

VPN CONNECTION GUIDE

FOR

PILOT CLOUD SERVICE FOR WEB-BASED SCHOOL ADMINISTRATION AND MANAGEMENT SYSTEM (WEBSAMS) 2019

Version: 0.2

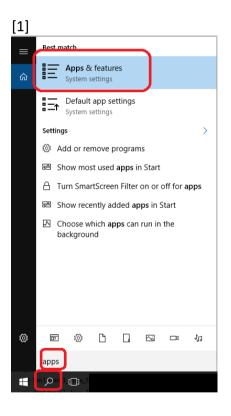
May, 2023

Table of Contents

1.	PRE	REQUISITE	2
2.	DOV	VNLOAD THE VPN CLIENT	4
3.	INST	ALL THE VPN CLIENT FOR THE 1 ST TIME	6
4.	UPG	RADE THE INSTALLED VPN CLIENT TO NEWER VERSION	8
5.	SET	UP VPN CONFIGURATION	
6.	GET	THE VPN TOKEN	
6.1	Hari	dware Token ware Token	
6.2	SOFT	WARE TOKEN	
	5.2.1	For Android Devices	
6	5.2.2	For iOS Devices	
6	5.2.3	For Windows Phone	
7.	CON	NECT VPN TO THE CLOUD	

1. PREREQUISITE

- Please install latest version of VPN client software FortiClient. If you have installed it before, and are still using FortiClient 6.X or older version, please reinstall 7.X or above.
- Please always update the VPN client software FortiClient to the latest version once available for the best security protection.
- FortiClient 7.X supports Desktop Operating Systems with Microsoft Windows 10 or above only.
- You can check the version of your installed FortiClient under Apps and Features on your Windows PC^[1].
- Alternatively, you can open VPN client software to check the installed version [2].
- The Desktop Operating Systems must have Internet access during the installation.



Settings		
ம் Home	Apps & features	
Find a setting	Microsoft OneDrive	275 MB 5/2/2023
Apps	Microsoft Edge	142 MB 4/28/2023
Ē Apps & features	FortiClient VPN	266 MB
🚍 Default apps	7.0.8.0427	4/26/2023
邱 <u>I</u> Offline maps	,	Modify Uninstall

[2]

• Open FortiClient VPN, click the button (as shown in the picture).

FortiClient File Help FortiClient VPN Upgrade to the full version to access additional features and rece	- X
VPN Name Username Password	
	Connect

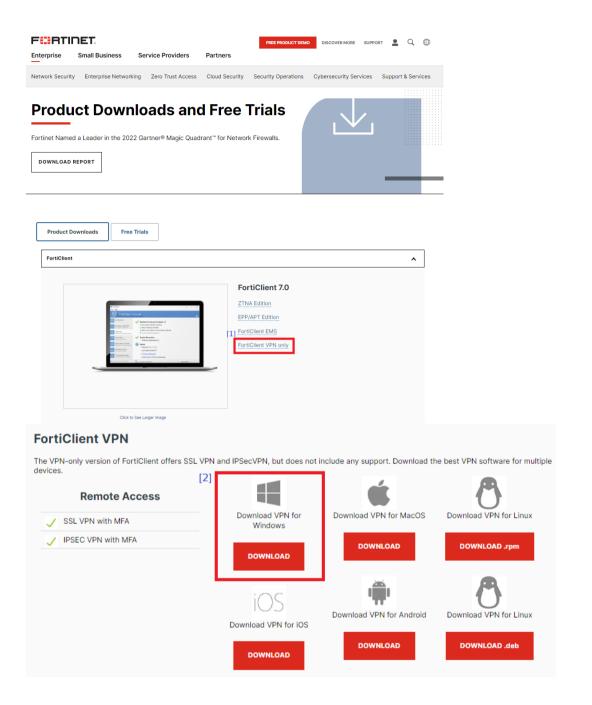
FortiClient File Help	-		×
FortiClient VPN	٠	0 €	
Upgrade to the full version to access additional features and receive technical support.			
FortiClient VPN			
This is a free version of FortiClient VPN software which supports limited features and does not include technical supp Upgrade to the full version to access additional features and receive technical support.	ort.		
Click here to view the license agreement			
Copyright Information			
OpenSSL The OpenSSL library is copyrighted by Copyright 1998-2018 The OpenSSL Project.			
spdlog The MIT License (MIT)			
Copyright © 2003-2023 Fortinet Inc All rights reserved. <u>http://www.fortinet.com</u>			

Note: If school has difficulty in finding the software version, school can seek help from CloudSAMS Helpdesk.

https://cdr.websams.edb.gov.hk/cloud/cloudcontact/

2. DOWNLOAD THE VPN CLIENT

1. On the Windows PC if you wish to connect VPN, download the VPN Client installation program at https://www.fortinet.com/support/product-downloads



2. After download is completed, go to the next sections to continue installing or upgrading the VPN client.

3. INSTALL THE VPN CLIENT FOR THE 1ST TIME

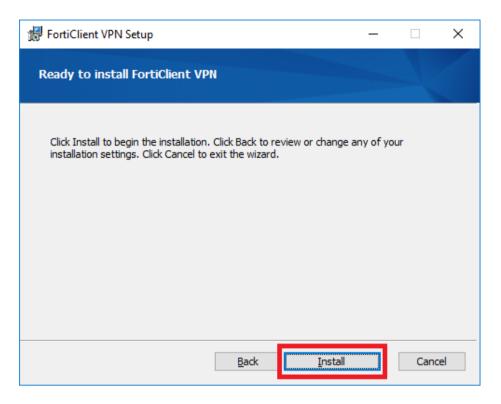
- 1. Double click the installation program to execute it.
- 2. Check the checkbox if you accept the license agreement and click **Next**.



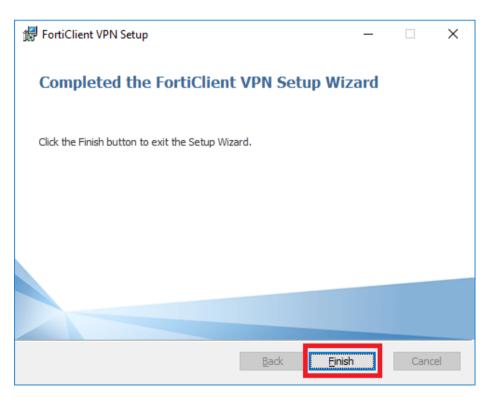
3. Set the destination folder, and click **Next**.

體 FortiClient VPN Setup	_		Х
Destination Folder Click Next to install to the default folder or click Change to choose	e another.	1	
Install FortiClient VPN to:			
C:\Program Files\Fortinet\FortiClient\ Change			
Back	<u>V</u> ext	Cano	el

4. Click Install.



5. Click Finish.

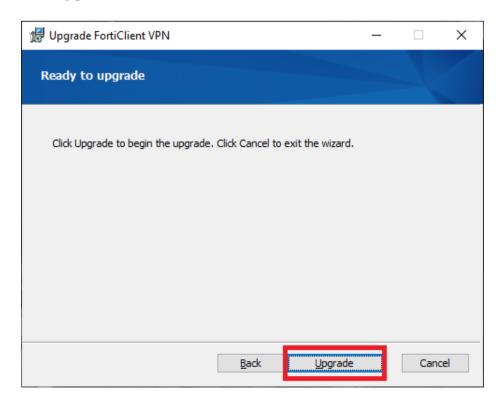


4. UPGRADE THE INSTALLED VPN CLIENT TO NEWER VERSION

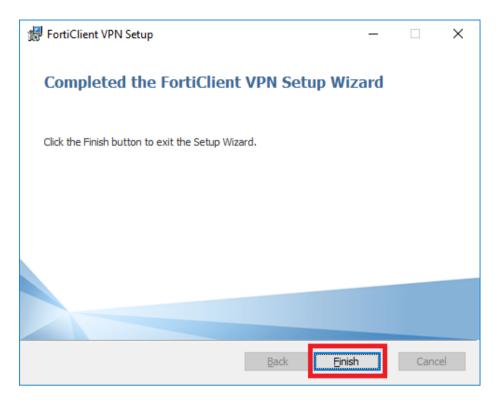
- 1. Double click the installation program to execute it.
- 2. Check the checkbox if you accept the license agreement and click Next.



3. Click Upgrade.



4. Click Finish.



Note:

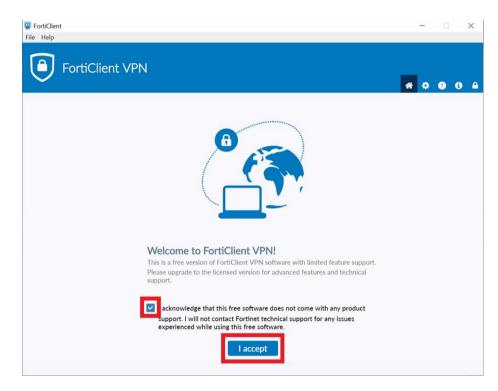
- Please use the same installation program for upgrade and no need to uninstall the older version before executing the installation program.
- Restart Windows is recommended after the upgrade.

5. SET UP VPN CONFIGURATION

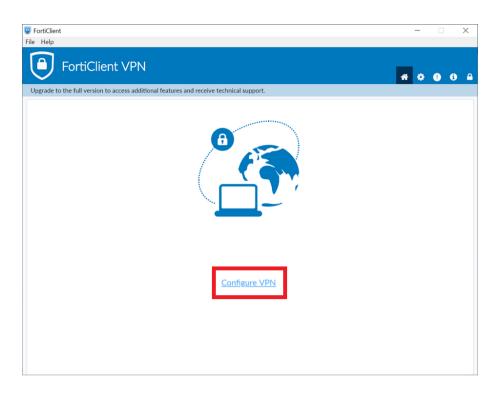
No matter you are installing the VPN Client for the 1st time, or upgrading the version, you have to configure/reconfigure the VPN connection settings.

This is a one-time only procedure after each installation or upgrade. You do not need to do this every time when connecting VPN.

- 1. Launch the VPN Client.
- 2. Check the agreement and click I accept.



3. Click Configure VPN.



- 4. Choose **SSL-VPN** to set up the new VPN connection.
 - Connection Name can be any name you prefer.
 - Remote Gateway: vpn2019.sams.edu.hk

FortiClient The Security Fabric Agent		-		×
File Help FortiClient VPN		*	•	() 🔒
Upgrade to the full version to access additional feature	s and receive technical support.			
New VPN Cor	nection			
VPN	SSL-VPN IPsec VPN			
Connection Name Description	test1			
Remote Gateway	vpn2019.sams.edu.hk			
	Customize port 443			
Client Certificate	None			
Authentication	Prompt on login Save login			
	Do not Warn Invalid Server Certificate			
	Cancel Save			

5. Click Save.

Note:

• If any problem is encountered during configuration, school can seek help from CloudSAMS Helpdesk.

https://cdr.websams.edb.gov.hk/cloud/cloudcontact/

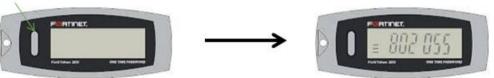
6. GET THE VPN TOKEN

To connect to the cloud, you will be assigned <u>one</u> hardware and <u>one</u> software token to receive token code. They are One-Time Password generator token which display a 6-digit code that changes every minute. The code is necessary during login of VPN connection.

6.1 HARDWARE TOKEN

No set up is required for hardware token. Simply press the gray button to get the 6digit code.





6.2 SOFTWARE TOKEN

Software token requires several steps to set up. Please follow the procedures to install Mobile App (FortiToken Mobile) for generating token code on your mobile device. You can download the Apps from

- Google Play Store (for Android)
- Apps Store (for Apple iOS device)
- Microsoft Store (for Windows device)

You should have received an activation email from < no-replyfortitoken@websams2019.com >, which contains a QR code for software token activation. You should follow the instruction below to activate the token within 3 days before the QR code expires. You may refer to procedures in later sections.

	FTM Activation on FortiGate no-reply-fortitoken@websams2019.com Please respond to no-reply-fortitoken
History:	This message has been forwarded.
✓ 1 attac	
Please for ins device You mus	to FortiToken Mobile - One-Time-Password software token. visit <u>http://docs.fortinet.com/ftoken.html</u> tructions on how to install your FortiToken Mobile application on your and activate your token. t use FortiToken Mobile version 2 or above to activate this token. tivation Code, which you will need to enter on your device later, is
"XXXX	XXXXXXXX″
"Scan B You mus Sat Sej utsk, after w	tively, use the attached QR code image to activate your token with the arcode" feature of the app. t activate your token by: p 28 13:41:34 2019 (GMT+8:00) Beijing, ChongQing, HongKong, Urumgi, Irk nich you will need to contact your system administrator to le your activation.
FortiGa	te

You may need to contact the Cloud Helpdesk if

- the activation code is expired
- your device is lost/ stolen
- transfer of token is required

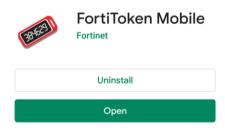
6.2.1 For Android Devices

Prerequisite

- FortiToken Mobile is compatible with devices running Android 4.4 or above
- The devices should have Internet access during the token activation process
- 1. Go to Google Play Store and search for FortiToken Mobile. Tap

384629	FortiToken	Mobile
3.9 ★ 569 reviews	100K+ Downloads	3+ Rated for 3+ ①
Test Taken Manage () Test Taken Manage () Test Taken ()	a a a 🔊	rian da la composición de la c
	cogin request	

2. Tap to launch the application.

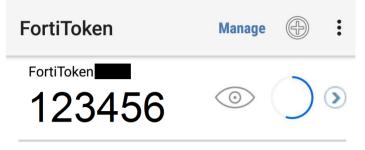


Install

3. Open the activation email. Please note that the activation code will expire in 3 days.

		on on FortiGate ken@websams2019.com						
LI		to no-reply-fortitoken						
History: • 1 attac		ge has been forwarded.						
		1						
Please for ins device You mus	visit <u>http://d</u> cructions on h and activate y c use FortiTok	Mobile - One-Time-Pa ocs.fortinet.com/ftok ow to install your Fc our token. en Mobile version 2 c w hich wo u will need	<u>ken.html</u> ortiToken or above	Mobile app to activate	lication c this toke	en.		
"XXXXX	(XXXXXXXX	2						
Alterna	ively, use th	e attached QR code im	mage to a	ctivate you	r token wi	th the		
	activate you 28 13:41:34	r token by: 2019 (GMT+8:00) Beiji	ing, Chon	gQing, Hong	Kong, Urum	ngi, Ir		
	iich you wiii .e your activa	need to contact your tion.	system a	aministrato	r to			
FortiGa	-							
Тар	SCAN BARCODE	to scan th						
Tap also tap mail.	_	NUALLY		code [1 activat				
Tap also tap mail. FortiTol	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					
Tap also tap mail. FortiTol We	ENTER MA	NUALLY to inp	ut the					

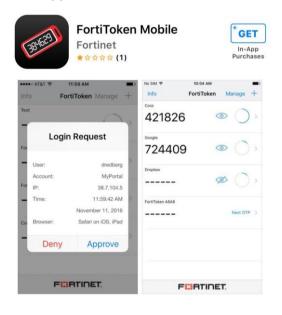
5. Once the token is activated, the VPN token will be displayed on the App as follows:



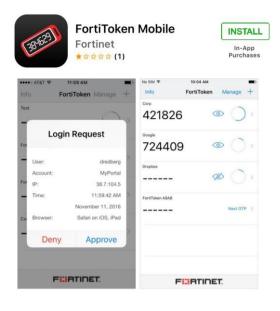
6.2.2 For iOS Devices

Prerequisite

- FortiToken Mobile is compatible with devices running iOS 9.0 or above
- The devices should have Internet access during the token activation process
- 1. Go to **App Store** and search for **FortiToken Mobile**. Tap **[OFT**].



2. Tap **INSTALL** to start the installation.



3. Tap **OPEN** to launch the application.

For 784629	tiToken Mol	bile
20	PEN	-
1.0 ★☆☆☆☆ 1 Rating	No167 Business	4+ Age

4. Open the activation email. Please note that the activation code will expire in 3 days.

	FTM Activation on FortiGate no-reply-fortitoken@websams2019.com Please respond to no-reply-fortitoken
History:	This message has been forwarded.
 1 attacl 	nment
Please v for inst device a You must	to FortiToken Mobile - One-Time-Password software token. risit <u>http://docs.fortinet.com/ftoken.html</u> ructions on how to install your FortiToken Mobile application on your nd activate your token. use FortiToken Mobile version 2 or above to activate this token. ivation Code, which you will need to enter on your device later, is
"XXXXX	XXXXXXX 2
Alternat	ively, use the attached QR code image to activate your token with the
	activate your token by: 28 13:41:34 2019 (GMT+8:00) Beijing, ChongQing, HongKong, Urumgi, Irk
	e your activation.
FortiGat	e

5. Tap scan barcode to scan the QR code [1] in the activation email. You can also tap to input the activation code [2] in preceding sample mail.

1	FortiToken Mobile		:
	Welcome to For	tiToken Mobile	
	Scan or enter the	key to add token	
	SCAN BARCODE	ENTER MANUALLY	ĺ.
Ì	F <mark></mark> R1	INET.	

6. Once the token is activated, it will be displayed on the App as follows.

Info	FortiToken	Manage 🕂
FortiToken 123456		

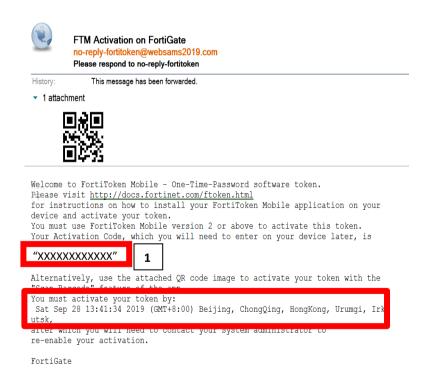
6.2.3 For Windows Phone

Prerequisite

- FortiToken Mobile is compatible with devices running Windows 10 version 14393.0 or above.
- The devices should have Internet access during the token activation process.
- 1. Go to Microsoft Store and search for FortiToken Mobile.

384629	FortiToken Windows [ORTINET TECHNOLOGIES CANADA INC] Security 12" Share [©] Wish list FortiToken Windows is an CATH compliant, time-based One Time Passworld (DTP) generator	Free	Get
	application for the mobile device. It is the client component of Fortinet's highly secure, simple to use and administer, and extremely cost effective solution for meeting your strong More 3+ 3+		
	System Requirements		
Available on			
PC [] Mobile device	Surface Hub		

- 3. Tap FortiToken Mobile to launch the application.
- 4. Open the activation email. Please note that the activation code will expire in 3 days.



_	-	+ Add					
5.	Тар		to add account				
	FortiToken Wi					-	
		en Windows					
	Acco	unts					
	Tap the plu	s icon below to scan or en	ter the key for a new account.				
				+ Add	🖉 Edit	Delete	ố Settings

- 6. Enter the profile to set up the token.
 - Account Name can be any name you prefer.
 - Key refers to activation code sent in step 4 [1]
 - Select **Fortinet** in Category

FortiToken Windows
FortiToken Windows
Add Account
Account Name:
EDB WebSAMS
Key:
XXXXXXXXXXX
Category (Fortinet or 3rd party):
Fortinet ~

- 7. Click ^{One} to proceed
- 8. Once the token is activated, the VPN token will be displayed on the App as follows:



7. CONNECT VPN TO THE CLOUD

- 1. Launch the VPN Client
- 2. Choose the configured VPN Connection Name, and input the VPN Username and Password and click **Connect**.

FortiClient The Security Fabric Agent	- 🗆 X
File Help	
FortiClient VPN	* \$ 0 6
Upgrade to the full version to access additional features and rec	ceive technical support.
VPN Name Username Password	test

3. Please retrieve code from your hardware token or mobile device as follows: Note that each token code is valid for <u>1 minute only</u>.

Hardware Token	Software Token			
	On Android On Apple device On Window			
	device		device	
Press the button	Open the Apps to get the code			
to get the code	3846291			
			EDB WebSAMS	
	FortiToken Manage 💮 :	Info FortiToken Manage + rertiToken 123456	316312	
Avtila all Attractory	123456 © 🥥 🖲	123456 ⊚ () →	Expires in 42 seconds Powered by Fortinet	

4. Enter the passcode generated by the VPN token and click OK.

File Help		
FortiClient VPN		# \$ 0 6
Upgrade to the full version to access additional fe	tures and receive technical support.	
VPN Na Usernar Passwo Token		

5. VPN should be successfully connected.

	FortiClient Connected to test1 FortiClient System Tray Controller			
	🤜 <table-cell-rows> 🌄 ⊄× ENG 5:49 PM 15/5/2019 🖣</table-cell-rows>			
Client The Security Fa Ip	ibric Agent	- • ×		
FortiClien	t VPN	# ¢ 0 0		
de to the full version to a	access additional features and receive technical support.			
PN Connected				
				
VPN Name test1 IP Address III - 2 III Username man 1 al aminum Duration 00:00:19 Bytes Received 8:13 KB Bytes Sent 40:09 KB				
	Disconnect			
	FortiClien	Connected to test1 FortiClient System Tray Controller		

For technical matters related to VPN connection, please contact the Cloud Helpdesk at 2201 7268. For other questions, please contact your <u>School Liaison Officer of our</u> <u>WebSAMS Team</u>.