INSTRUCTIONS FOR DOWNLOADING THE TIME REGISTRATION APP FOR ANDROID

Step 1: Install the 'Cisco Secure Client' app on your phone, it looks like this:



ÅBN

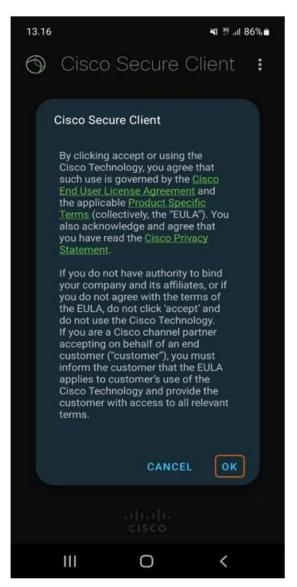
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Step 2: Install the 'Oracle HCM Cloud' app on your phone, it looks like this:

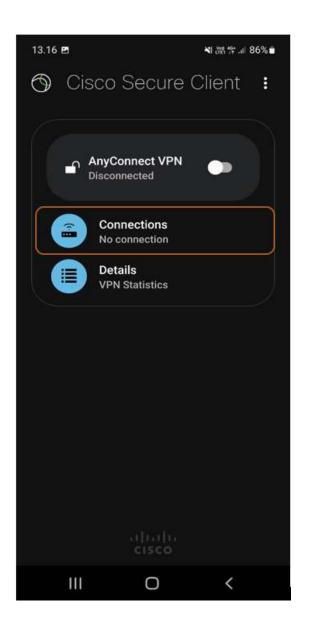


Step 3: Open the Cisco Secure Client app.

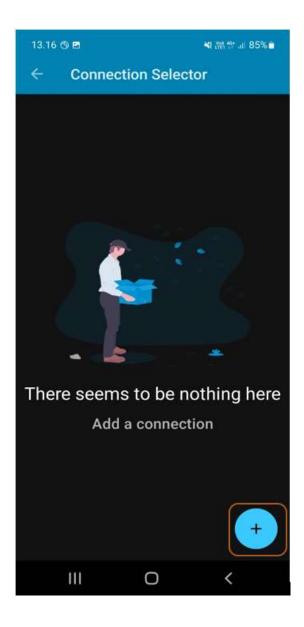
Press 'OK'



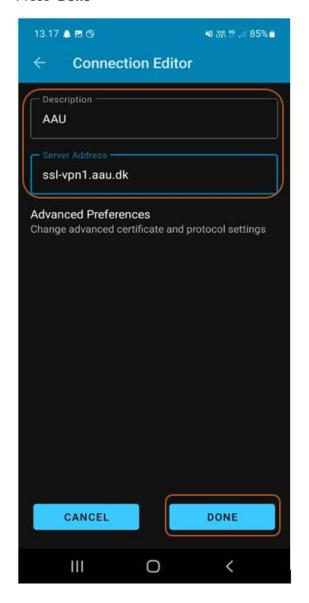
Step 4: Click on 'Connections'



Step 5: Click on the '+' symbol



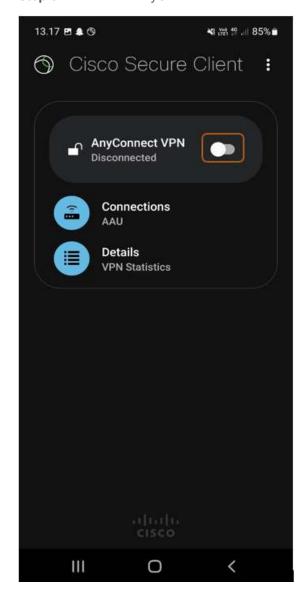
Step 6: For 'Description' write 'AAU' For 'Server Address' write 'ssl-vpn1.aau.dk' Press '**Done**'



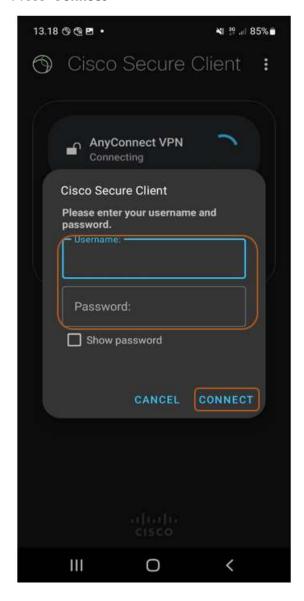
Step 7: Click on the arrow



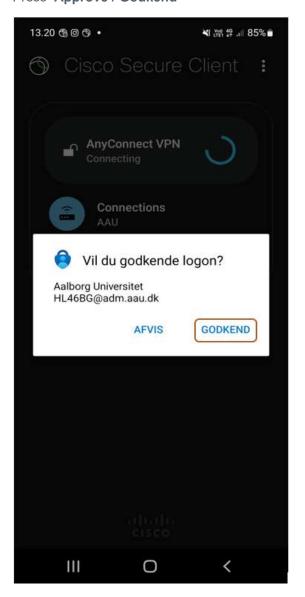
Step 8: Switch the 'AnyConnect VPN' button to right



Step 9: Enter your VPN username and password Press 'Connect'



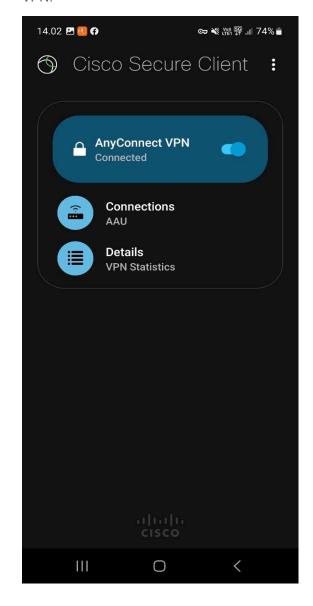
Step 10:
Press 'Approve'/'Godkend'



Step 11: Press 'OK'



Step 12: Go back to the Cisco app and you are now logged into the VPN.



Step 13: Open the 'Oracle HCM Cloud' app

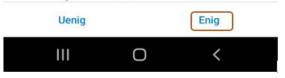
Press 'Agree'/'Enig'



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Step 14: Under 'Enter your environmental information to get started' / 'Indtast dine miljøoplysninger for at komme i gang.' Enter the following link:

https://fa-eqtf-saasfaprod1.fa.ocs.oraclecloud.com/

Then press 'Get started!'/'Kom godt I gang!'



Step 15: Under 'Log on / Log på' enter your emailadress Press 'Next'/'Næste'



Step 16: Enter your emailadress/AAUID and password
Press 'Log on'/'Log på'

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Log på ved hjælp	af et certifikat	
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Step 17: Log on with Authenticator



You are now logged into the time registration app, where you can create your timecards (See the instructions for creating a timecard in the time registration app)



CONTACT

If you have any questions, please feel free to contact ITS-support via the service portal: www.serviceportal.aau.dk