

---

Academia Sinica

# VPN Activation Service

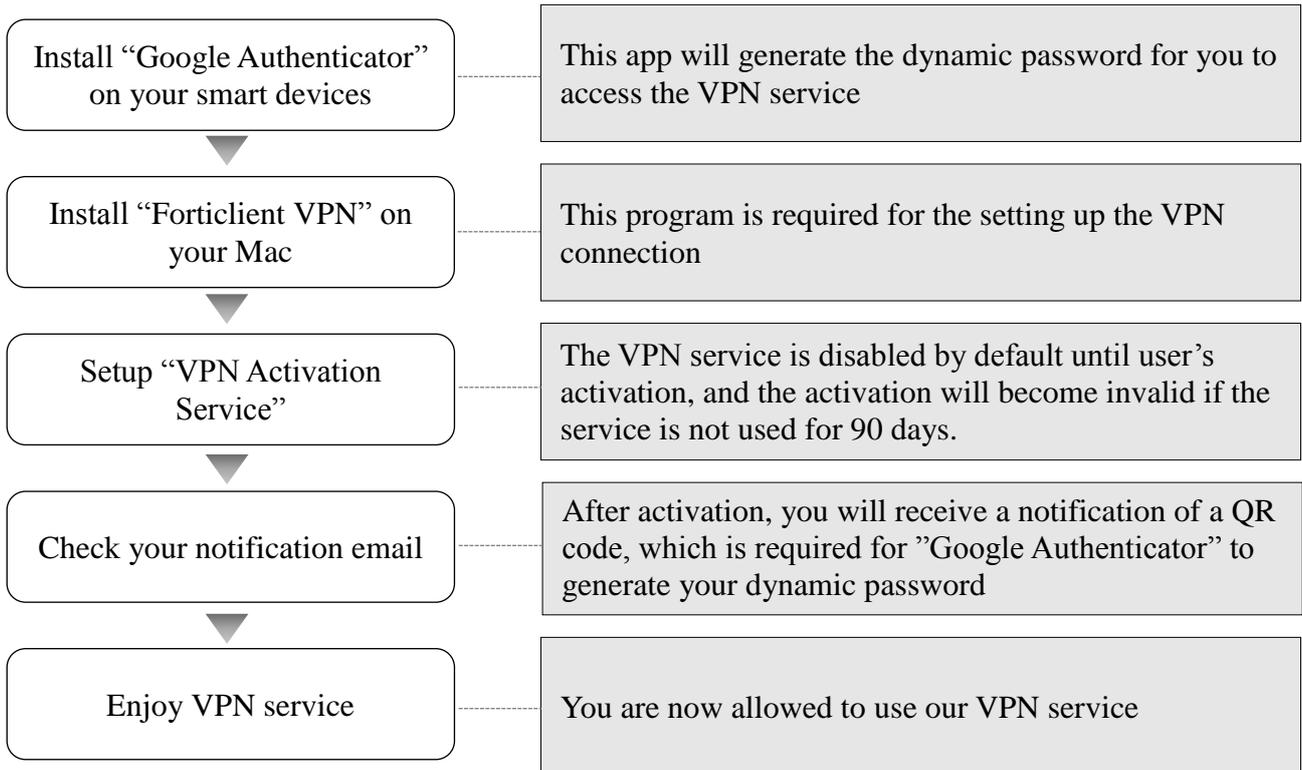
User Manual (For Mac)

Department of Information and Technology Services  
2019/8/20

# Index

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

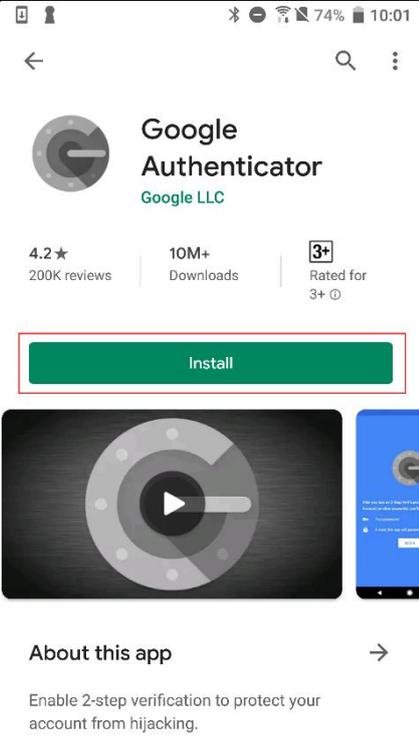
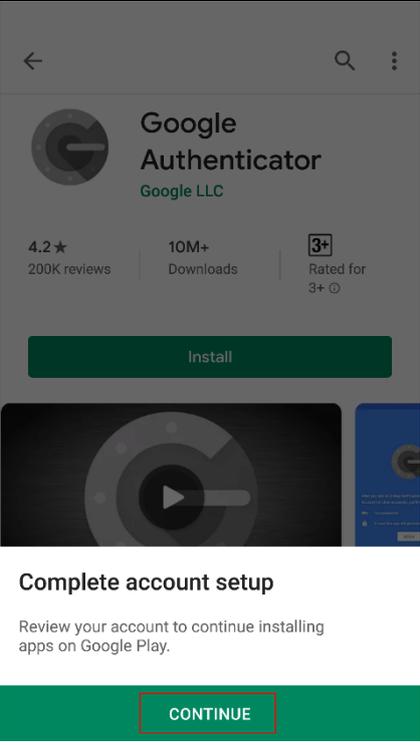
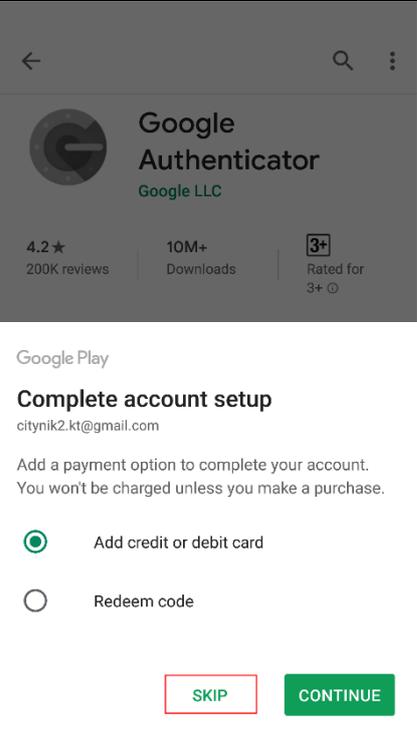
## VPN Activation Flowchart (for Mac)

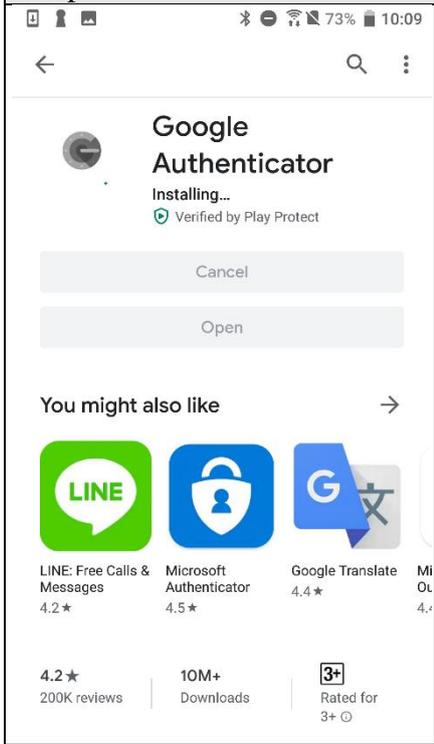
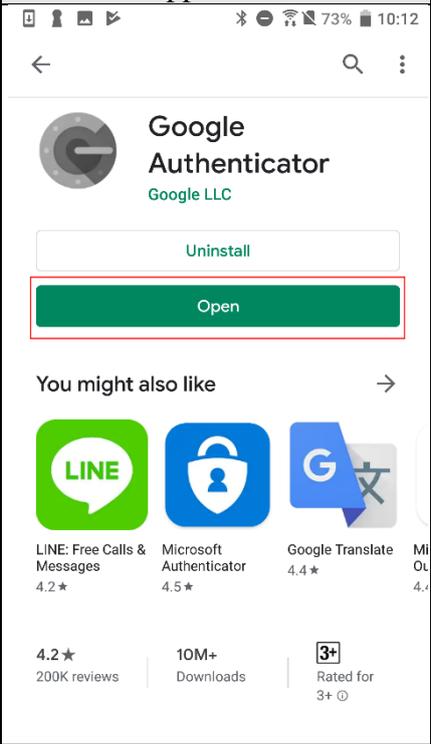
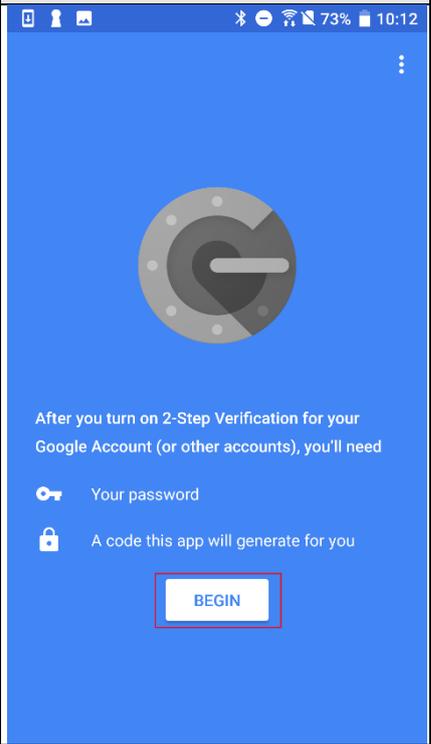


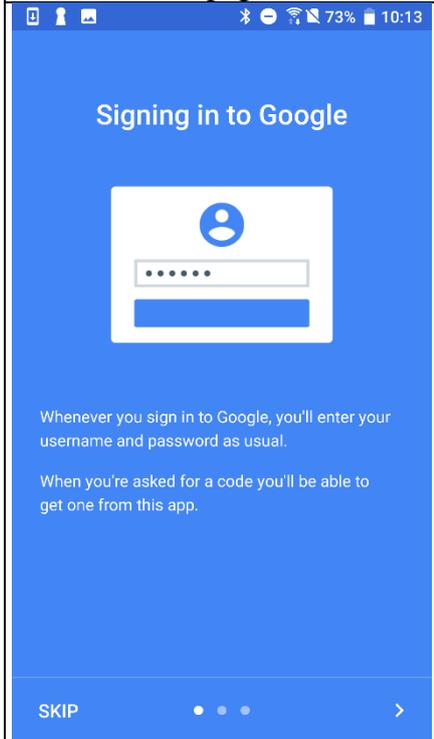
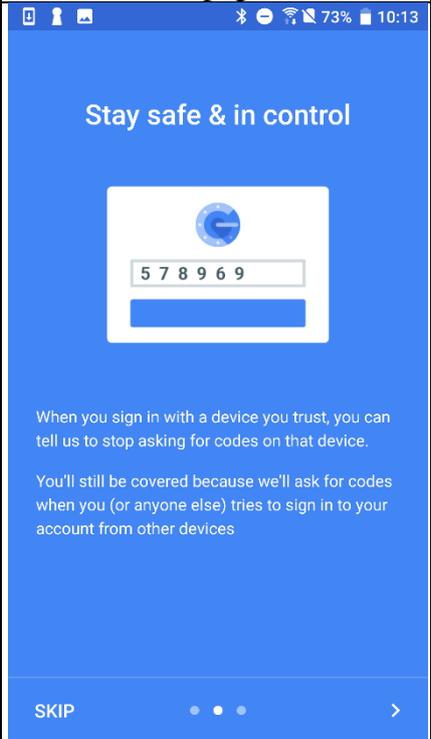
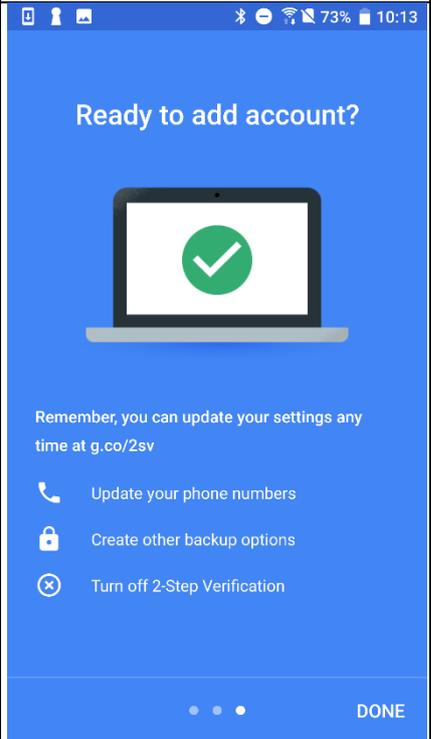
## I. Install “Google Authenticator” on your smart devices

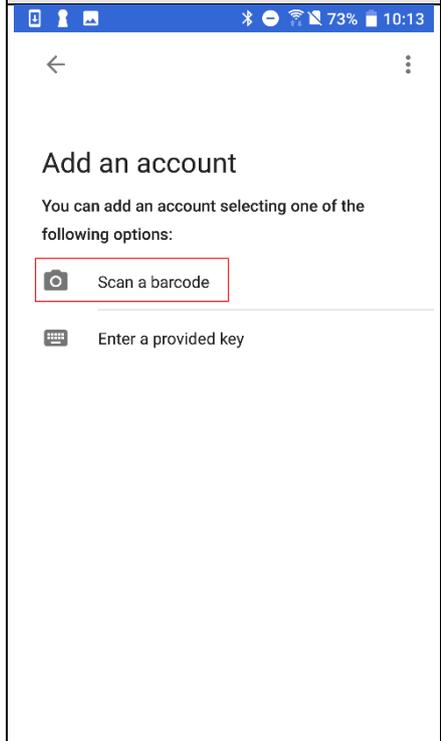
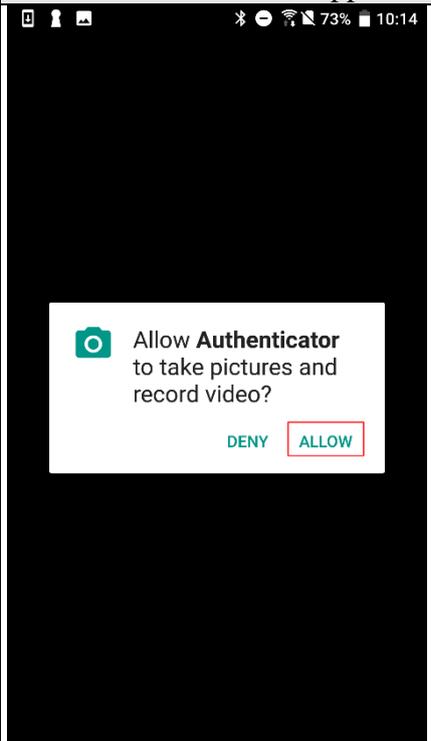
Android	iOS
<p>Search “Google Authenticator” on Google Play or scan this QR code to download/install the app</p> 	<p>Search “Google Authenticator” on App Store or scan this QR code to download/install the app</p> 

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
		

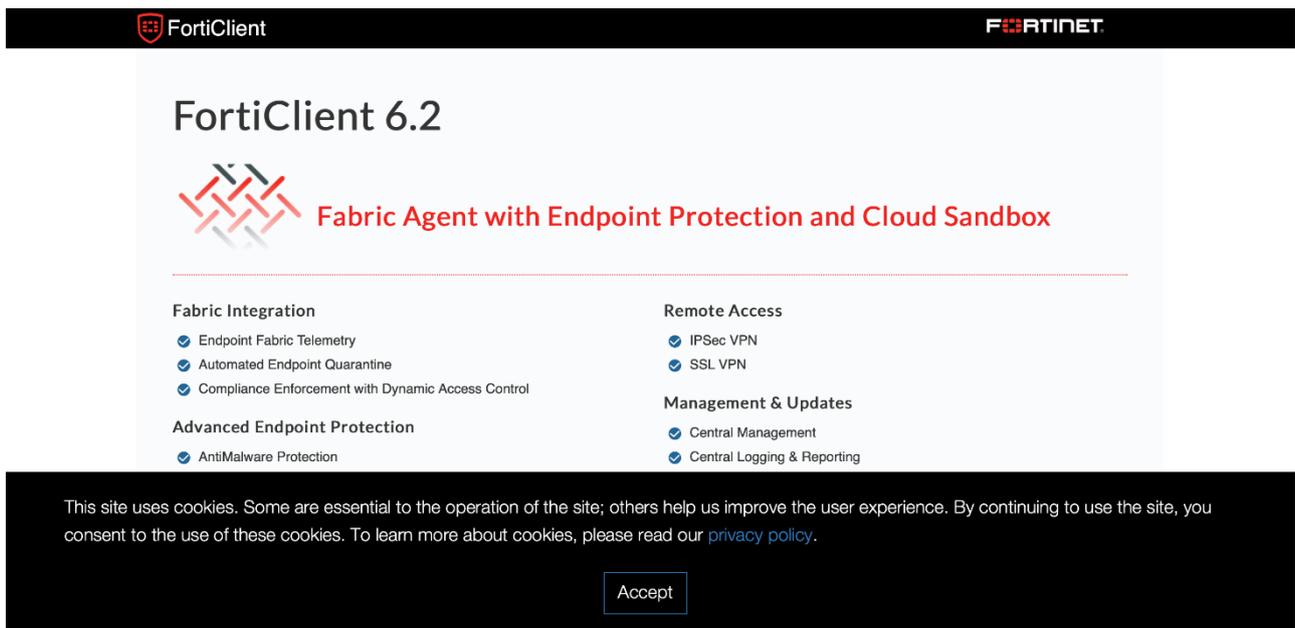
<p><b>Step4 :</b> Wait till the installation complete</p>	<p><b>Step5 :</b> After installation, click “Open” to start the app</p>	<p><b>Step6 :</b> click “BEGIN” button</p>
		

<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 Mac

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



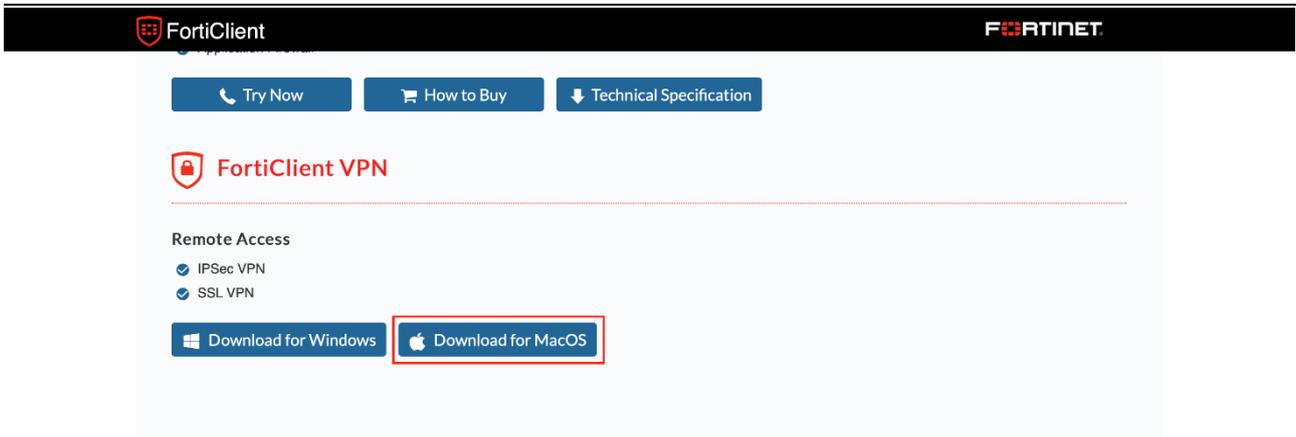
**FortiClient 6.2**  
Fabric Agent with Endpoint Protection and Cloud Sandbox

- Fabric Integration**
  - Endpoint Fabric Telemetry
  - Automated Endpoint Quarantine
  - Compliance Enforcement with Dynamic Access Control
- Advanced Endpoint Protection**
  - AntiMalware Protection
- Remote Access**
  - IPSec VPN
  - SSL VPN
- Management & Updates**
  - Central Management
  - Central Logging & Reporting

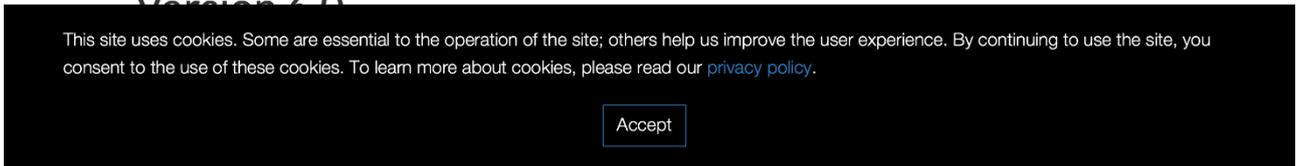
This site uses cookies. Some are essential to the operation of the site; others help us improve the user experience. By continuing to use the site, you consent to the use of these cookies. To learn more about cookies, please read our [privacy policy](#).

Accept

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

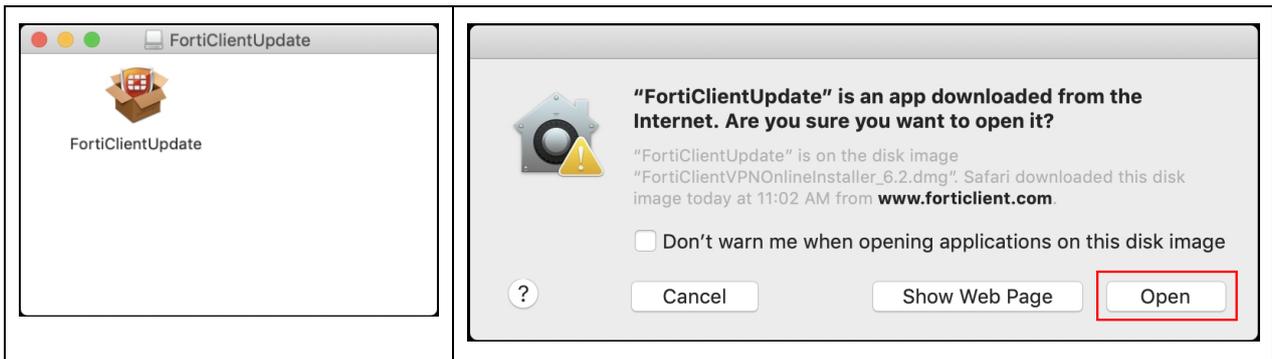


Version 6.0

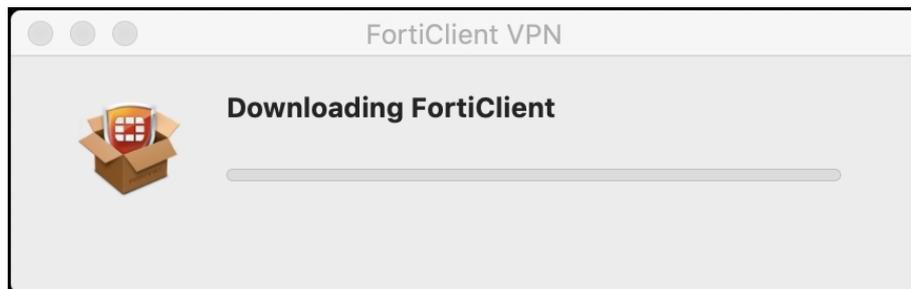


C.Install

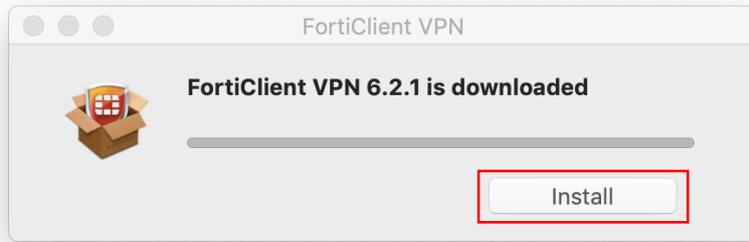
1.After the "FortiClientVPNOnlineInstaller\_6.2.dmg" program is downloaded, please find the program in "Downloads", left click twice, and then click the "Open" button. ◦



2.Wait for 「Downloading FortiClient」

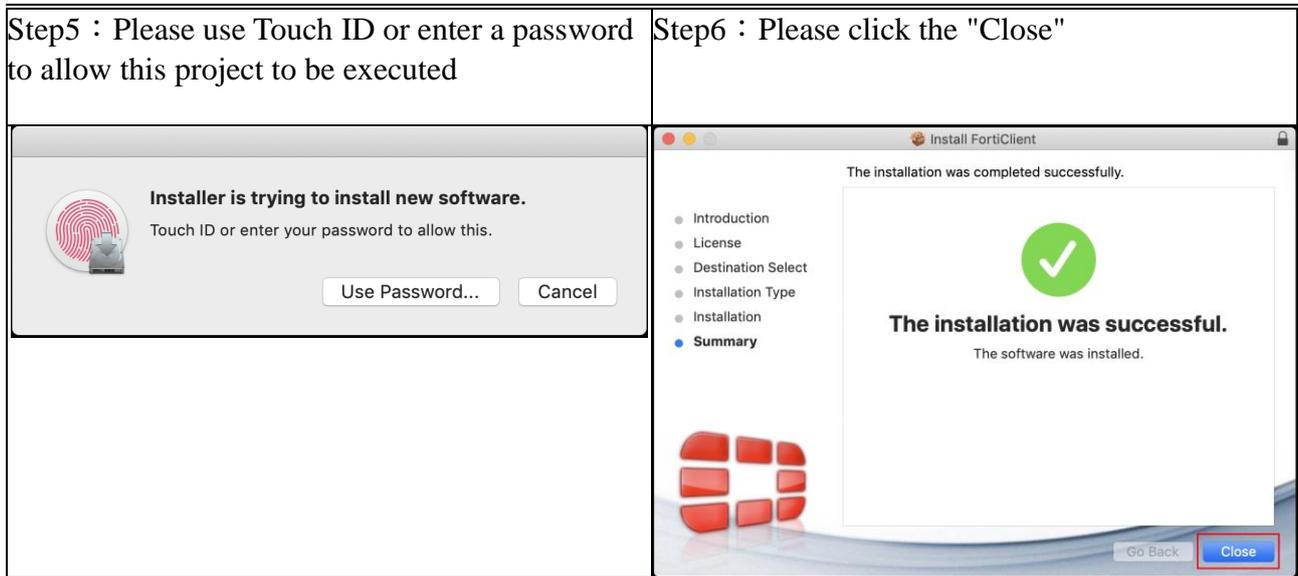


3. Click 「Install」



D. Please follow the instructions to complete the installation

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



### 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

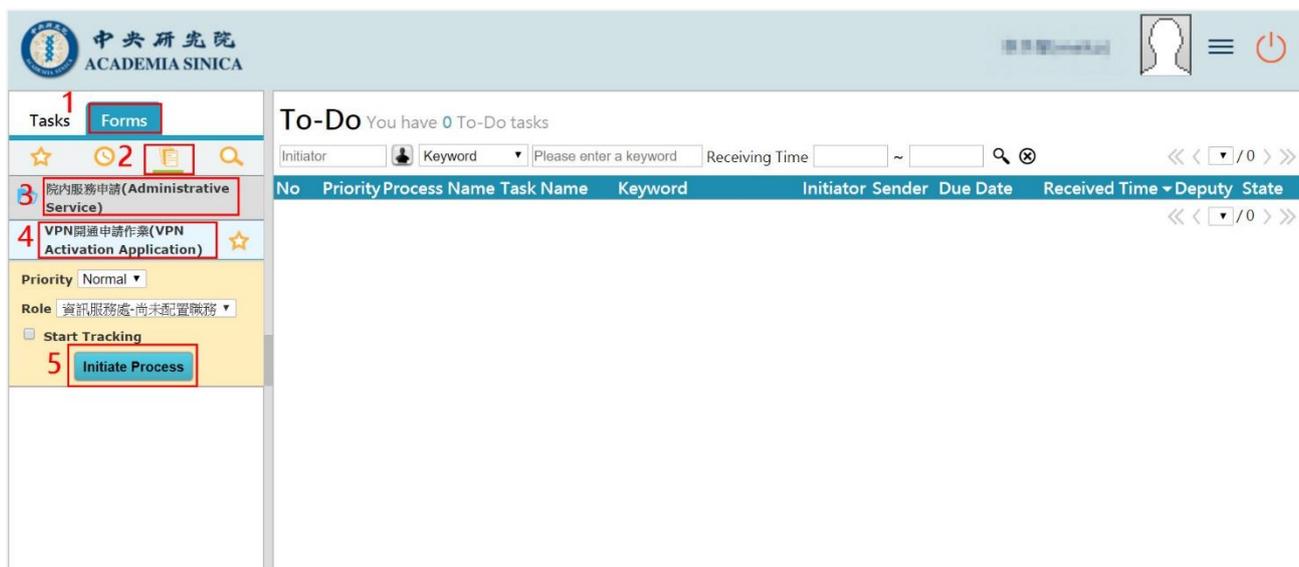
本平台所用之個人資料僅限姓名、E-Mail、辦公電話、機構。  
該些資料將使用於：

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簽核人員。

Approve
Deny

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

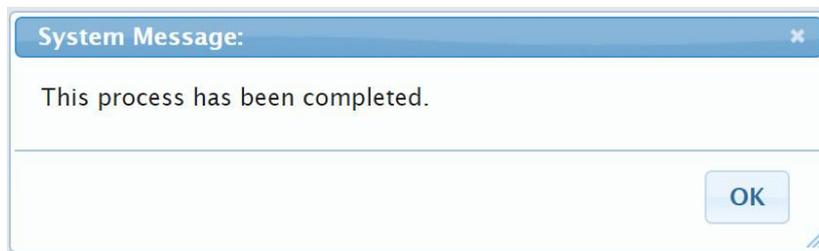
1. click the “Forms” tag
2. Click “ All processes and applications”
3. Click “Administrative Service”
4. Click “VPN Activation Application”
5. Click “Initiate Process” button



The screenshot shows the Sinica BPM System interface. The top navigation bar includes the Academia Sinica logo and the text '中央研究院 ACADEMIA SINICA'. On the right, there are icons for user profile, menu, and power. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Tasks' section with a 'Forms' tag highlighted (1). Below it, there are two application categories: '院內服務申請 (Administrative Service)' (3) and 'VPN 開通申請作業 (VPN Activation Application)' (4). The 'VPN Activation Application' category is expanded, showing a 'Priority' dropdown set to 'Normal', a 'Role' dropdown set to '資訊服務處-尚未配置職務', and a 'Start Tracking' checkbox. An 'Initiate Process' button is highlighted (5). The main panel shows a 'To-Do' section with 0 tasks and a search bar. Below the search bar is a table with columns: No, Priority, Process Name, Task Name, Keyword, Initiator, Sender, Due Date, Received Time, Deputy, and State. The table is currently empty.

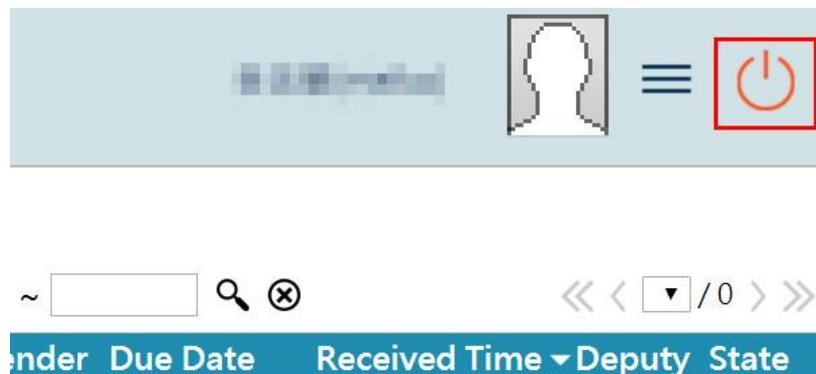
6. In the application form, select “Activate” in the “Apply” top-down menu
7. Click the “Submit” button on the left-top corner of the window

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.



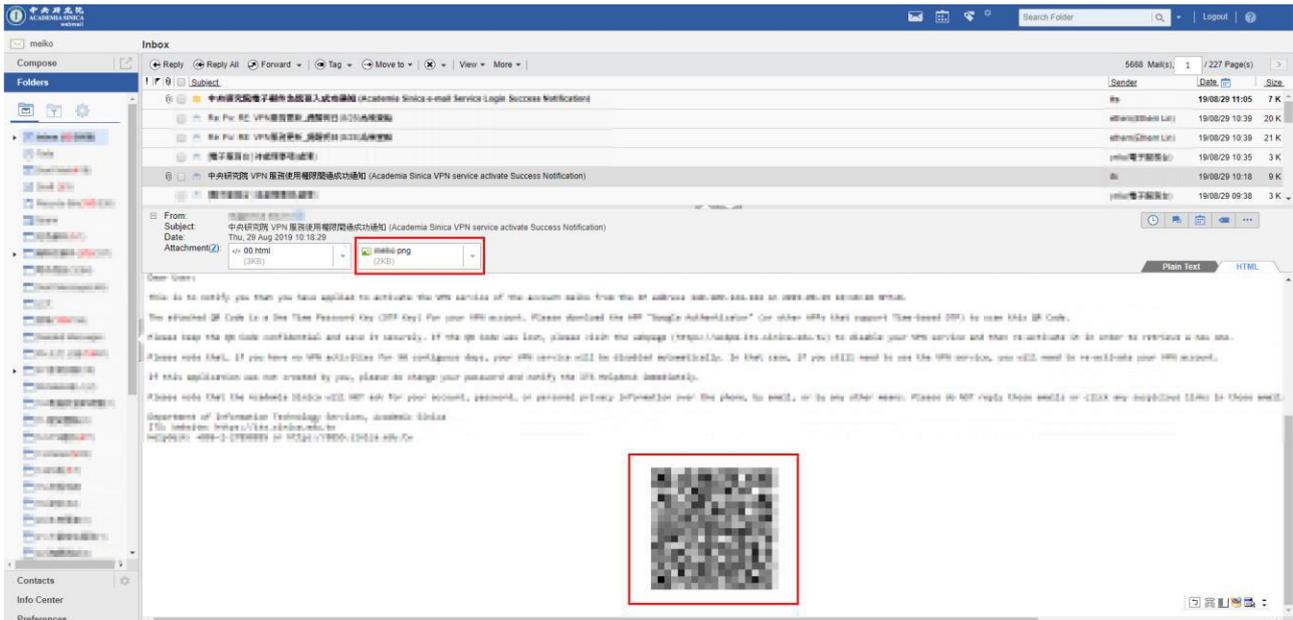
#### **IV. Check your notification email**

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



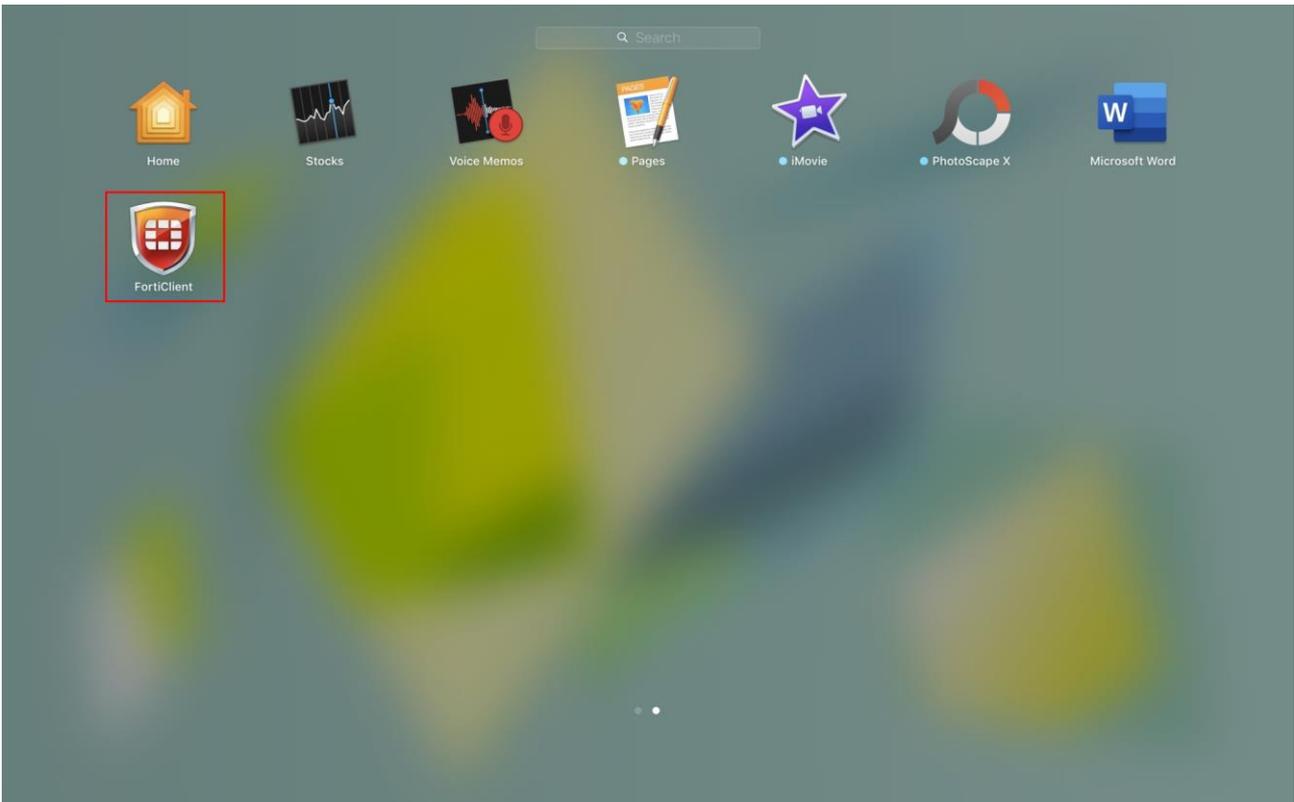
D.Please use the “Google Authenticator” app, which you have installed in the first step, to scan the QR code in the email

<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>
<p>The screenshot shows the email header with the following details:          Subject: VPN One Time Password(C)          Date: Tue, 20 Aug 2019 15:31:47          Attachment(1): &lt;/&gt; 00.html (1KB)</p>	<p>The screenshot shows the Google Authenticator app interface. It displays 'Account added' and a dynamic password. The account name is 'Academia Sinica VPN OTP'. There is an 'ADD ACCOUNT' button at the bottom.</p>

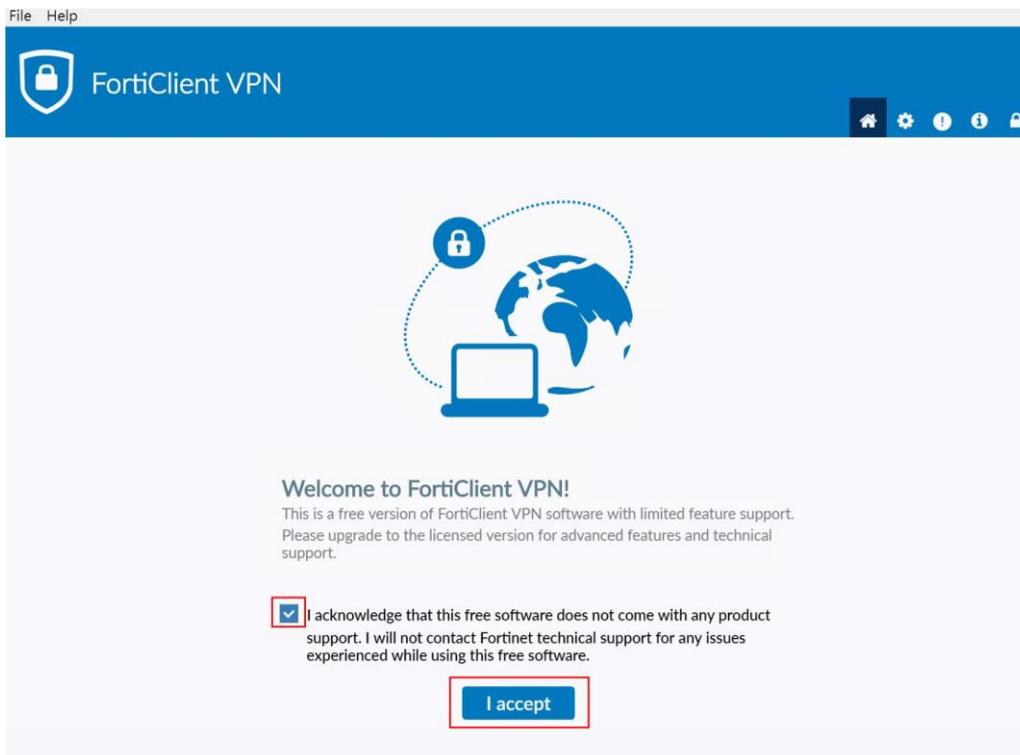
## V.Enjoy VPN Service

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

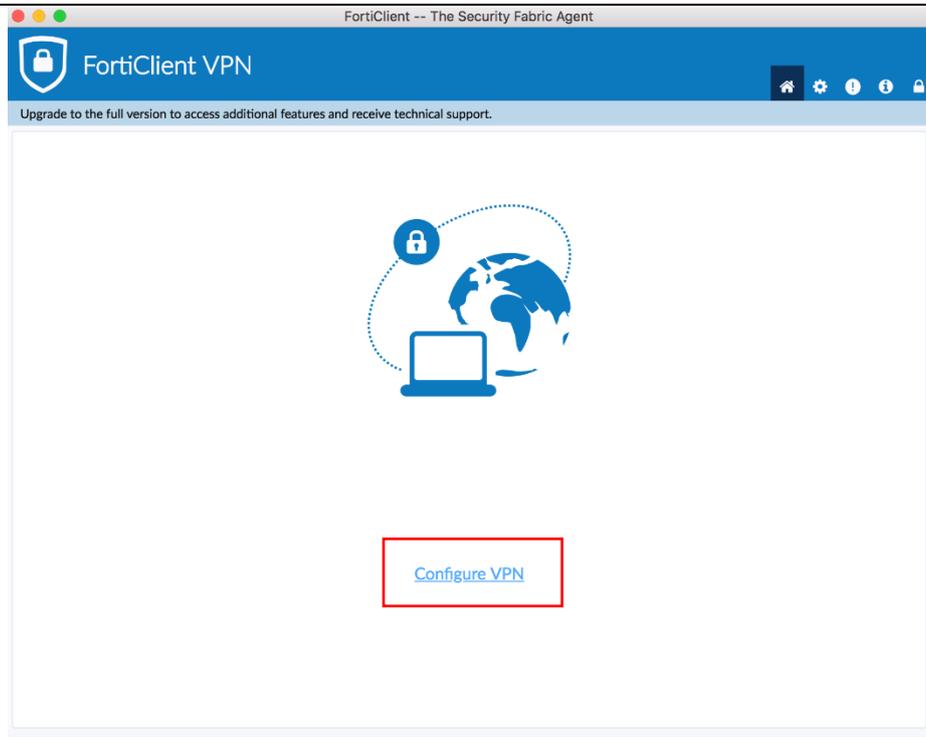
1.Find the FortiClient VPN program in all programs and click 「」。



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

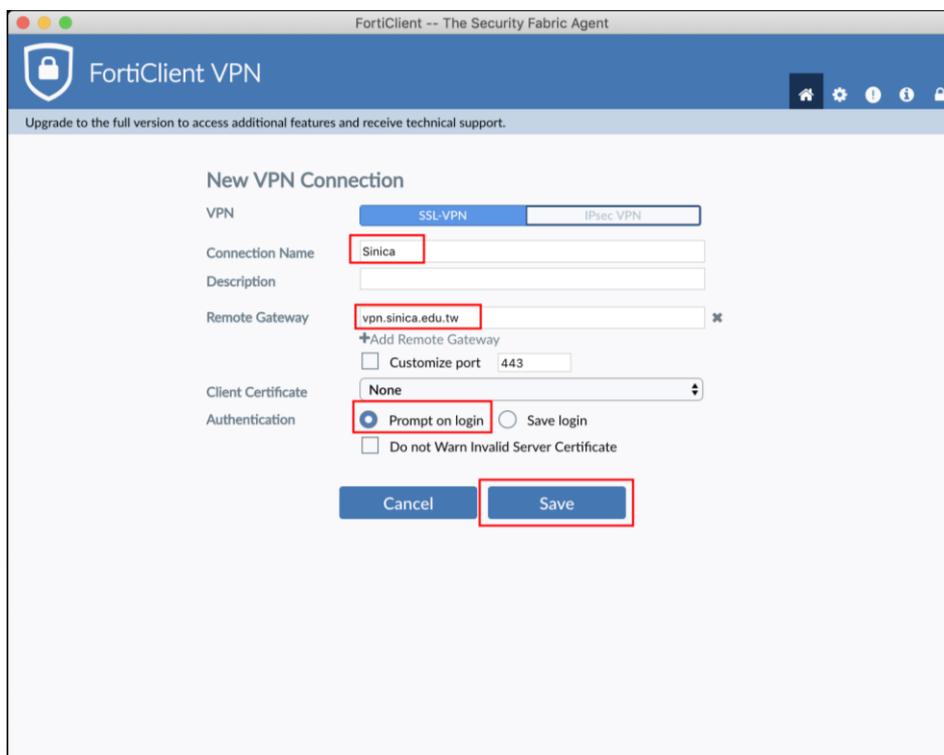


C. Click “Configure VPN” button



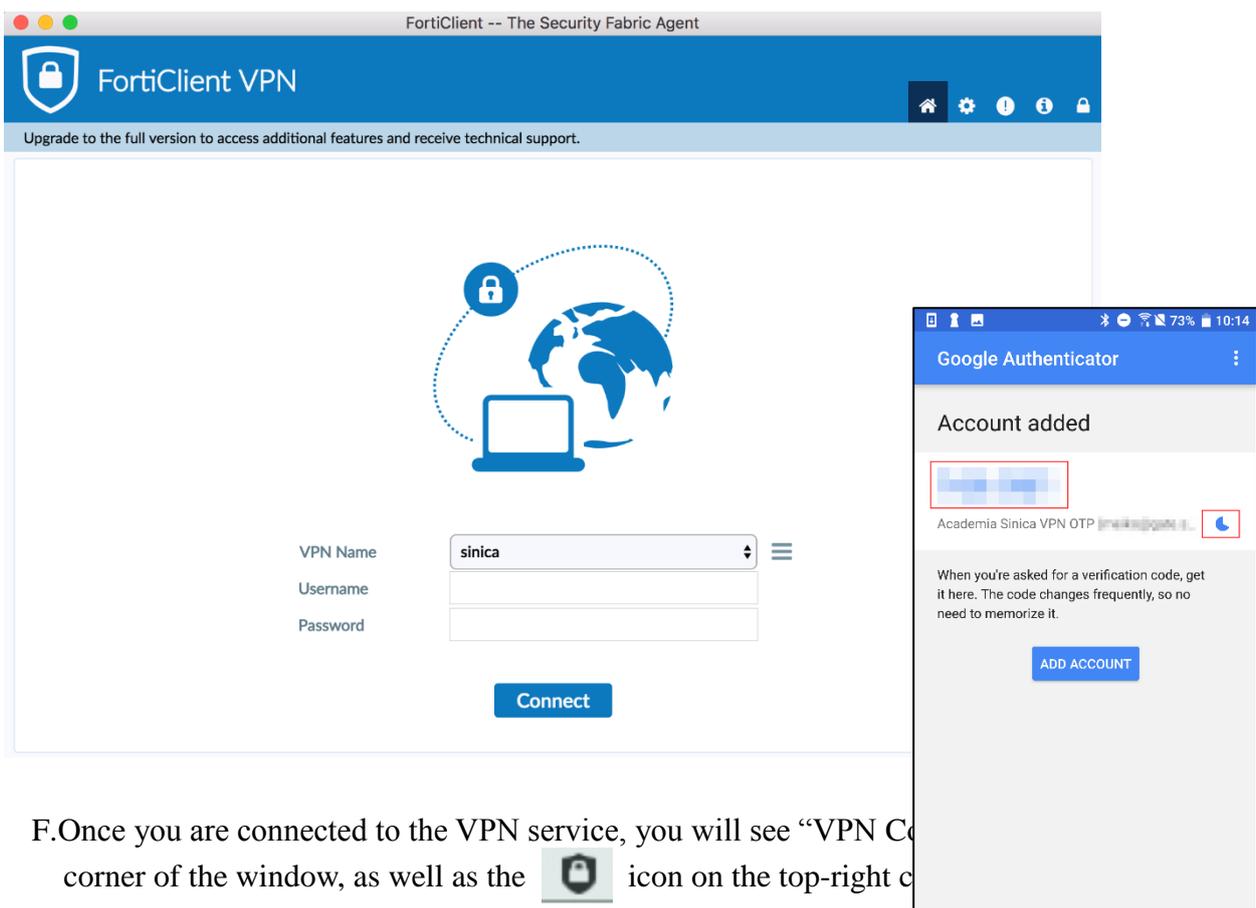
D. Please follow the instructions to configure the VPN settings

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

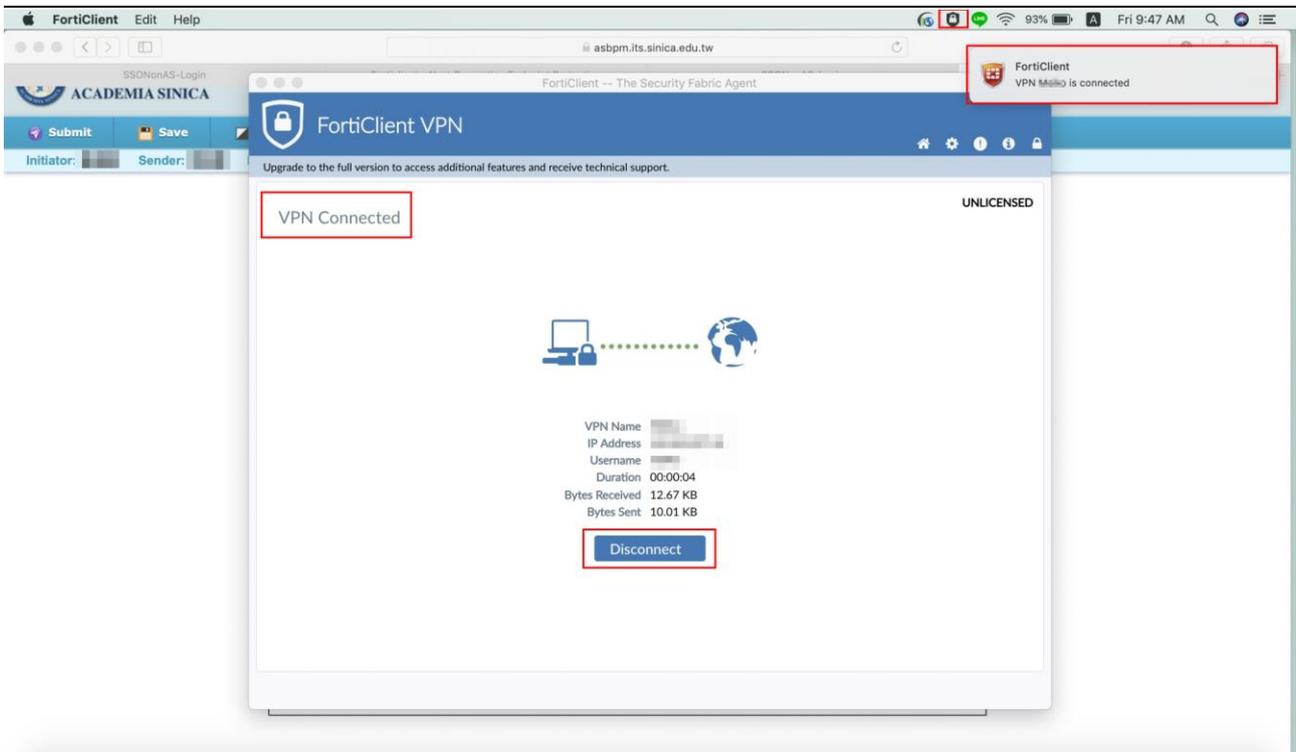


E. In the following log-in page, please follow the instructions to input:

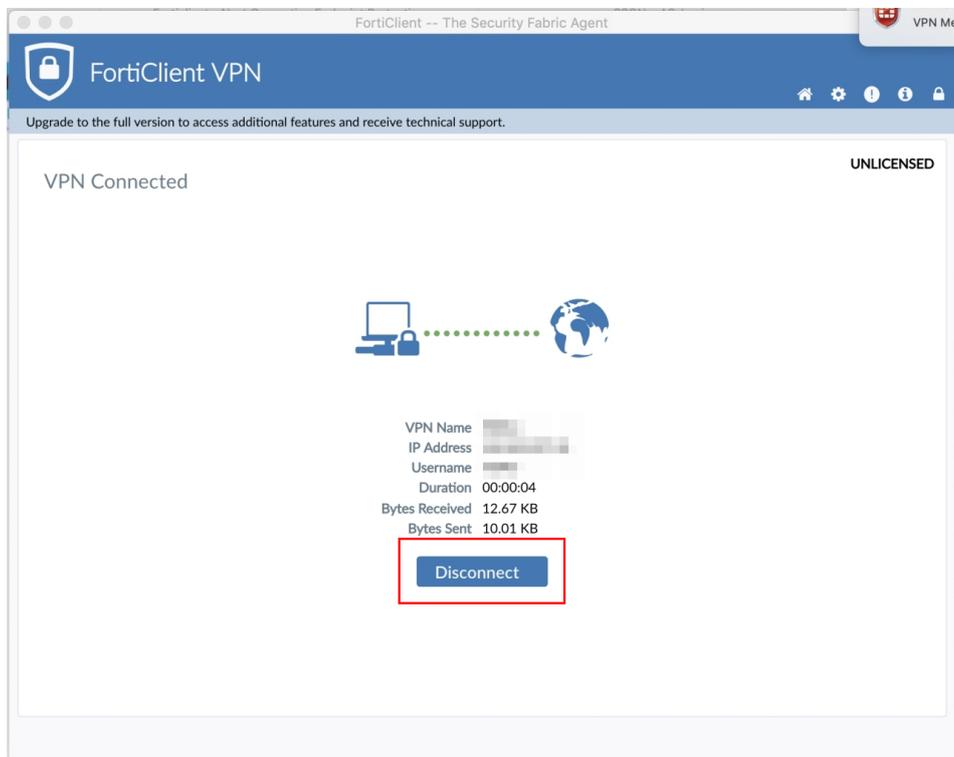
1. VPN Name: please select the connection name that you input in the previous step
2. Username: Please enter your "Gate e-mail account" (eg. abc@gate.sinica.edu.tw or abc@sinica.edu.tw)
3. Password: Please enter the password for your Gate e-mail account, following by the 6-digit number shown in your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



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



--END--