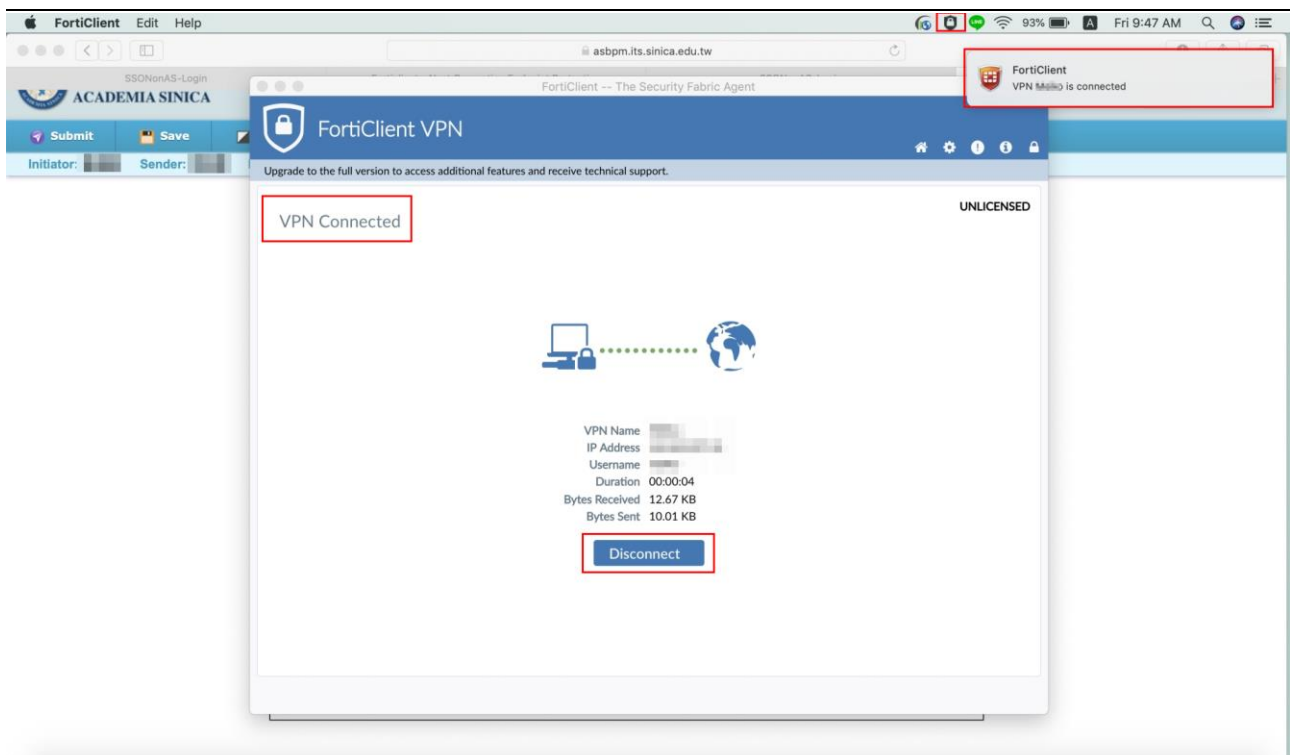


E. In the following log-in page, please follow the instructions to input:

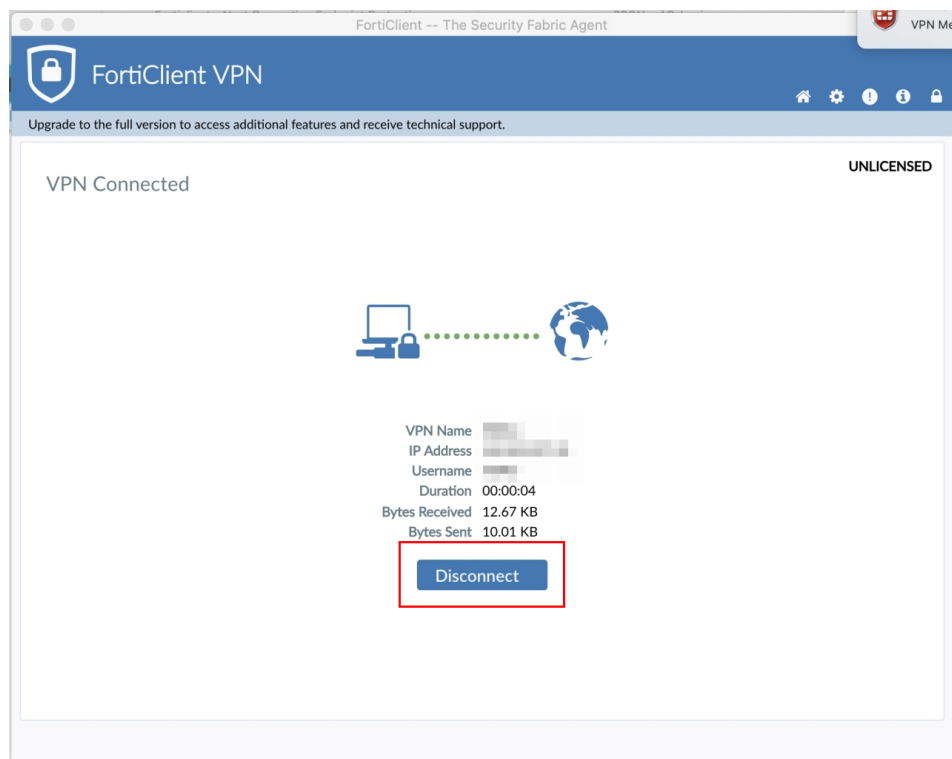
1. VPN Name: please select the connection name that you input in the previous step
 2. Username: Please enter your "Gate e-mail account" (eg. abc@gate.sinica.edu.tw or abc@sinica.edu.tw)
 3. Password: Please enter the password for your Gate e-mail account, following by the 6-digit number shown in your "Google Authenticator" APP. For instance, if your Gate e-mail account is 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" in the corner of the window, as well as the  icon on the top-right corner. You will see the "VPN your name is Connected" window flashing past.



G. You can click “Disconnect” to disconnect this VPN service too.



--END--