

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

CPCE Staff

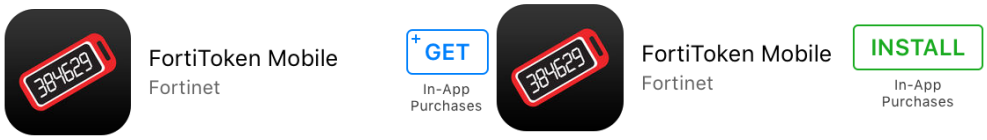
SSL VPN (Virtual Private Network) Service

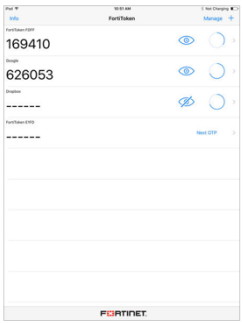
Installation and User Guide for Microsoft Windows OS

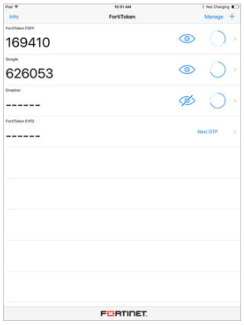
Step 1. Install mobile application "FortiToken Mobile" to generate a One Time Password (OTP) for each new VPN connection

1) ***In the following section, installation instructions of FortiToken application on Apple iOS device will be provided. For detailed installation instructions of FortiToken application on Android device, please refer to "CPCE Staff SSL VPN Service Installation and User Guide for Google Android OS".***

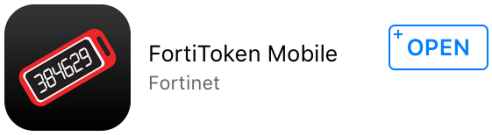
Search "FortiToken Mobile" on Apple App Store and install it.

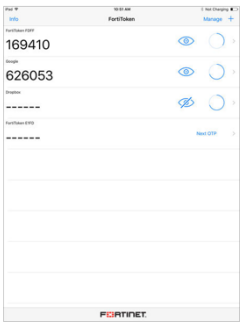




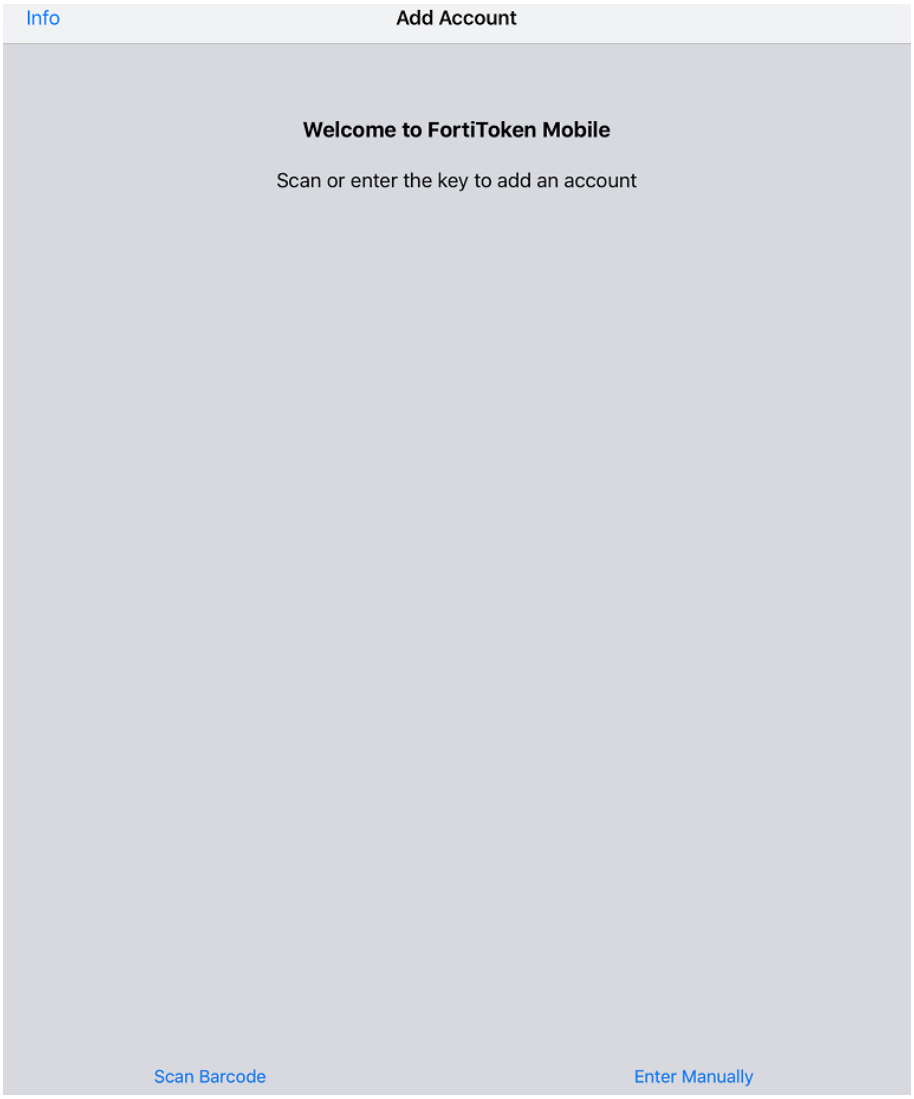


1.1) Open "FortiToken Mobile".



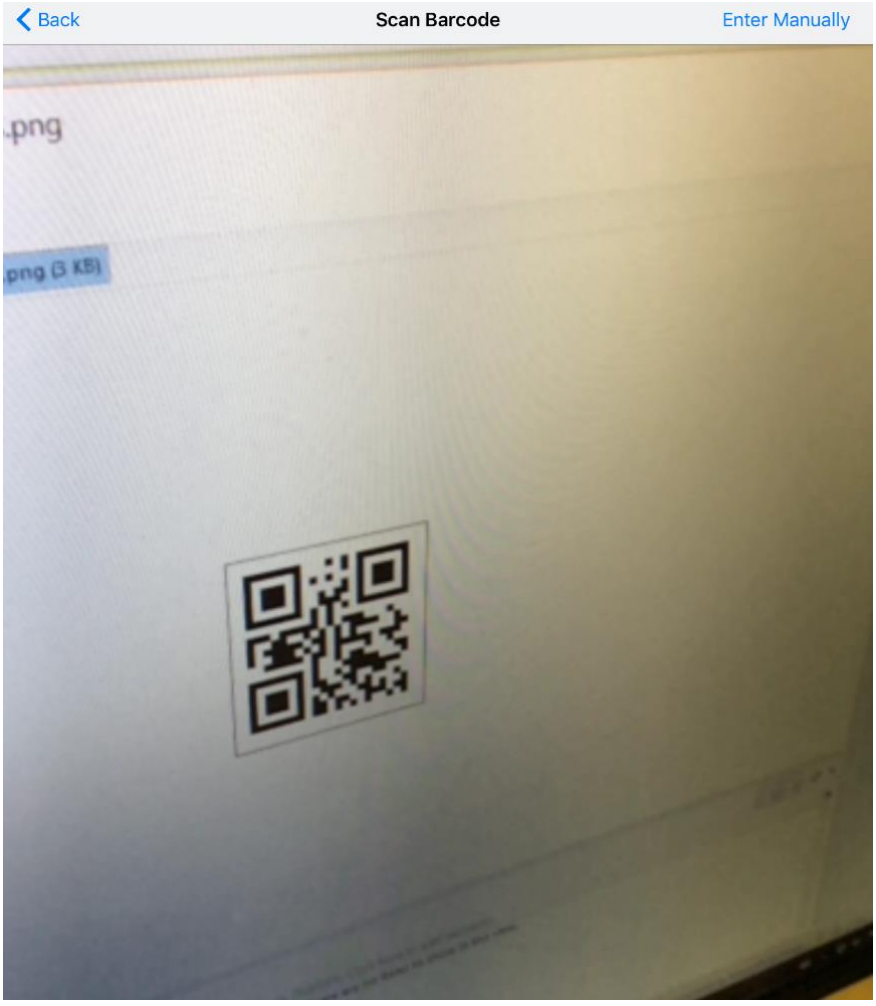


1.2) Select “Scan Barcode”.



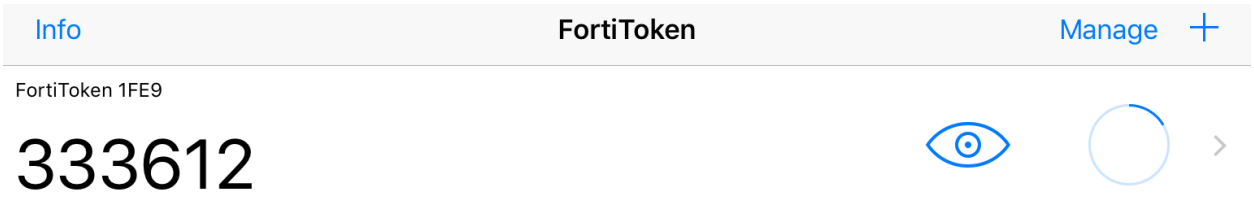
1.3) Scan the QR Code on auto-generated VPN activation email to activate the token feature.

(Please activate your token within 1 hour when the activation email is generated, otherwise you may need to contact ITU system administrator to re-enable the activation process.)



1.4) A time-based token will be generated for VPN authentication. Double tap on the token and then tap “Copy” to copy it to the clipboard.

(Please note that the token displayed changes every 60 seconds.)

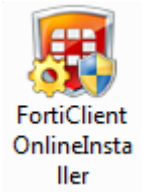


Step 2. Install FortiClient VPN application on Windows device

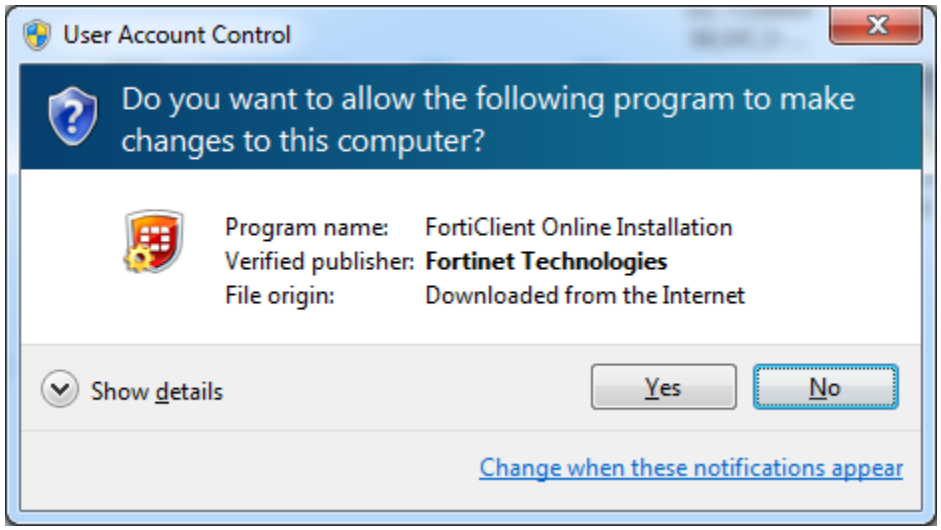
(For first time installation only. Please skip to Step 3 if you have already installed FortiClient.)

2) Download the FortiClient online installer according to your Windows version and install it.

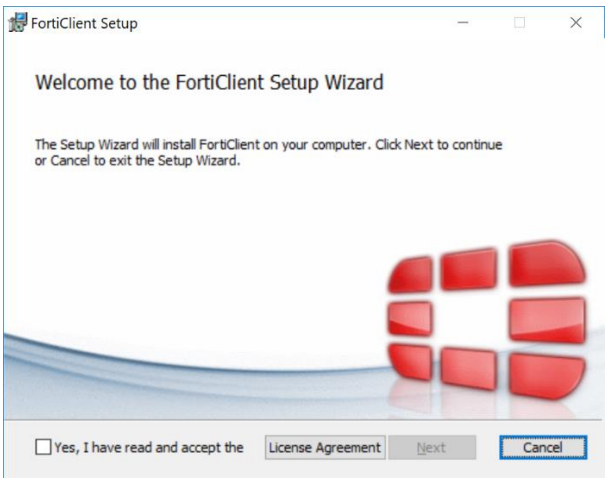
- Download the installer from FortiClient Download Page
- Open the installer file



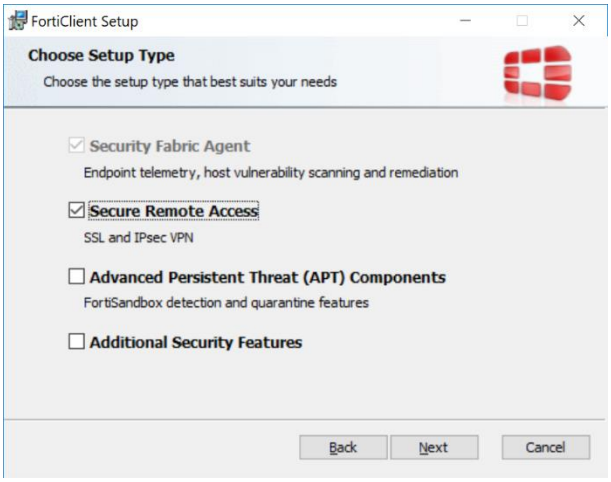
- Follow the instructions to install the FortiClient application
- Select “Yes” when Windows UAC prompt appears



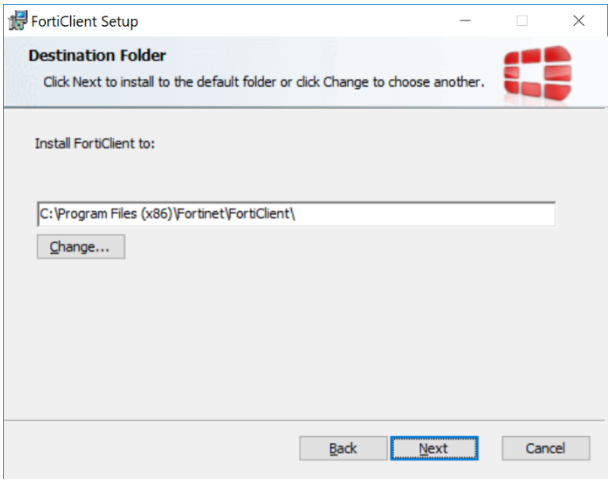
- Click “Yes” to agree the software license agreement and then select “Next”



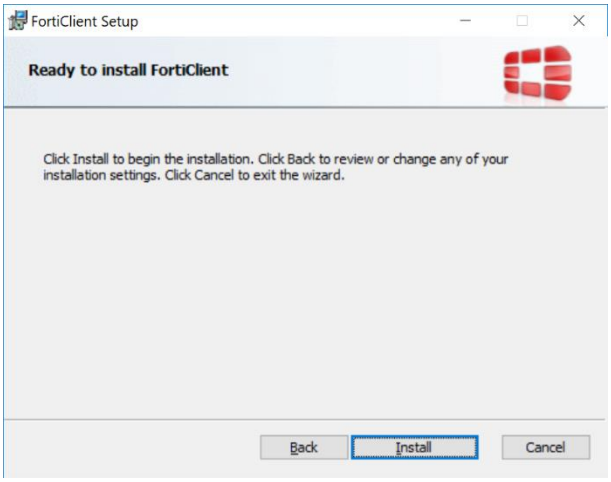
- Make sure “Secure Remote Access” box is selected and then click “Next”



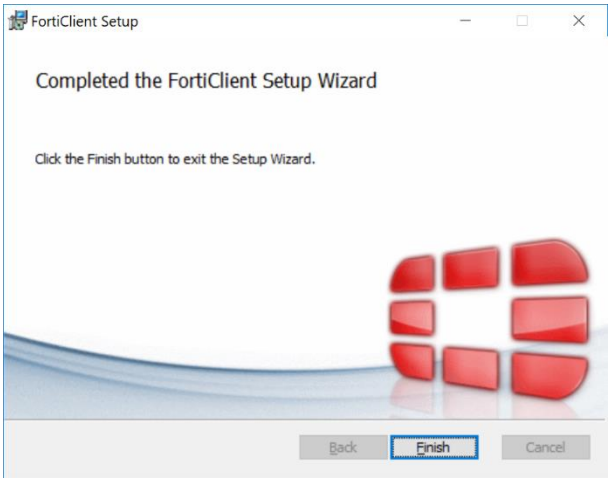
- Select installation directory and then click “Next”



- Click “Install” to begin installation process

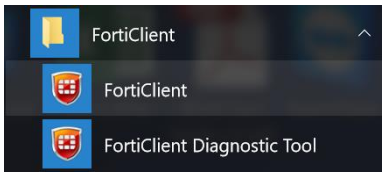
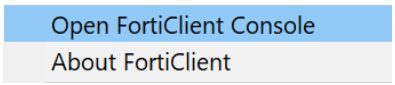
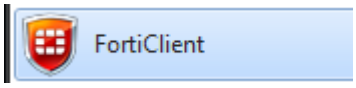
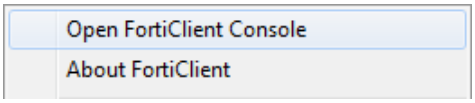


- FortiClient installation is completed and click “Finish” to complete the process

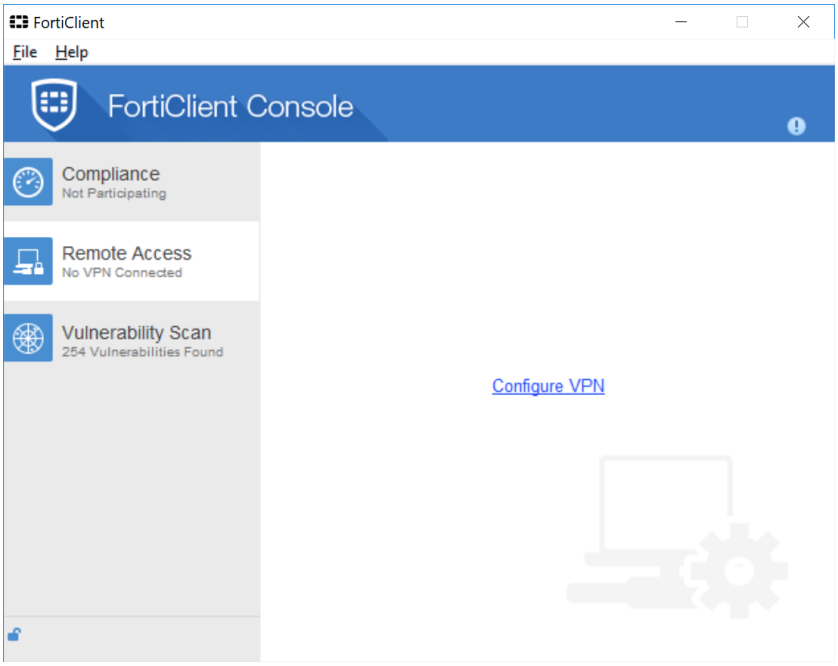


Step 3. Launch the FortiClient application and create a new VPN profile

3) Launch the FortiClient.

	Method 1	**Method 2**
Windows 10	Launch in Menu bar • Select “ ” icon • Select “FortiClient” • Open “FortiClient” 	Launch in Status bar • Select “ ” icon • Select “Open FortiClient Console” 
Windows 7	Launch in Menu bar • Select “ ” icon • Select “FortiClient” • Open “FortiClient” 	Launch in Status bar • Select “ ”icon • Select “Open FortiClient Console” 

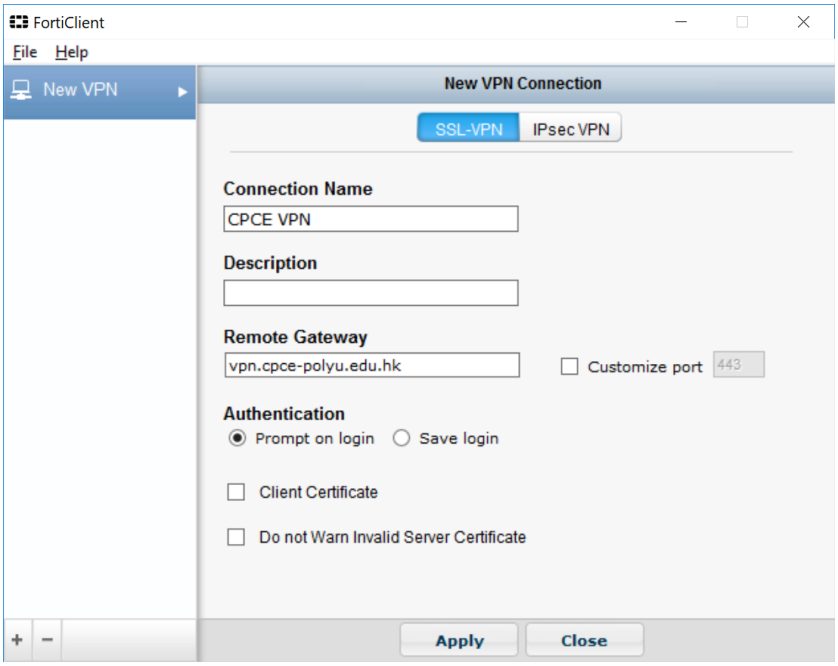
3.1) On “Remote Access” tab, click “Configure VPN” to create a new VPN profile.



3.2) Enter VPN profile information as follows:

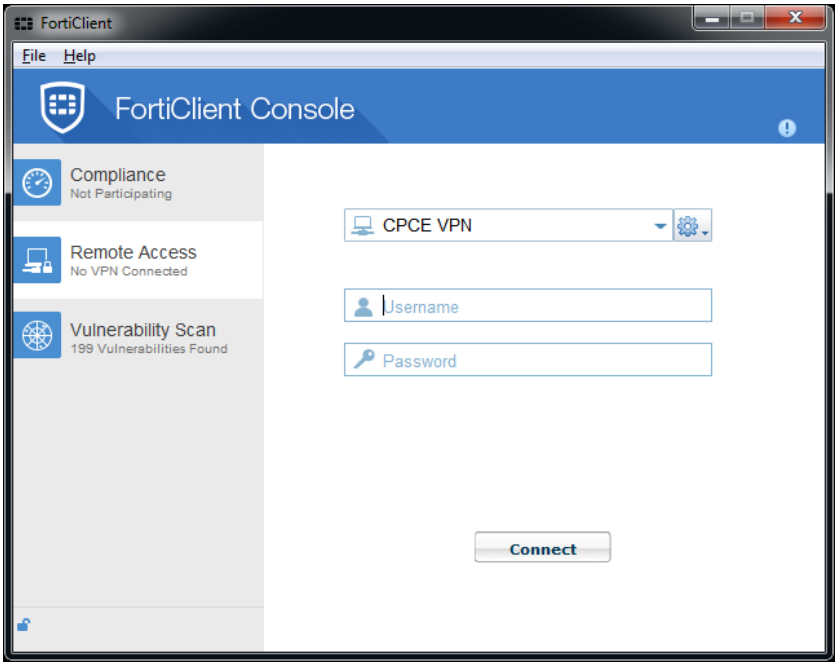
Connection Name: “CPCE VPN” & Remote Gateway: “vpn.cpce-polyu.edu.hk”

while all other fields keep unchanged and then click “Apply”

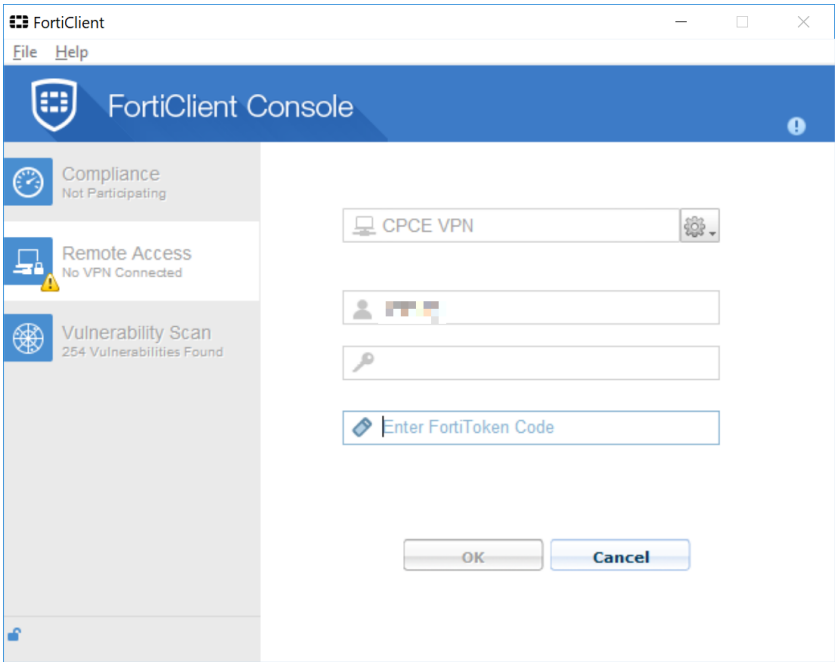


3.3) Back to “Remote Access” tab of FortiClient and enter account information as follows:

Username: <Your NetID> & Password: <Your PortalPassowrd>

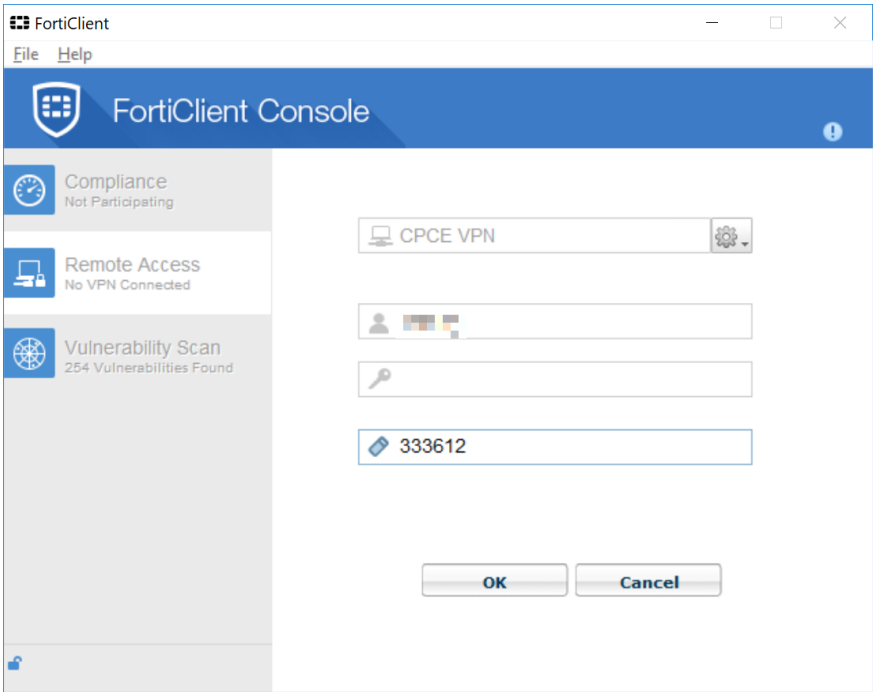


3.4) An input field “Enter FortiToken Code” will be prompted.



Step 4. Connect to the SSL VPN

4) Enter the OTP generated in Step 1.4 in “Enter FortiToken Code” field and select “OK”.



4.1) A SSL VPN connection has been succesfully established. It is recommended to logout the VPN session by selecting “Disconnect” once you no longer need to access internal campus network.

