
Academia Sinica

VPN Activation Service

User Manual

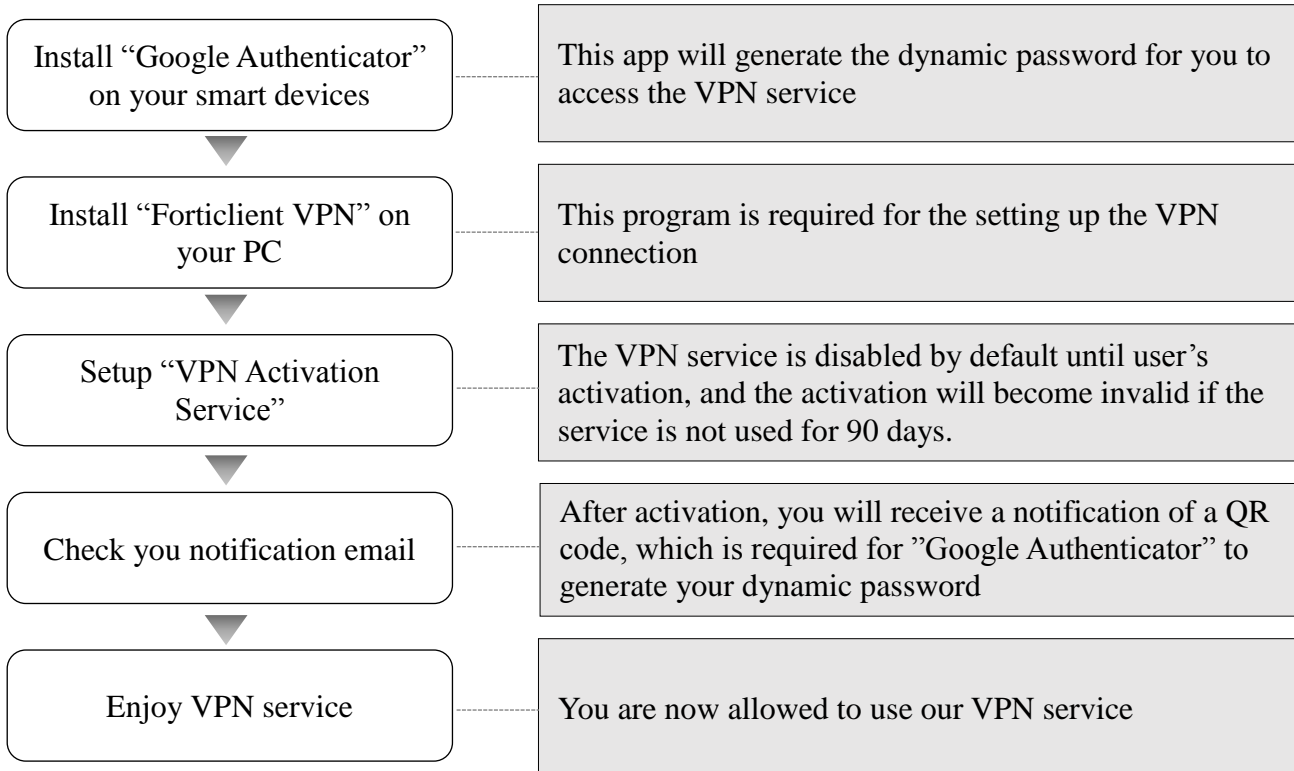
Department of Information and Technology Services
2019/8/30





Index

VPN ACTIVATION FLOWCHART (FOR PC).....	1
I. INSTALL “GOOGLE AUTHENTICATOR” ON YOUR SMART DEVICES	2
II. INSTALL “FORTICLIENT VPN” ON YOUR SMART DEVICES	3
III. SETUP “VPN ACTIVATION SERVICE”.....	5
IV. CHECK YOUR NOTIFICATION EMAIL	8
V. ENJOY VPN SERVICE	9



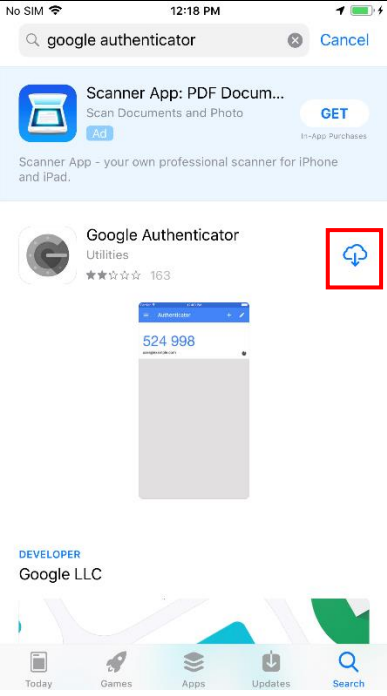
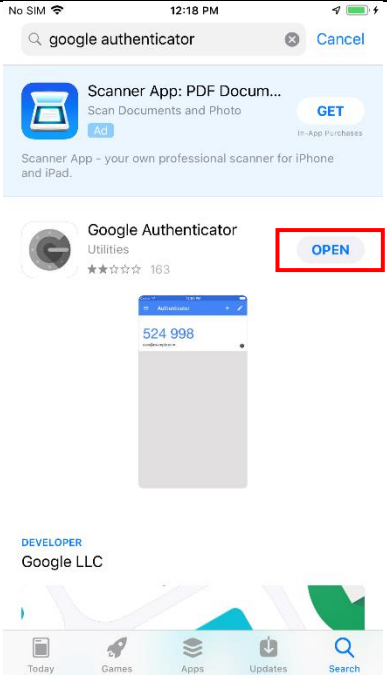
VPN Activation Flowchart (for PC)



I. Install “Google Authenticator” on your smart devices

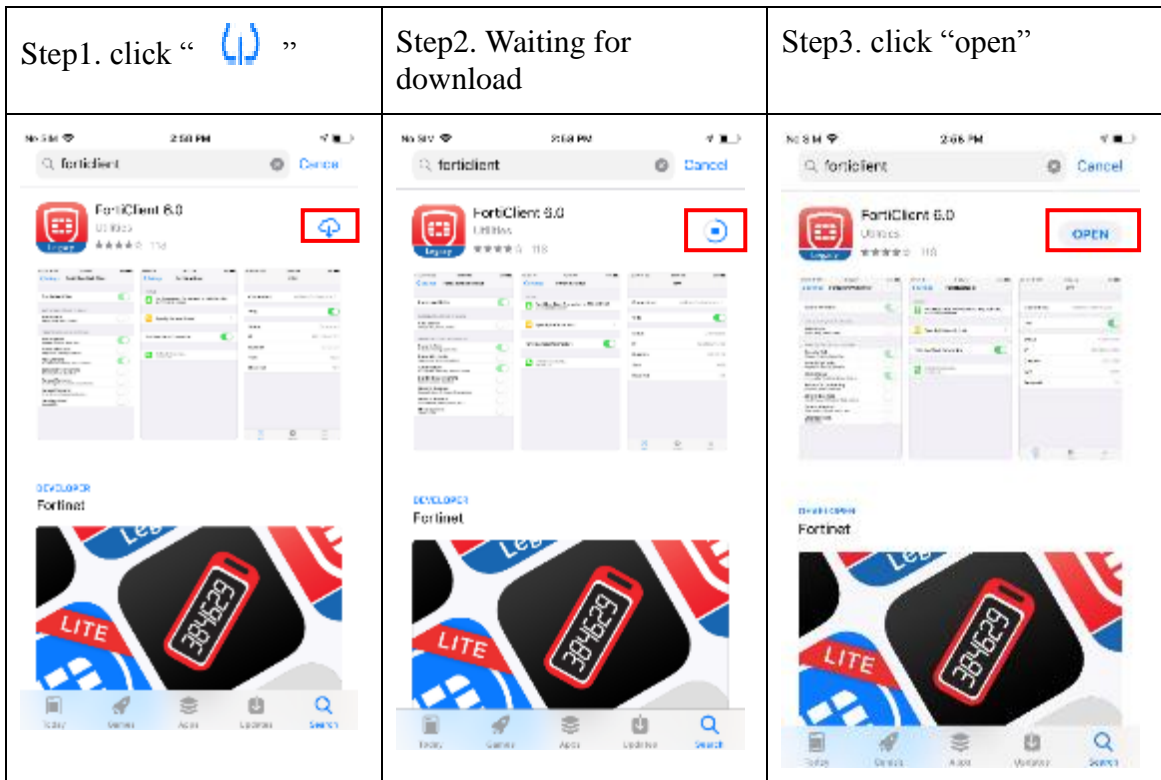
Android	iOS
<p>Search “Google Authenticator” on Google Play or scan this QR code to download/install the app</p> 	<p>Search “Google Authenticator” on App Store or scan this QR code to download/install the app</p> 

Step-by-step instructions (using IOS as an example)

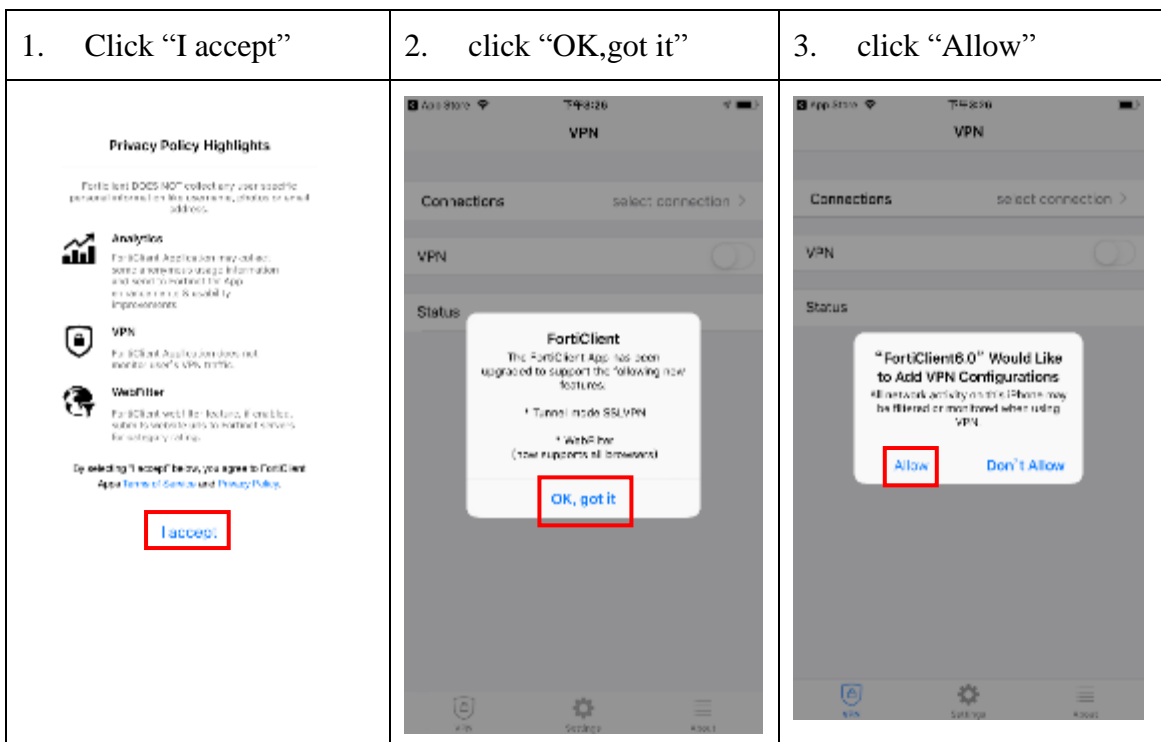
Step1 : click “search” to search ”Google Authenticator” on App Store	Step2 : click “  ”	Step3 : click “open” button
		

II. Install “FortiClient VPN” on your smart devices

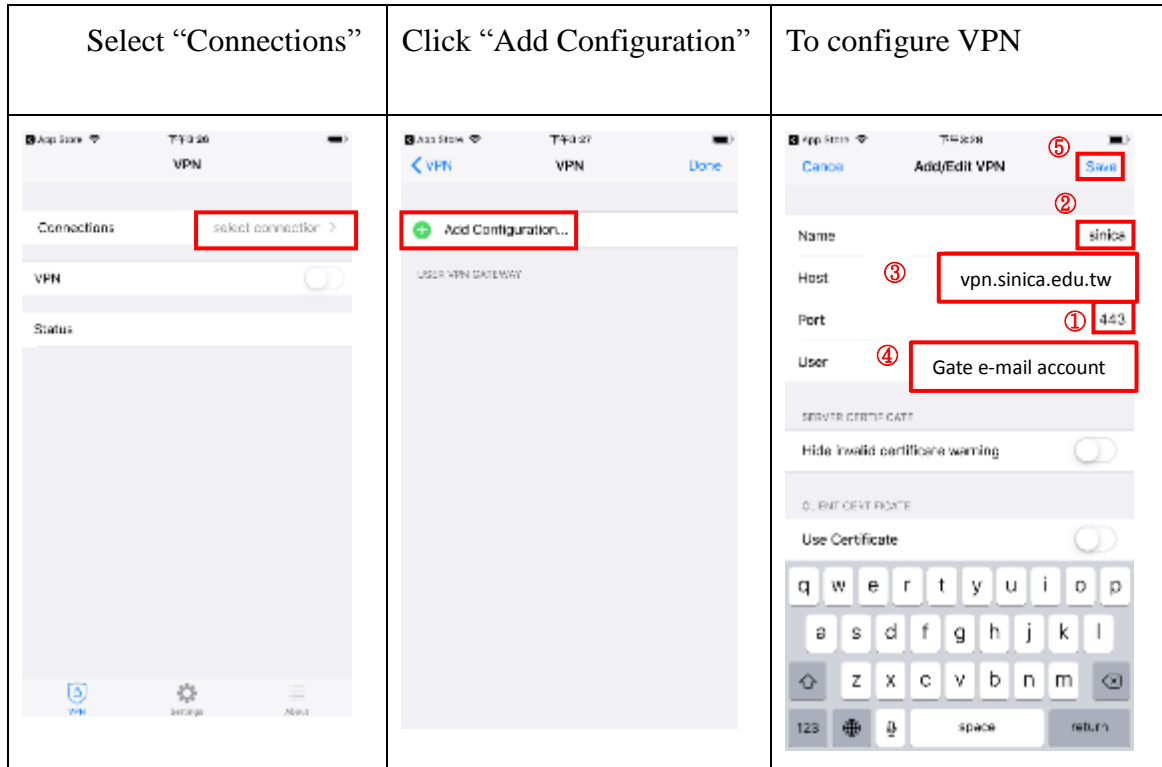
A. Open your “App store” and input “FortiClient VPN” in the Input Box and click “ ” ,



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.

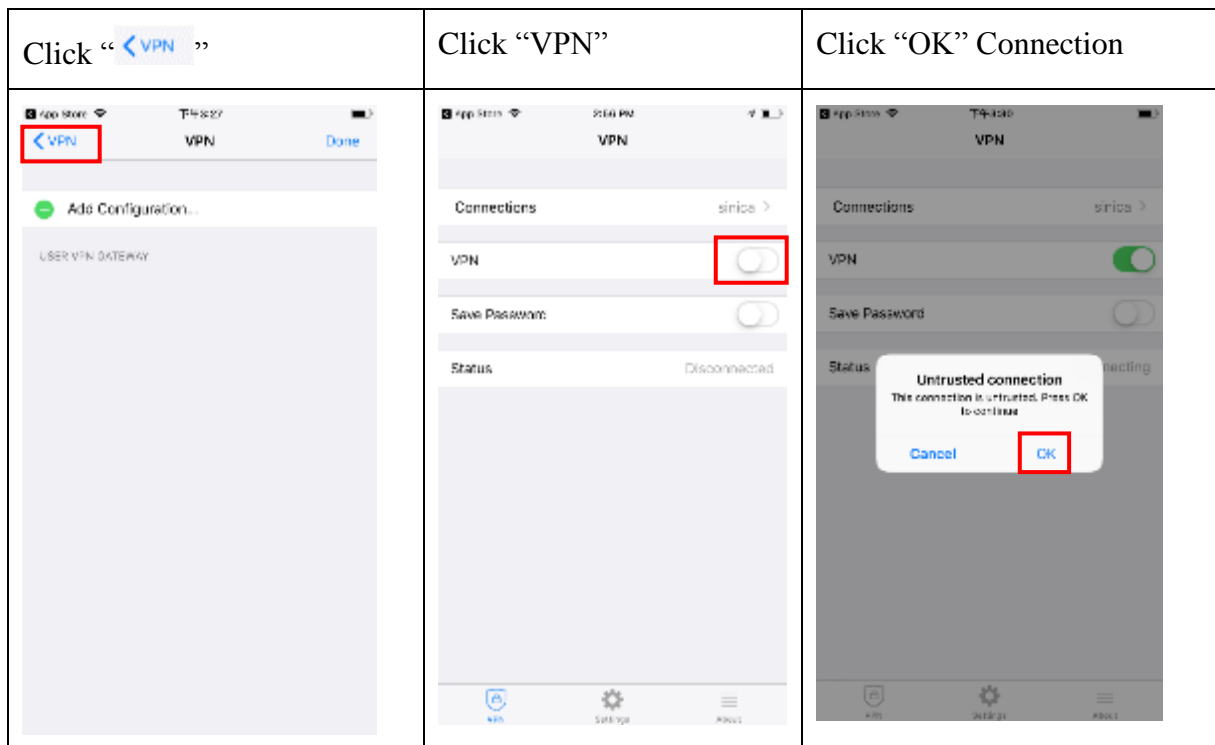


C. To configure FortiClient (iOS) for SSL VPN(I):



1. Before setup ,click the position of port 443 first
2. Name: choice a name easy to remeber
3. Host: vpn.sinica.edu.tw
4. User: Please enter your "Gate e-mail account" (eg. abc@gate.sinica.edu.tw or abc@sinica.edu.tw)
5. Click “save”

D. To configure FortiClient (iOS) for SSL VPN (II)



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

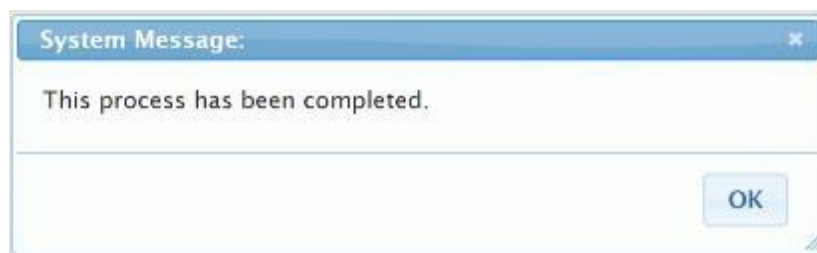
C. After you log in the Sinica BPM System, please proceed the following steps:

- 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

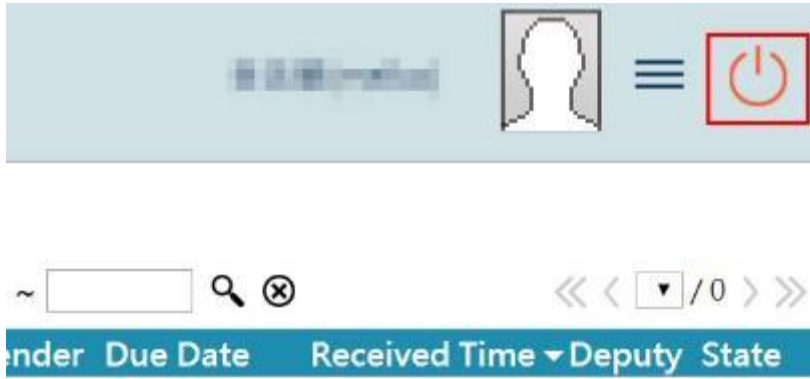
g. Click the “Submit” button on the left-top corner of the window

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



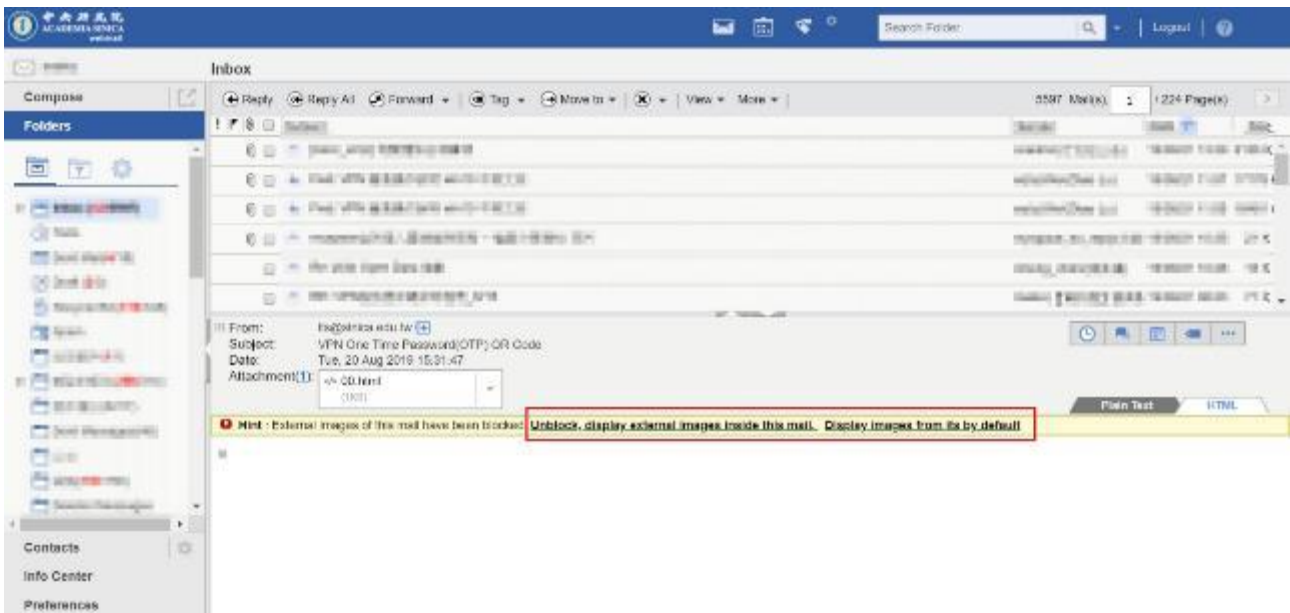
Note that the VPN service will be disabled if you have no VPN activities for 90 days. You will need to re-activate your account in order to enable the VPN service.

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



IV. Check your notification email

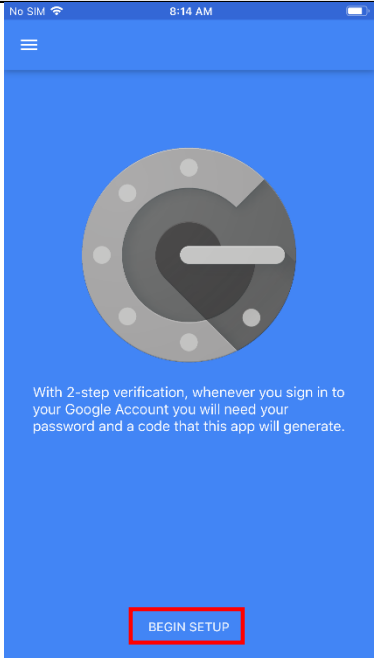
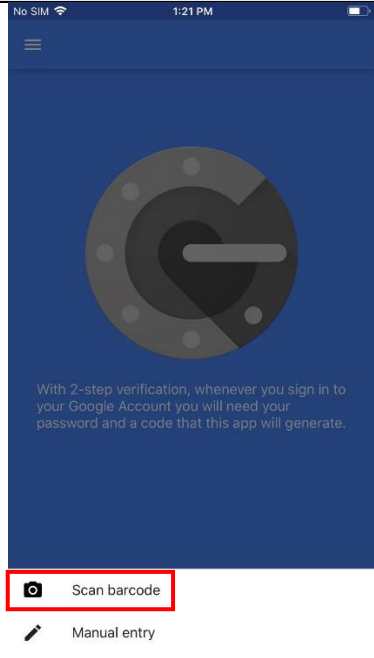
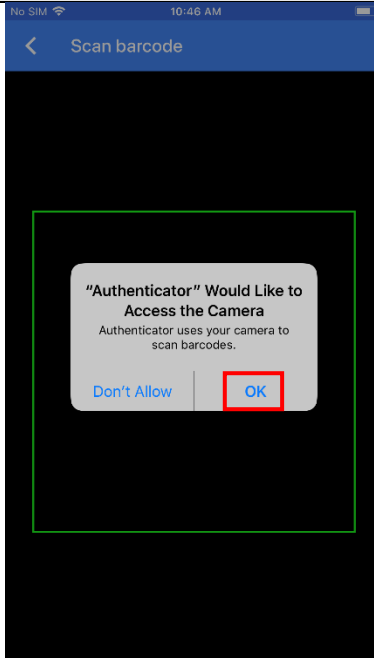
- A. Please log in your Gate email account and find the email entitled “VPN One Time Password(OTP) QR Code”
- B. Please open the email, switch to “HTML” mode”, and click “Unblock, display external images inside this mail. Display images from its by default”

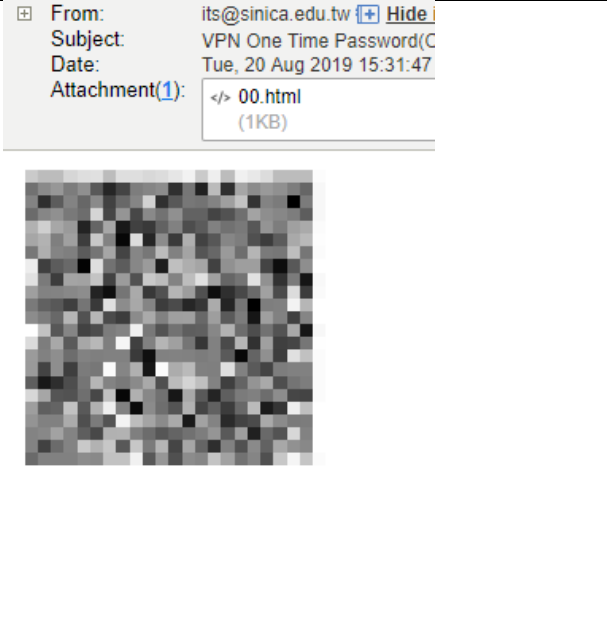
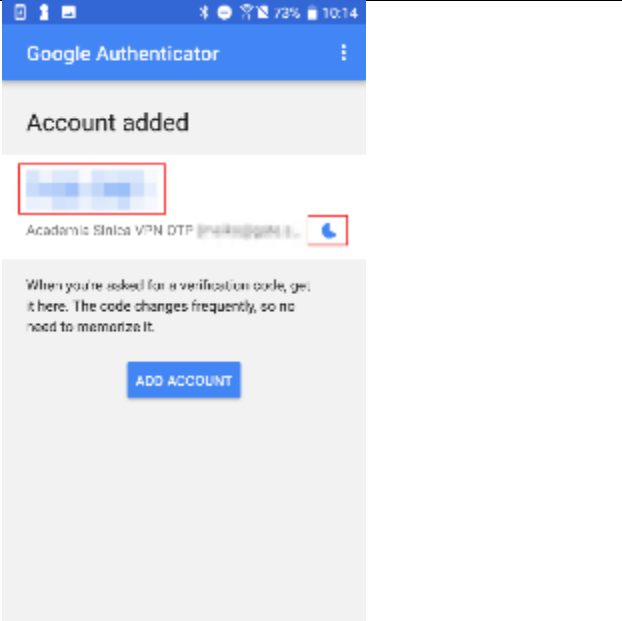


A. Please use the “Google Authenticator” app, which you have installed in the first step, to scan the QR code in the email

V. Enjoy VPN Service

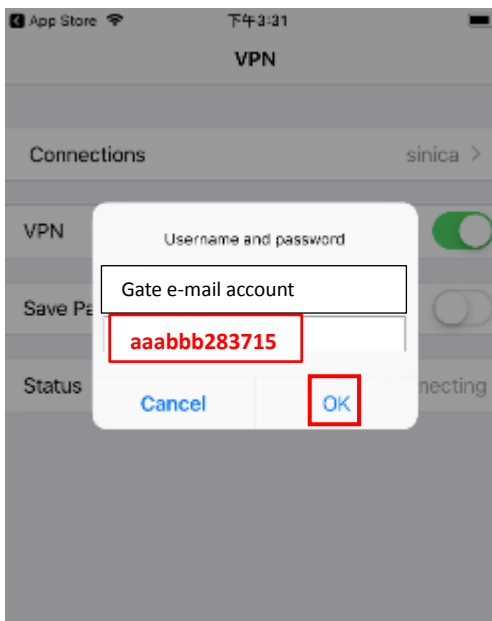
A. Open the “Google Authenticator” program that you have installed the Step 1, copy the six number or remember the numbers, Valid time is 30 seconds.

Step1 : click “BEGIN SETUP” button	Step2 : click “Scan barcode” to start the app	Step3 : Click “Ok” to enable the camera functions in the app
		

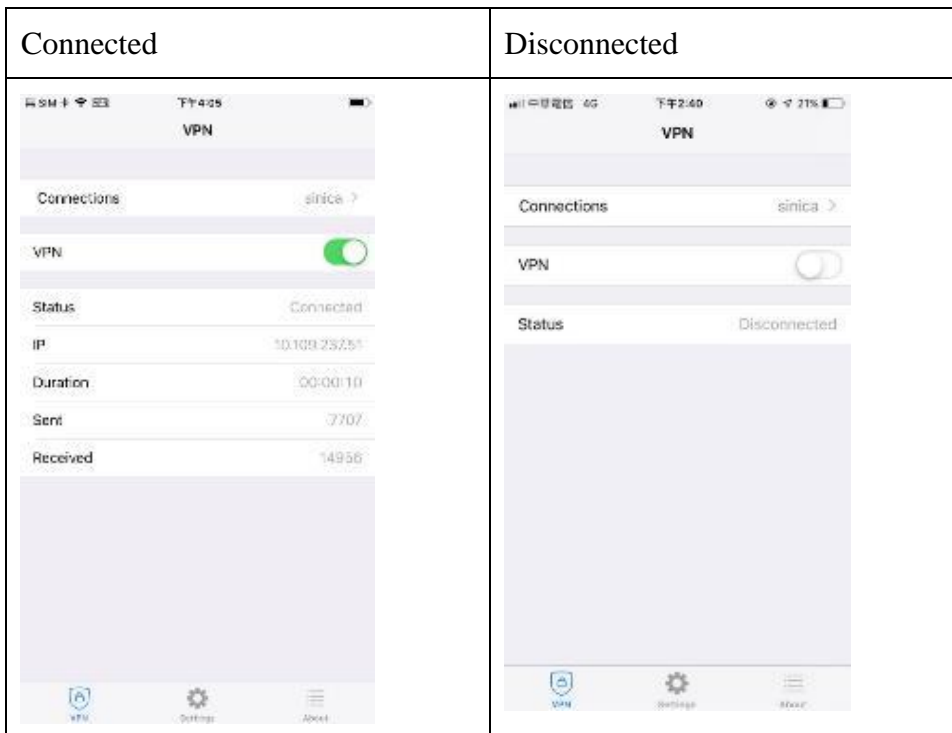
Step4 : Use the “Google Authenticator” app to scan the QRCode in the email	Step5 : Scan the barcode will display 6-digit number
	

- A. 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.



- B. Finally, please click the “OK” button.



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