

INSTRUCTIONS FOR DOWNLOADING THE TIME REGISTRATION APP FOR APPLE

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

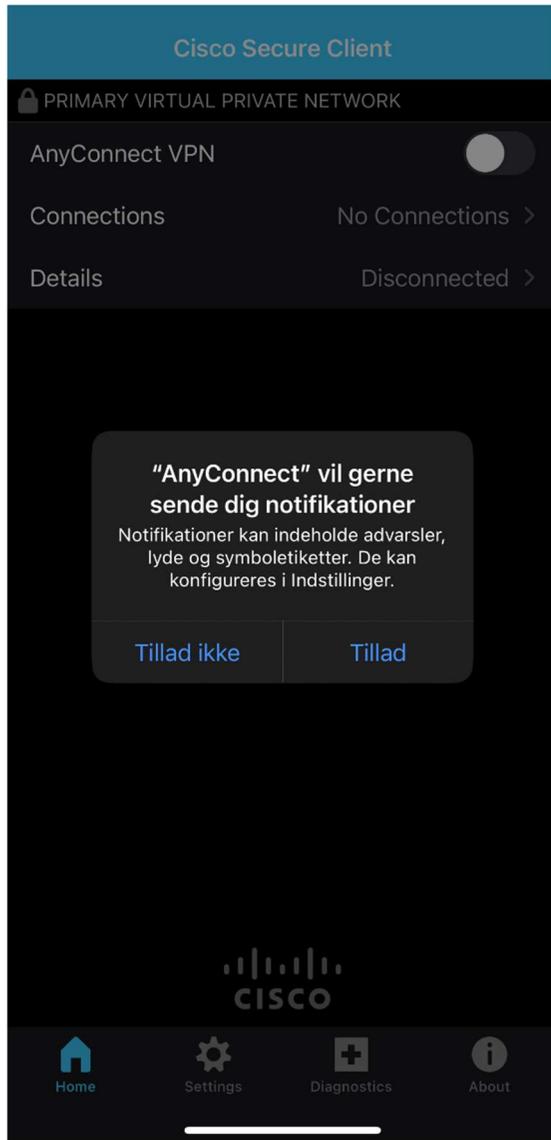


Step 2: Install the 'Oracle HCM Cloud' app on your phone, it looks like this:

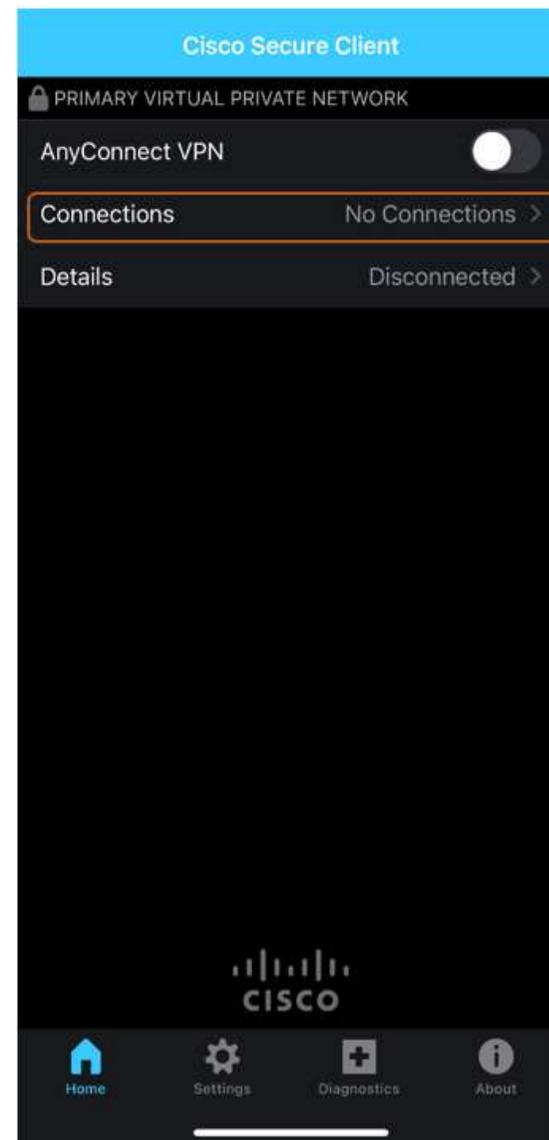


Step 3: Open the Cisco Secure Client app.

Choose whether you want to receive notifications from the app



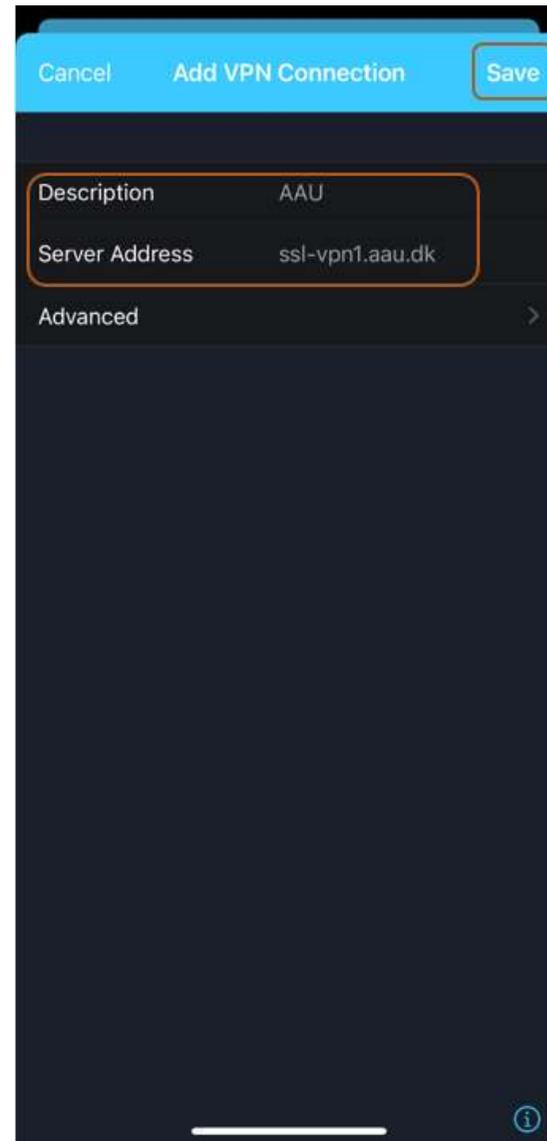
Step 4: Click on 'Connections'



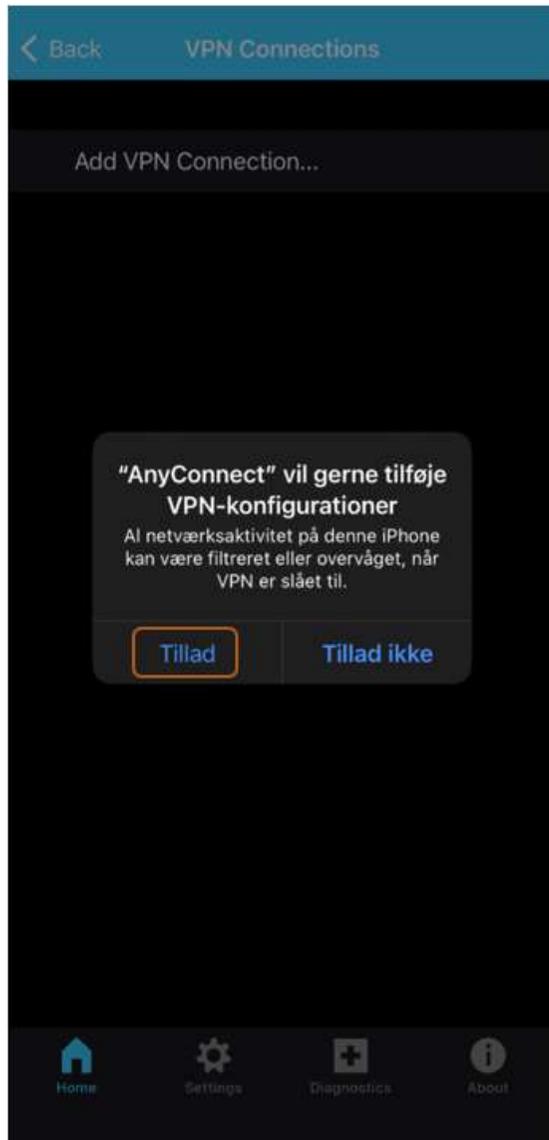
Step 5: Click on 'Add VPN Connection...'



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



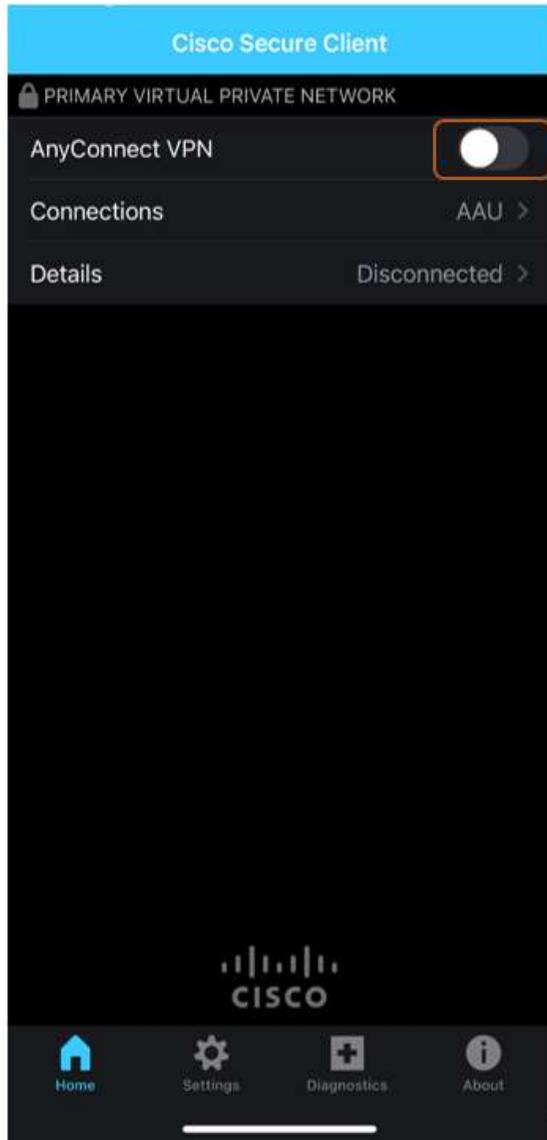
Step 7: Press 'Allow'/'Tillad'



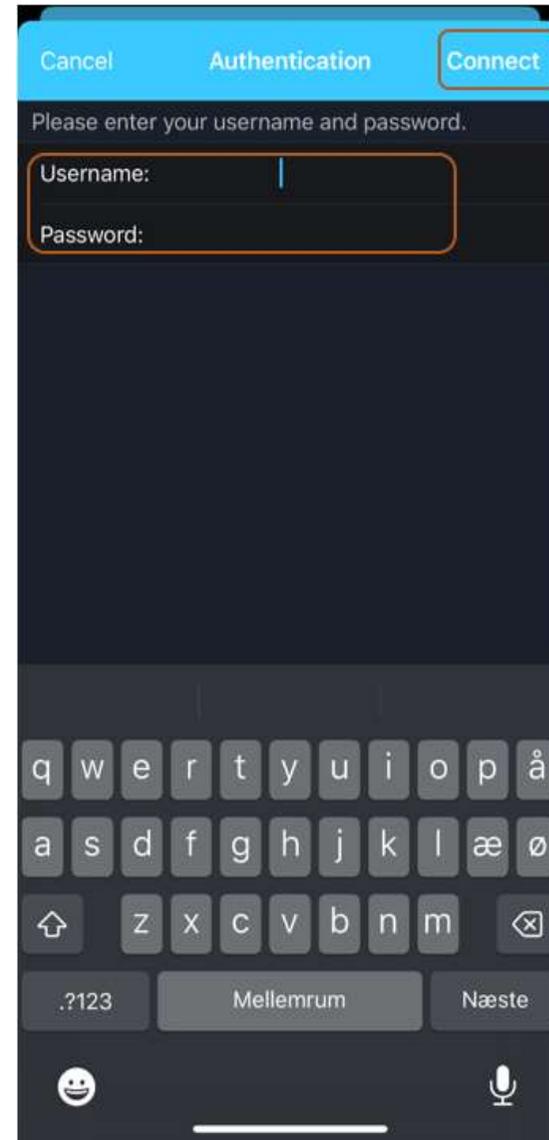
Step 8: Press 'Back'



Step 9: Swipe the button to 'AnyConnect VPN' to the right

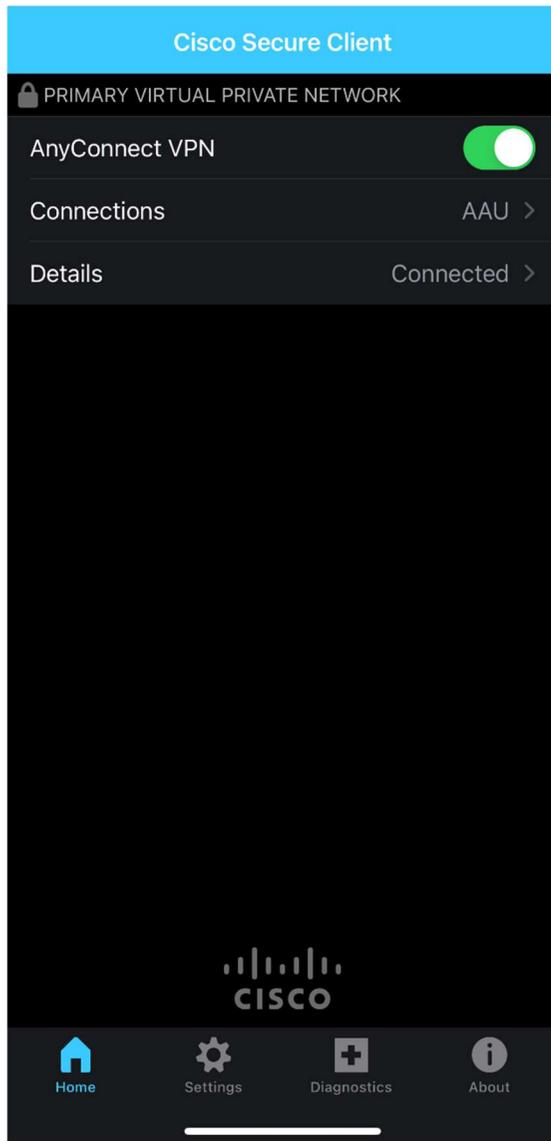


Step 10: Enter your VPN username and password
Press '**Connect**'



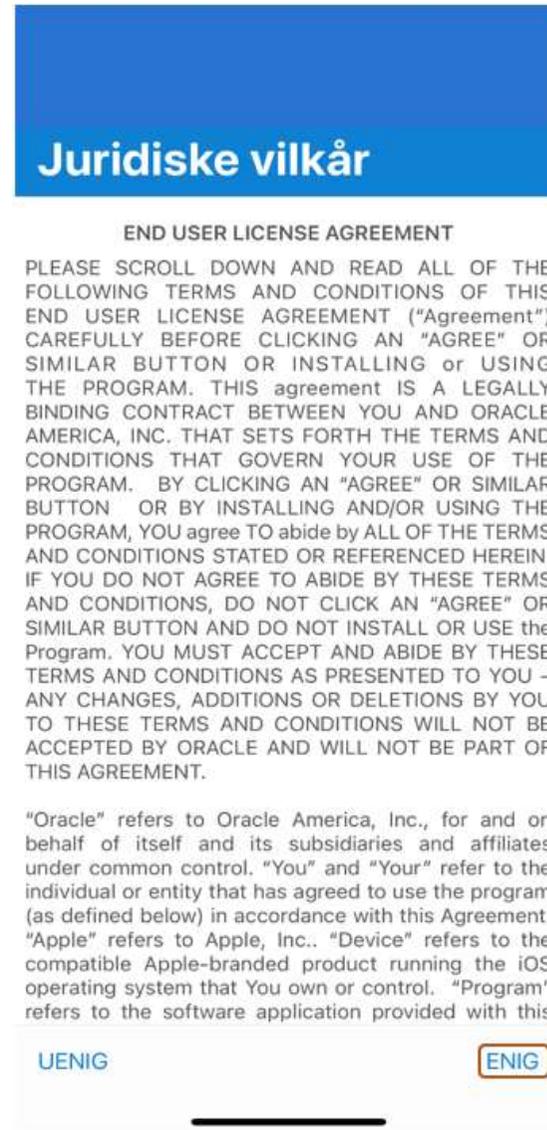
Step 11: Log in with Authenticator

Go back to the Cisco app. You are now logged in to the VPN



Step 12: Open the 'Oracle HCM Cloud' app

Press '**Agree**'/'**Enig**'



Step 13:

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/>

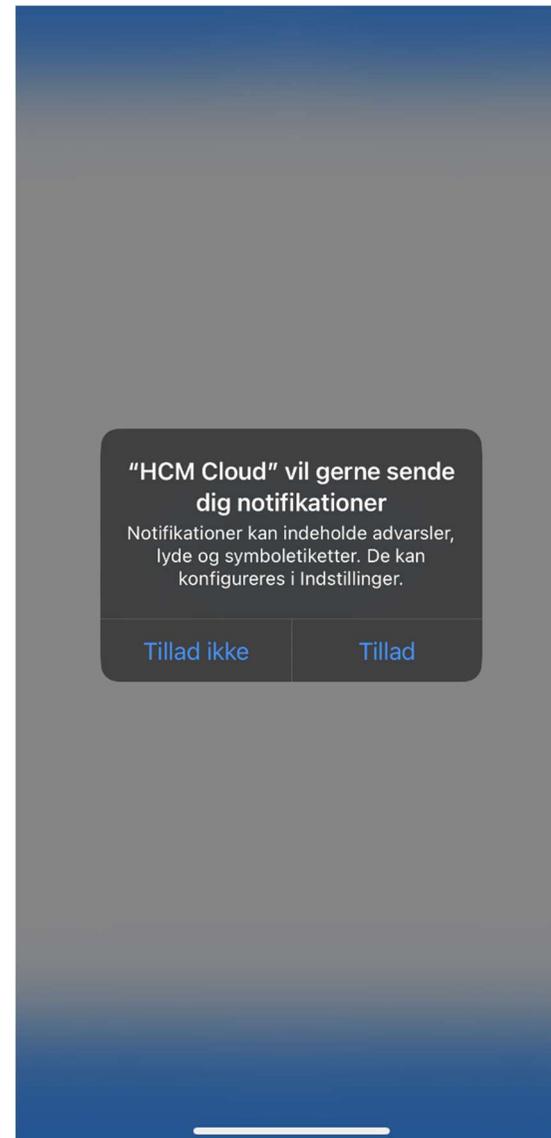
Then press '**Get started!**'/'**Kom godt I gang!**'



Step 14: Press 'Continue'/'Fortsæt'



Step 15: Choose whether the app is allowed to send you notifications



Step 16: Enter your email address under 'log on'.

Press 'Next'/'Næste'

The screenshot shows the Microsoft login interface for a Primary account. At the top, there is a blue header with the word "Primary" and a gear icon. Below this, the Microsoft logo is displayed. The main heading is "Log på". A text input field contains the placeholder text "Mail, telefon eller Skype" and is highlighted with a red border. Below the input field, there is a link that says "Kan du ikke få adgang til din konto?". A blue button labeled "Næste" is highlighted with an orange arrow pointing to it from the left. Below the button is a search bar with a magnifying glass icon and the text "Indstillinger for logon". At the bottom, there are links for "Vilkår for anvendelse" and "personlige oplysninger og cookies". The bottom of the screen features a blue bar with a refresh icon and a home indicator.

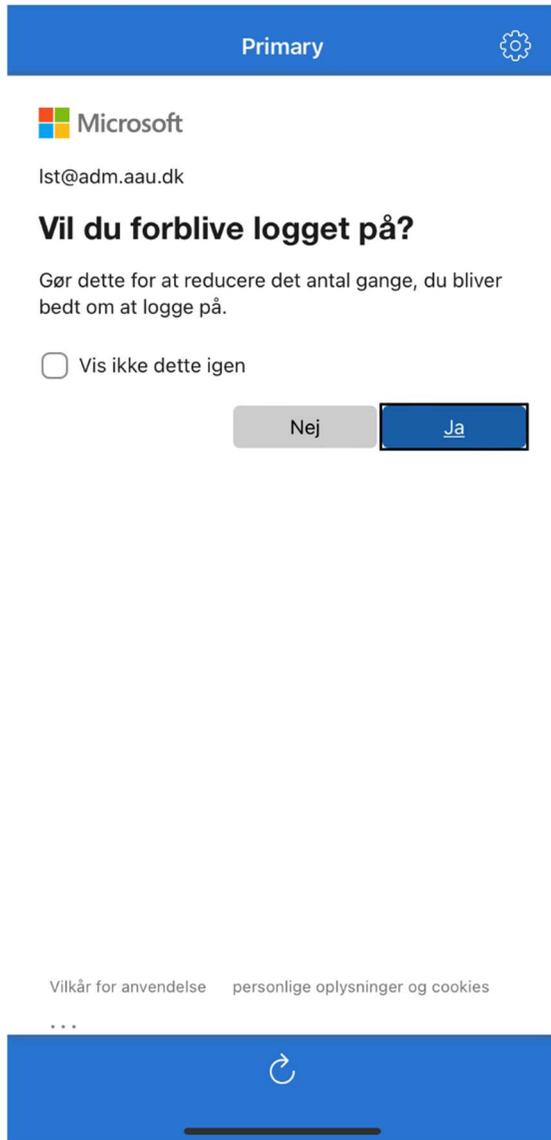
Step 17: Enter your email address and password

Press 'Log on'/'Log på'

The screenshot shows the login interface for Aalborg University. At the top, there is a blue header with the word "Primary" and a gear icon. Below this is the Aalborg University logo, which consists of a stylized blue flame above the text "AALBORG UNIVERSITY DENMARK". The heading "Log på" is followed by two text input fields: the first contains "nogen@example.com" and the second is labeled "Adgangskode". Both input fields are highlighted with a red border. Below the second input field is a checkbox labeled "Log mig ikke af". A blue button labeled "Log på" is highlighted with an orange arrow pointing to it from the right. Below the button is a link that says "Log på ved hjælp af et certifikat". At the bottom, there is a copyright notice "© 2018 Microsoft" and a "Help" link. The bottom of the screen features a blue bar with a refresh icon and a home indicator.

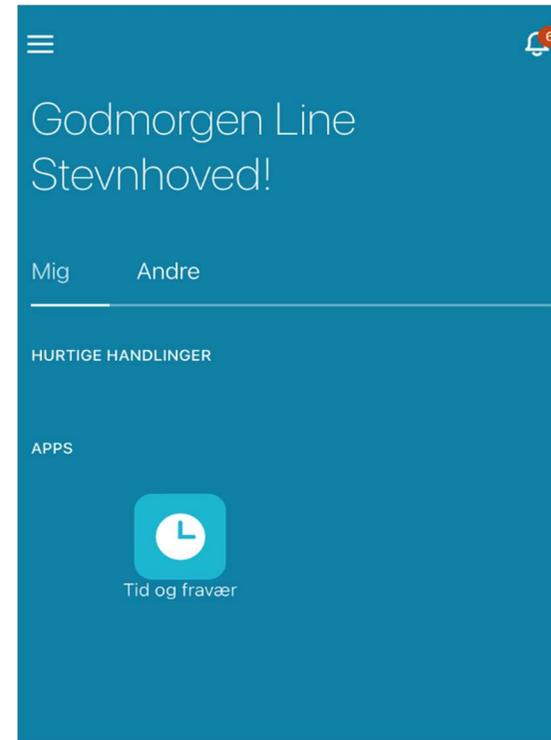
Step 18: Log in with Authenticator

Step 19: Choose whether you want to stay logged in



The screenshot shows a Microsoft login confirmation screen. At the top, there is a blue header with the word "Primary" and a gear icon. Below the header, the Microsoft logo is displayed, followed by the email address "lst@adm.aau.dk". The main heading is "Vil du forblive logget på?" (Do you want to stay logged in?). Below this, there is a sub-heading: "Gør dette for at reducere det antal gange, du bliver bedt om at logge på." (Do this to reduce the number of times you are asked to log in). There is a checkbox labeled "Vis ikke dette igen" (Do not show this again). At the bottom, there are two buttons: "Nej" (No) and "Ja" (Yes).

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