

VPN CONNECTION GUIDE

FOR

PILOT CLOUD SERVICE FOR WEB-BASED SCHOOL ADMINISTRATION AND MANAGEMENT SYSTEM (WEBSAMS) 2020

Version: 0.2

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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		
命 Home	Apps & features	
Find a setting	Microsoft OneDrive	275 MB 5/2/2023
Apps	Microsoft Edge	142 MB 4/28/2023
Apps & features	FortiClient VPN	266 MB
⊟ Default apps	7.0.8.0427	4/26/2023
띠 Offline maps	٩	Aodify Uninstall

[2]

 Open FortiClient VPN, click the button (as shown in the picture). FortiClient File Help 	-		×
FortiClient VPN	* •	•	3
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**.

🖟 FortiClient VPN Setup	_		×
Destination Folder Click Next to install to the default folder or click Change to choose	another.	4	
Install FortiClient VPN to:			
C:\Program Files\Fortinet\FortiClient\ Change			
<u>B</u> ack Ne	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.

FortiClient		-		×
FortiClient VPN	*	•	•	ð 🔒
Upgrade to the full version to access additional features and receive technical support.				
<u>Configure VPN</u>				

- 4. Choose **SSL-VPN** to set up the new VPN connection.
 - **Connection Name** can be any name you prefer.
 - Remote Gateway: vpn2020.sams.edu.hk

FortiClient The Security Fabric Agent			a	×
Upgrade to the full version to access additional feature	is and receive technical support.		00	•
New VPN Cor	nnection			
VPN	SSL-VPN IPade VPN XML			
Connection Name Description	WebSAMS			
Remote Gateway	vpn2020 sams edu hk PAdd Kemote Gateway Customize port 443 Enable Single Sign On (SSO) for VPN Tunnel	¢		
Client Certificate	None			
Authentication	Prompt on login Save login Do not Warn Invalid Server Certificate Cancel Save			

Note:

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

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

5. Click Save.

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 < activation@noreply.sams.edu.hk >, 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 activation@noreply.sams.edu.hk
From:	activation@noreply.sams.edu.hk
To:	a syles if he days is
	Please respond to activation@noreply.sams.edu.hk
🔻 1 attach	ment
	Be Composition
Welcome t Please vi for instr device ar You must Your Acti	to FortiToken Mobile - One-Time-Password software token. sit <u>http://docs.fortinet.com/ftoken.html</u> ructions on how to install your FortiToken Mobile application on your ad activate your token. use FortiToken Mobile version 2 or above to activate this token. vation Code, which you will need to enter on your device later, is
Alternati "Scan Bar You must	vely, use the attached QR code image to activate your token with the code" feature of the app. activate your token by:
Thu Oct utsk.	8 16:40:37 2020 (GMT+8:00) Beijing, ChongQing, HongKong, Urumgi, Irk
after whi re-enable	ch you will need to contact your system administrator to e your activation.
FortiGate	2

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

FortiToken Mobile				
3.9 ★ 569 reviews	100K+ Downloads	3+ Rated for 3+ ①		
Ger P & B S tourn and Fortifician Manage @ Congle 549853	Install	en and a a a a a a a a a a a a a a a a a a a		
340163	Use: ut			
FarsTokien 78FD 071615	Account: Mantia IP: 172.30.71.172 Time: 0.426.38 PM March 06,2017 Browser: Firefox Deny Approve			

2. Tap to launch the application.



Install

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

		FTM Activati activation@n	on on FortiGate preply.sams.edu.hk		
	From:	activation@norep	y.sams.edu.hk		
	To:	n ngina il in d	in a setisation Operanty ear	na adu bk	
	🔻 1 attachn	ment	to activation@noreply.sar	tis.edu.nk	
	1	1º			
	110		-1		
		png	i i		
	Welcome to	o FortiToken M	obile - One-Time-Pass	word software token.	
	for instru device and	sit <u>nttp://doc</u> uctions on how d activate vou	s.fortinet.com/itoken to install your Fort r token.	<u>.ntmi</u> iToken Mobile application on your	
	You must w Your Activ	use FortiToken vation Code, w	Mobile version 2 or hich you will need to	above to activate this token. enter on your device later, is	
	1991 C. 1998	116 - M	2]		
	Alternativ "Scan Bard	vely, use the code" feature	attached QR code imag of the app.	e to activate your token with the	
	You must a Thu Oct	activate vour 8 16:40:37 20	token by: 20 (GMT+8:00) Beijing	, ChongQing, HongKong, Urumgi, Irk	
	utsk, after which	ch you will ne	ed to contact your sy	stem administrator to	
	re-enable FortiGate	your activati	on.		
		SCAN BARCODE			
4.	Тар		to scan th	e QR code [1] in the activation email. You c	an
	also tan	ENTER MA	NUALLY to inn	it the activation code [2] in preceding same	าโค
	mail.				JIC.
	FortiTo	ken Mobile		:	
	FortiTol	ken Mobile		•	
	FortiTol	ken Mobile	rtiToken Mobile	:	
	FortiTol We	ken Mobile	r tiToken Mobile key to add token	:	
	FortiTol We	ken Mobile Icome to Fo	rtiToken Mobile key to add token	•	
	FortiTol We	ken Mobile Icome to Fo	r tiToken Mobile key to add token	:	
	FortiTol We	ken Mobile Icome to Fo	r tiToken Mobile key to add token	3	
	FortiTol We	ken Mobile Icome to Fo	rtiToken Mobile key to add token	:	
	FortiTol We	ken Mobile Icome to Fo	r tiToken Mobile key to add token	3	
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	FortiTol	ken Mobile Icome to For	r tiToken Mobile key to add token	3	
	FortiTol	ken Mobile Icome to For or enter the BARCODE	rtiToken Mobile key to add token	3	

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 [Ger].

384629	FortiToker Fortinet	n Mobile	+ GET In-App Purchases
••••• AT&T ♥ 11 Info Fort Test	iToken Manage +	No SIM ♥ 10:04 Info FortiTo Corp A21926	ken Manage +
- Login	Request	Google 724409	© (),
User: Account: For IP:	dredberg MyPortal 38.7.104.5	Dropbox	ø () »
Time:	11:59:42 AM November 11, 2016 Safari on iOS, iPad	FortiToken A8A8	Next OTP >
Deny	Approve		
FmF	TINET.	FORT	INET.

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



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

For Forti	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.



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

Welcome to For	tiToken Mobile
Scan or enter the	key to add token
SCAN BARCODE	ENTER MANUALLY
F	'INET.

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



6.2.3 For Windows Devices

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 CORTINET TECHNOLOGIES CANADA INC. • Security vf: Share · Wish list FortiToken Windows is an CATH complant, time-based One Time Password (OTP) generator application for the mobile device. It is the client component of Fortimer's highly secure, simple to use and administer, and extremely cost effective solution for meeting your strong More More	Free	Get
Available on	System Requirements		

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

	FTM Activation on FortiGate activation@noreply.sams.edu.hk
From:	activation@noreply.sams.edu.hk
To:	angle it had go to
	Please respond to activation@noreply.sams.edu.hk
🔻 1 attachr	nent
<i>I</i> L	Popp
Welcome to Please vis for instru- device and You must of Your Activ "Scan Bard You must of Thu Oct utsk, after whic re-enable	 b FortiToken Mobile - One-Time-Password software token. b http://docs.fortinet.com/ftoken.html b activate your token. b se FortiToken Mobile version 2 or above to activate this token. b se FortiToken Mobile version 2 or above to activate this token. b se FortiToken Mobile version 2 or above to activate this token. b se FortiToken Mobile version 2 or above to activate this token. b se FortiToken Mobile version 2 or above to activate this token. b se FortiToken Mobile version 2 or above to activate this token. b se FortiToken Mobile version 2 or above to activate this token. b se FortiToken Mobile version 2 or above to activate this token. c set of the you will need to enter on your device later, is c set of the app. activate your token by: 8 16:40:37 2020 (GMT+8:00) Beijing, ChongQing, HongKong, Urumgi, Irk c h you will need to contact your system administrator to your activation.
FortiGate	

_	-	+ Add					
).	тар		to add account				
	FortiToken Wi	ndows				-	
	FortiToke	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		>	<
File Help			
FortiClient VPN		* 0 0	•
Upgrade to the full version to access additional features and r	eceive technical support.		
VPN Name Username Password	WebSAMS		

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	n Software Token					
	On Android	On Apple device	On Windows			
	device		device			
Press the button	Open the Apps to get the code					
to get the code	384629					
			EDB WebSAMS			
	FortiToken Manage 💮 : FortiToken 123456 ©) >	Info FortiToken Manage +	316312 Expires in 42 seconds Powered by Fortinet			

grade to the full version to access add	itional features and	receive technical support.		# 0 0 0
	A FortiToker VPN Name	Code is required for SSL VPN WebSAMS	login authentication.	
	Username	TOT JUL OD ADDET	D	
	Password			
	Token			

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

5. VPN should be successfully connected.

\bigcirc	FortiClient Connected to WebSAMS FortiClient System Tray Controller	
	へ 😪 🌇 🕼 🖓 10:29 AM 10/5/2020 🖣	
FortiClient The Sec File Help	ecurity Fabric Agent —	×
Forti	iClient VPN 🛷 🔹 🔹	0 🔒
Upgrade to the full ve	version to access additional features and receive technical support.	
VPN Conne	ected	
	VPN Name WebSAMS IP Address IPILisation Username mgrafUlOsconumberne Duration 00:00:09 Bytes Recover 5.42 kB Bytes Sent 8.37 KB	

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</u> <u>WebSAMS Team</u>.