
Academia Sinica

VPN Activation Service

User Manual

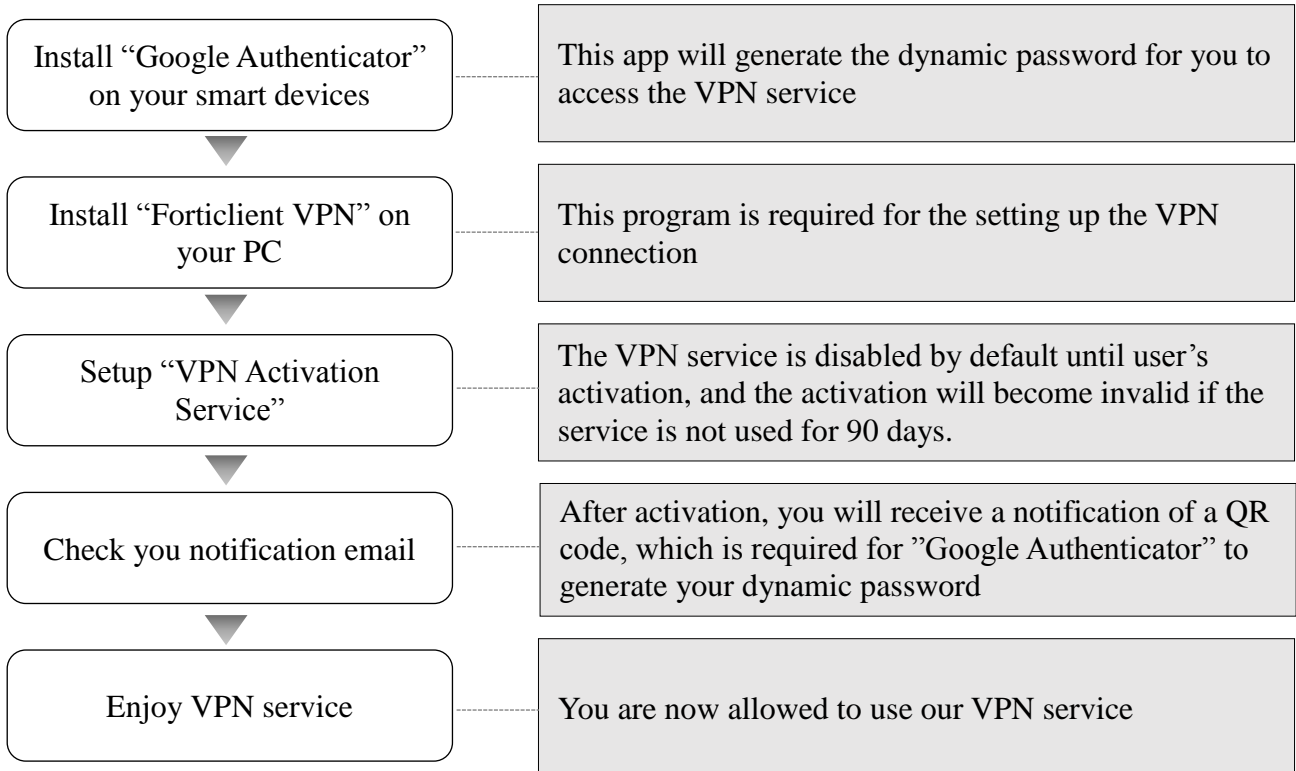
Department of Information and Technology Services
2019/8/30





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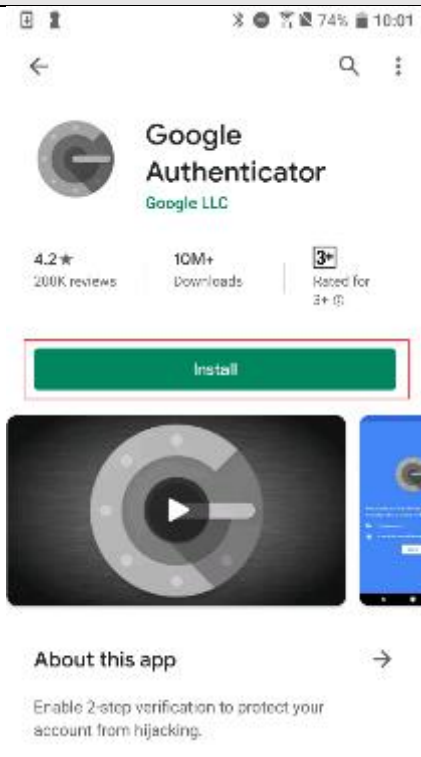
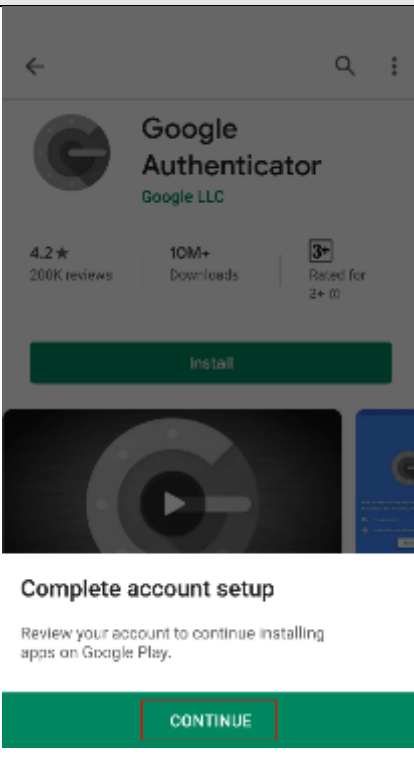
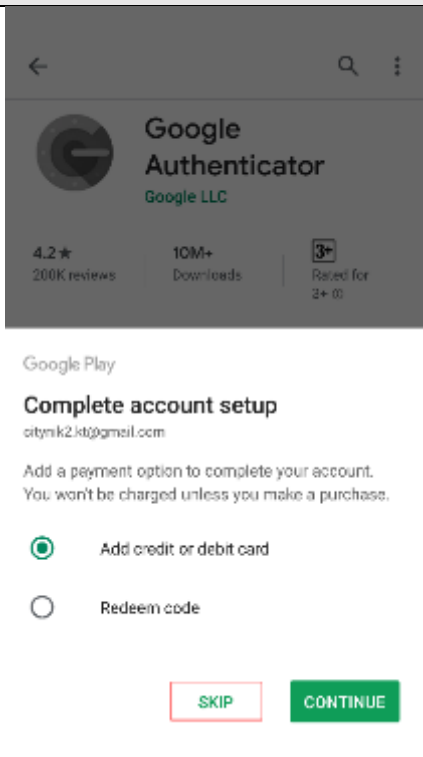
VPN Activation Flowchart (for PC)

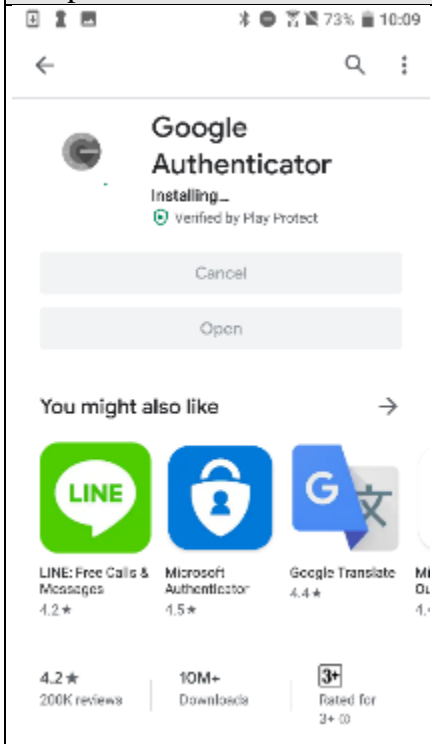
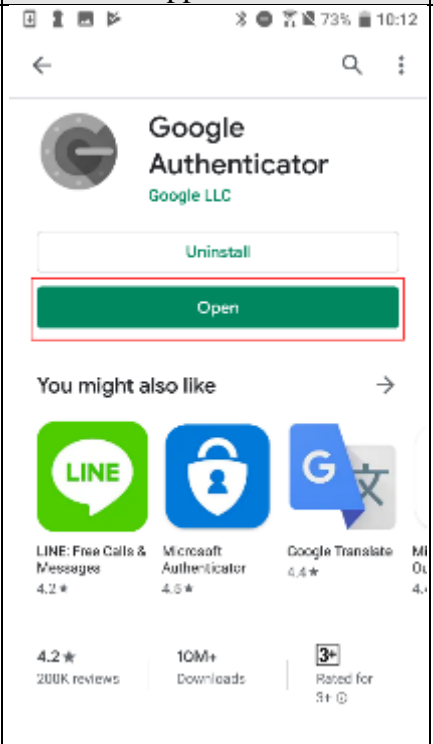
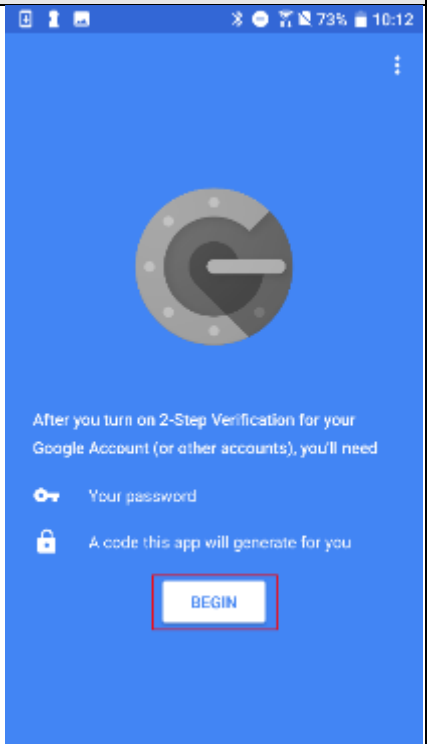


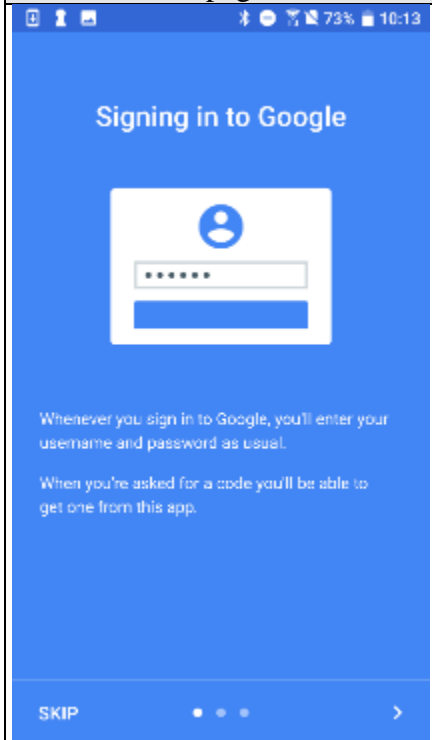
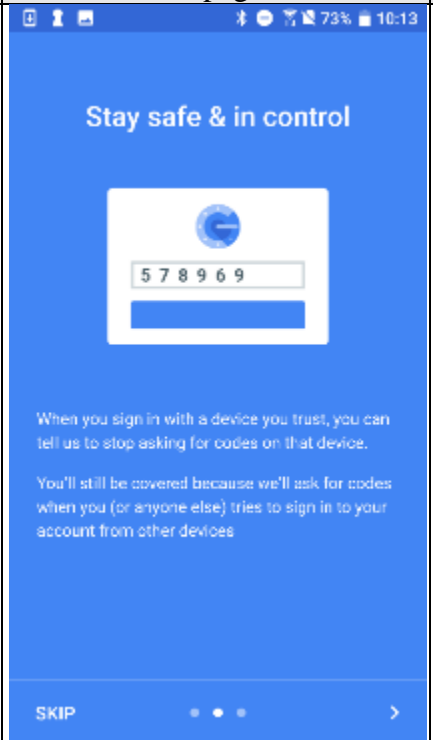
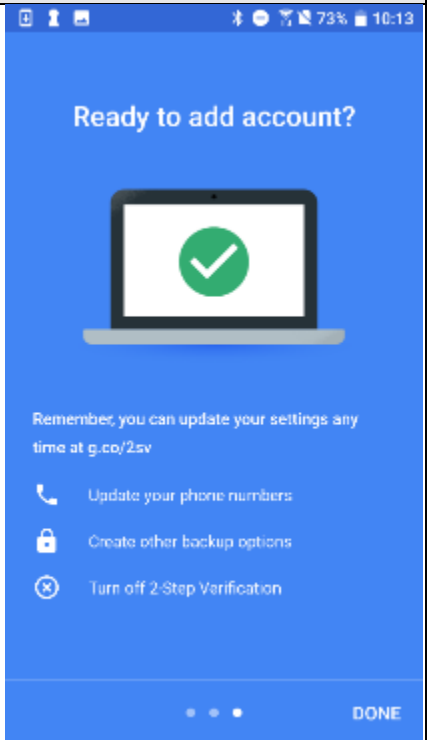
I. Install “Google Authenticator” on your smart devices

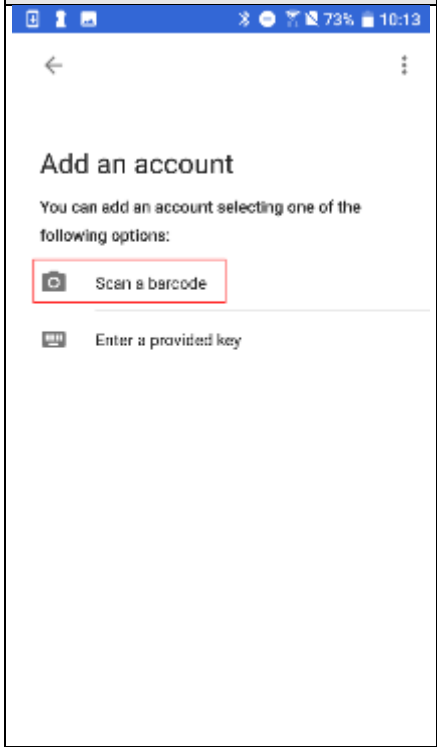
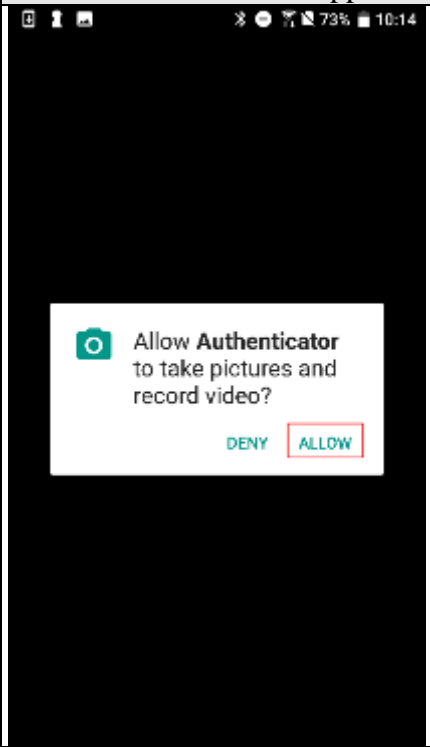
Android	iOS
<p>Search “Google Authenticator” on Google Play or scan this QR code to download/install the app</p> 	<p>Search “Google Authenticator” on App Store or scan this QR code to download/install the app</p> 

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
		

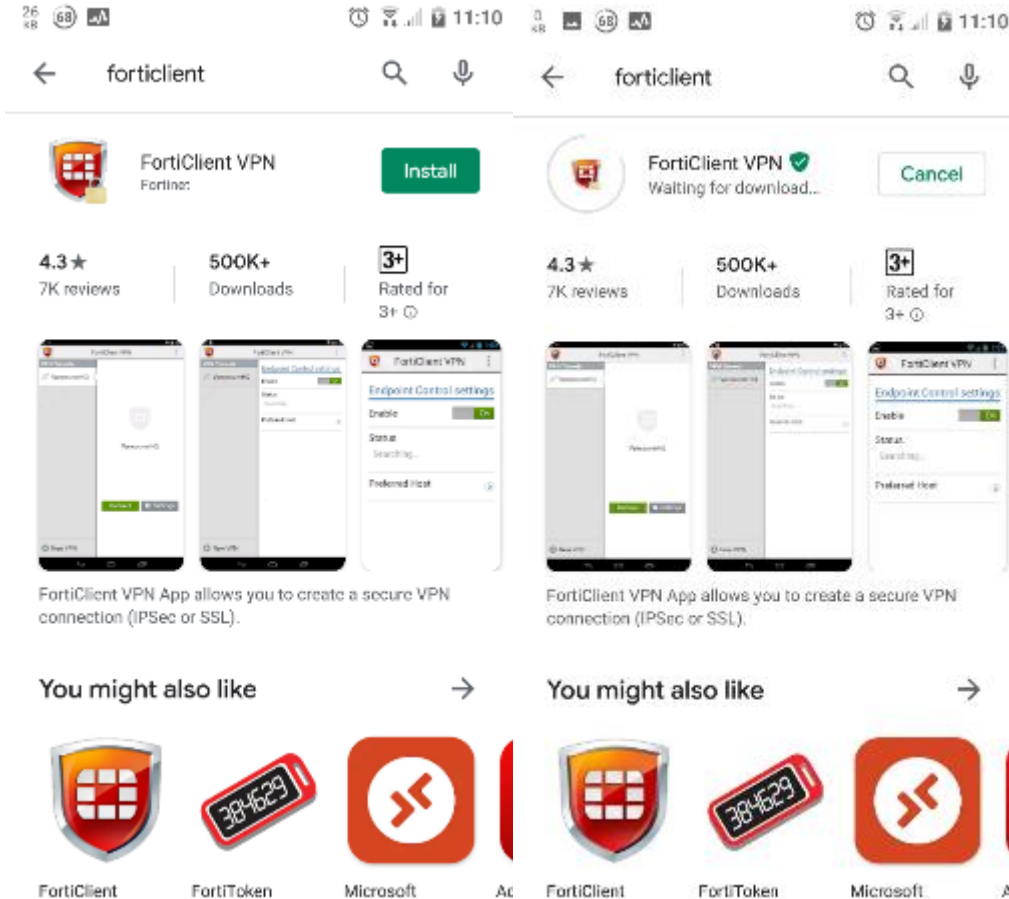
<p>Step4 : Wait till the installation complete</p>	<p>Step5 : After installation, click “Open” to start the app</p>	<p>Step6 : click “BEGIN” button</p>
		

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

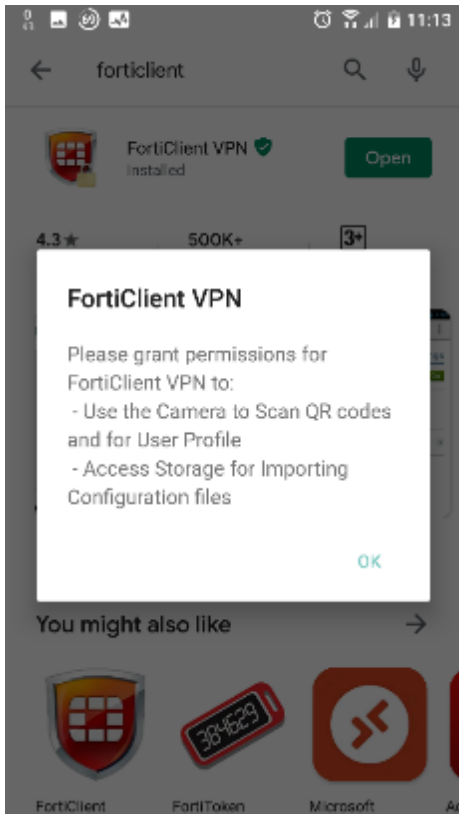
<p>Step10 : Click “Scan a barcode”</p>	<p>Step11 : Click “Allow” to enable the camera functions in the app</p>	
		

II. Install “FortiClient VPN” on your smart devices

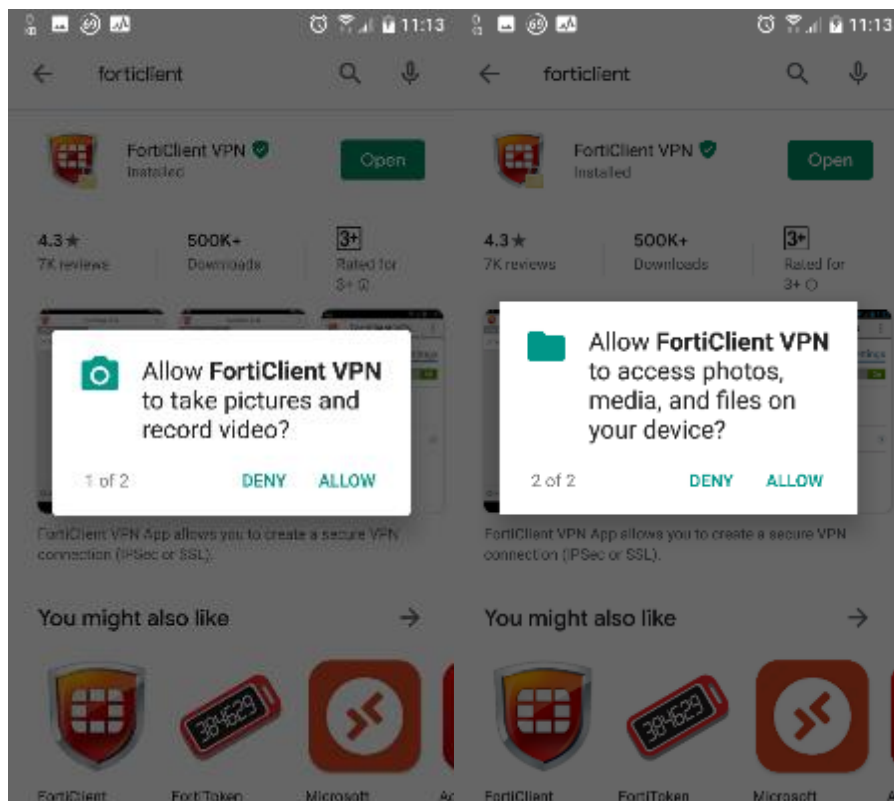
A. Open your play store and input “FortiClient VPN” in the Input Box and click “Install”



B. After the download completion, click the open to start the installation. Please be patient as it may take a while, and please click “Ok” if you are asked question.



After click “Ok” ,please click “DENY” or “ALLOW” whatever you need to continue the installation .



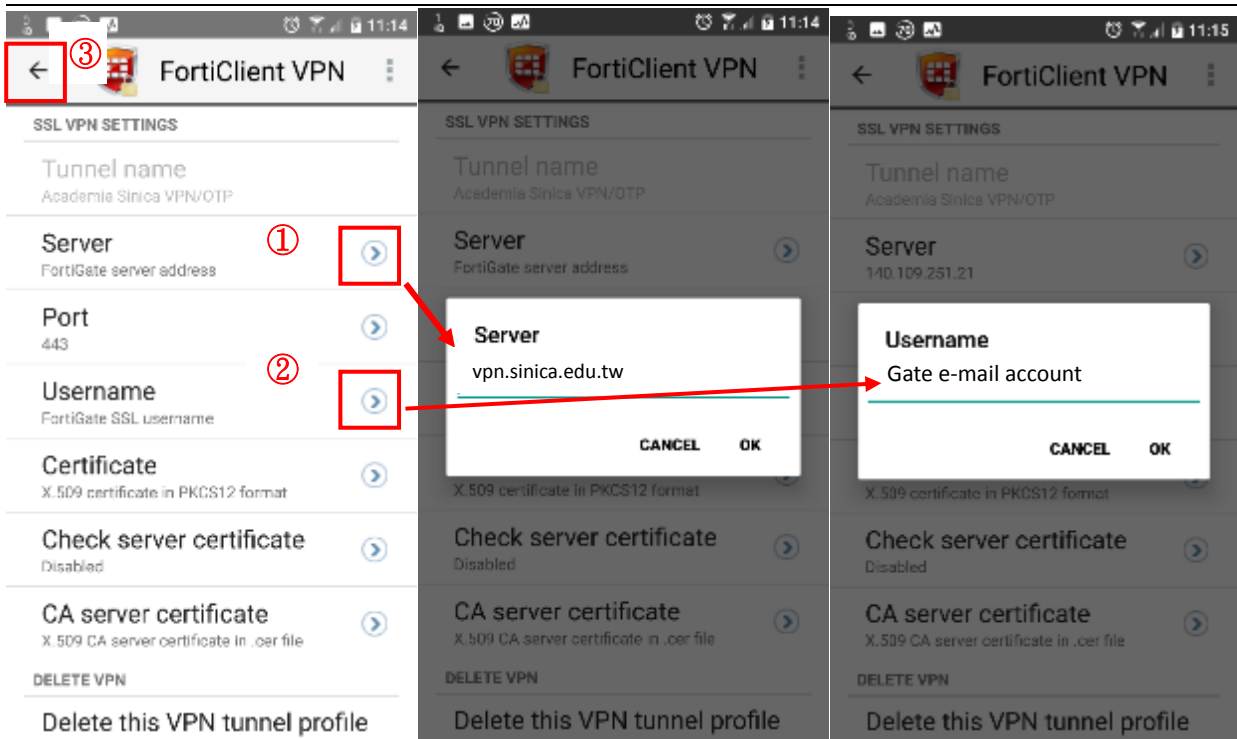
C. Please follow the instructions to complete the installation

1. VPN Name: input a name easy to remember
2. Step2. VPN Type: select "SSL VPN"
3. Step3. Click "Create" button

The screenshot displays the 'Add VPN' interface in the FortiClient application. At the top, the status bar shows 0 KB, 69% battery, and 11:13. The title bar reads 'FortiClient VPN'. Below the title, the heading 'Add VPN' is displayed. The 'VPN Name' field is highlighted with a red box and a circled '1'. The 'VPN Type' section has two options: 'SSL VPN' (selected, highlighted with a red box and circled '2') and 'IPsec VPN'. The 'Create' button is highlighted with a red box and circled '3'.

D. After Click "Create" button, Please follow the instructions to complete the installation.

1. Click "Server" , input "vpn.sinica.edu.tw".
2. Click "Username" , Please enter your "Gate e-mail account" (eg. abc@gate.sinica.edu.tw or abc@sinica.edu.tw).
3. On the left-top corner of the window, Click "Left arrow" to complete the installation



E. After Back to previous page, there will be a pop-up dialog showing you have completed the application. Please click “Connect” button



Academia Sinica VPN/OTP



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

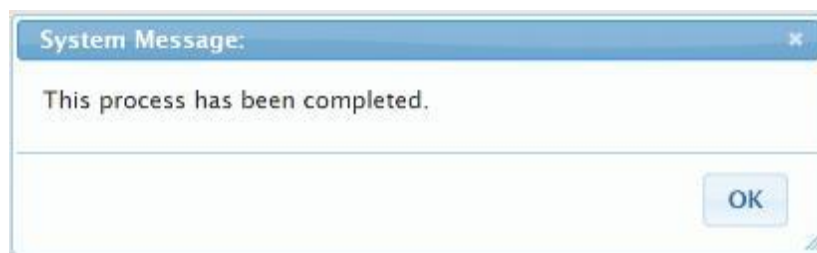
C. After you log in the Sinica BPM System, please proceed the following steps:

- a. click the “Forms” tag
- b. Click “All processes and applications”
- c. Click “Administrative Service”
- d. Click “VPN Activation Application”
- e. Click “Initiate Process” button


f. In the application form, select “Activate” in the “Apply” drop-down menu

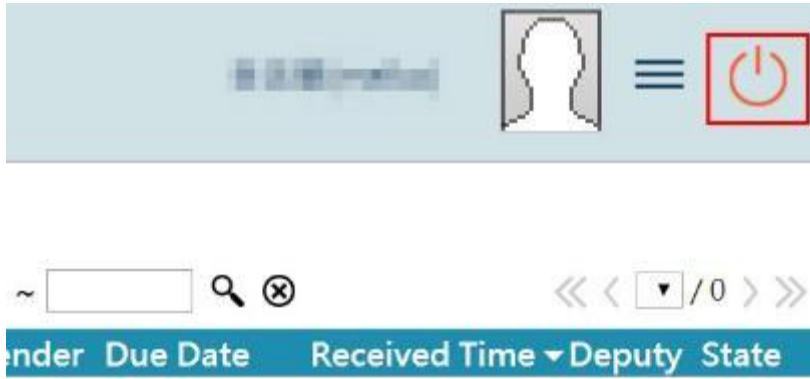
g. Click the “Submit” button on the left-top corner of the window

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



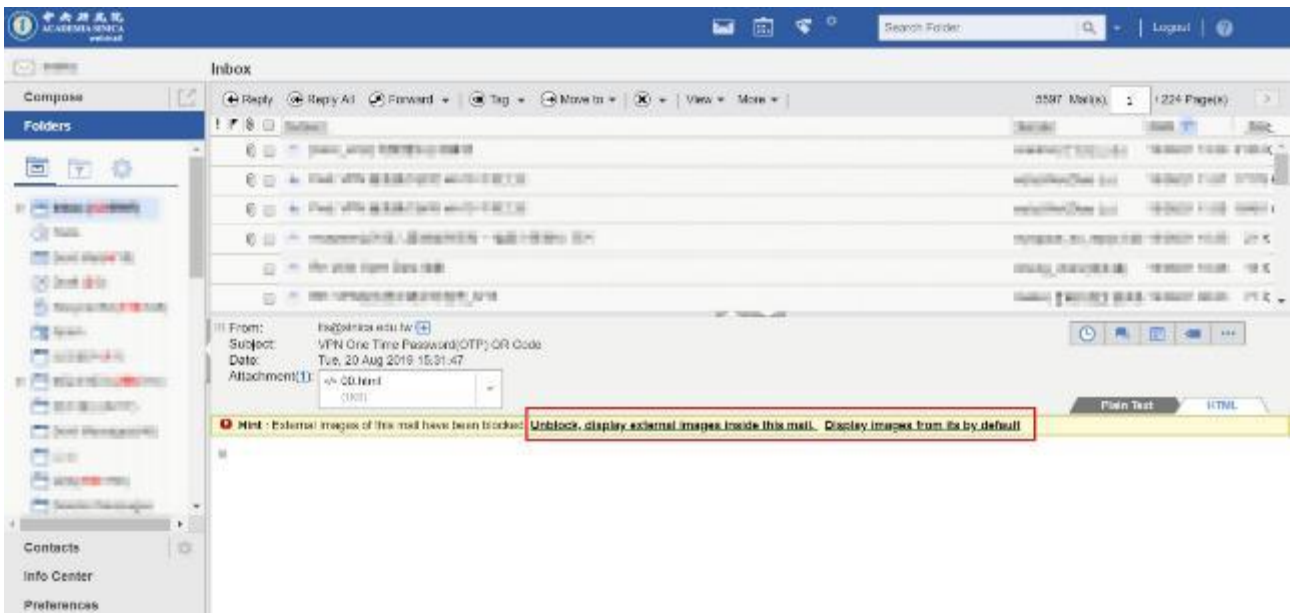
Note that the VPN service will be disabled if you have no VPN activities for 90 days. You will need to re-activate your account in order to enable the VPN service.

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

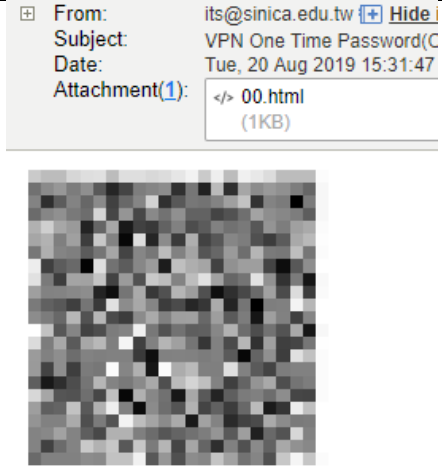
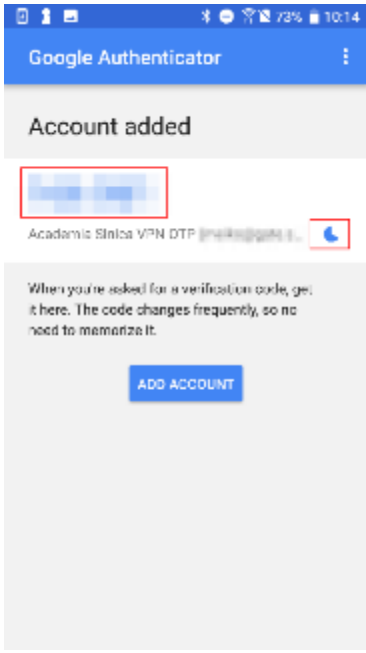


IV. Check your notification email

- A. Please log in your Gate email account and find the email entitled “VPN One Time Password(OTP) QR Code”
- B. Please open the email, switch to “HTML” mode”, and click “Unblock, display external images inside this mail. Display images from its by default”

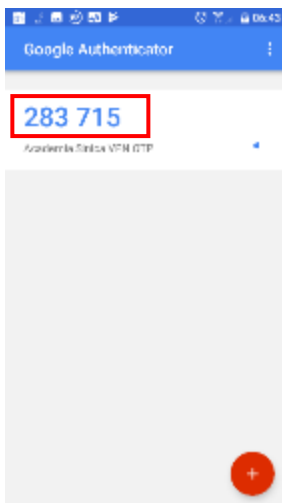


A. Please use the “Google Authenticator” app, which you have installed in the first step, to scan the QR code in the email

<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 an email interface. At the top, it displays the sender 'its@sinica.edu.tw', the subject 'VPN One Time Password(C', the date 'Tue, 20 Aug 2019 15:31:47', and an attachment '00.html (1KB)'. Below the email header is a large QR code.</p>	 <p>The screenshot shows the Google Authenticator app interface. It displays 'Account added' at the top. Below this, there is a blurred area where a verification code would be shown. The app name 'Academic Sinica VPN DTP' is visible. At the bottom, there is a blue button labeled 'ADD ACCOUNT'.</p>

V. Enjoy VPN Service

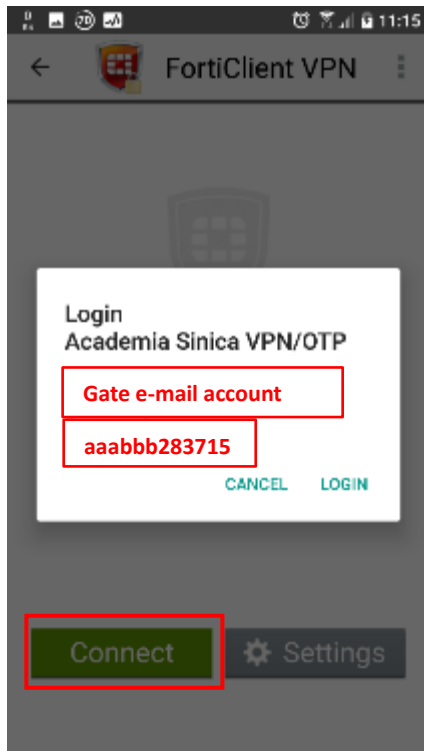
A. Open the “Google Authenticator” program that you have installed the Step 1, copy the six number, or remember the numbers, Valid time is 30 seconds.



B. Open the “FortiClient VPN” program that you have installed the Step 2, 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. For example Gate e-mail account password is “aaabbb” and the 6-digit number is “283715” please input “aaabbb283715”.

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.



C. Finally, please click the “Connect” button.

--END--