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
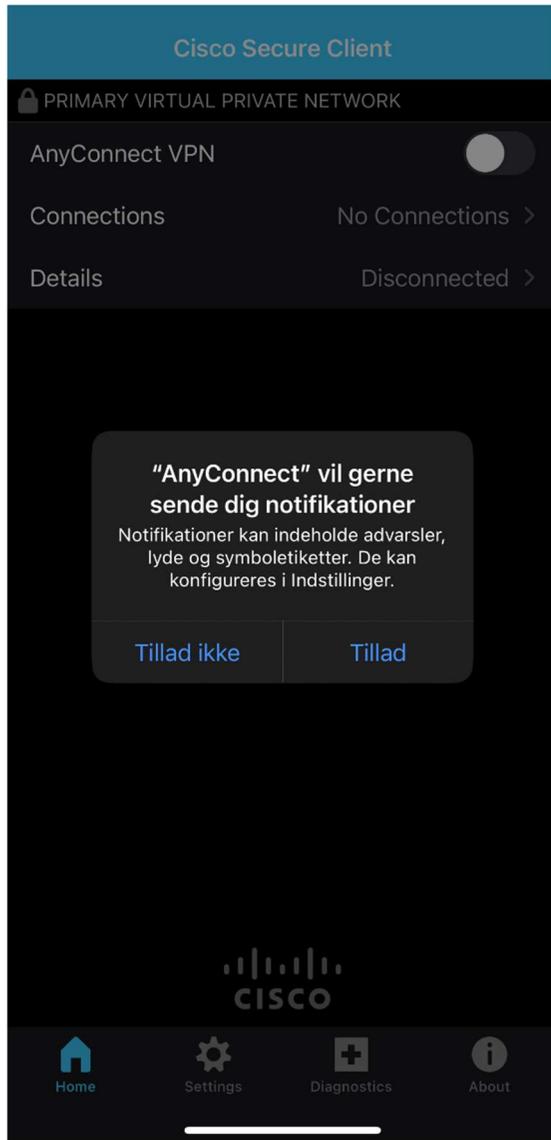
Step 4: Click on '**Connections**'
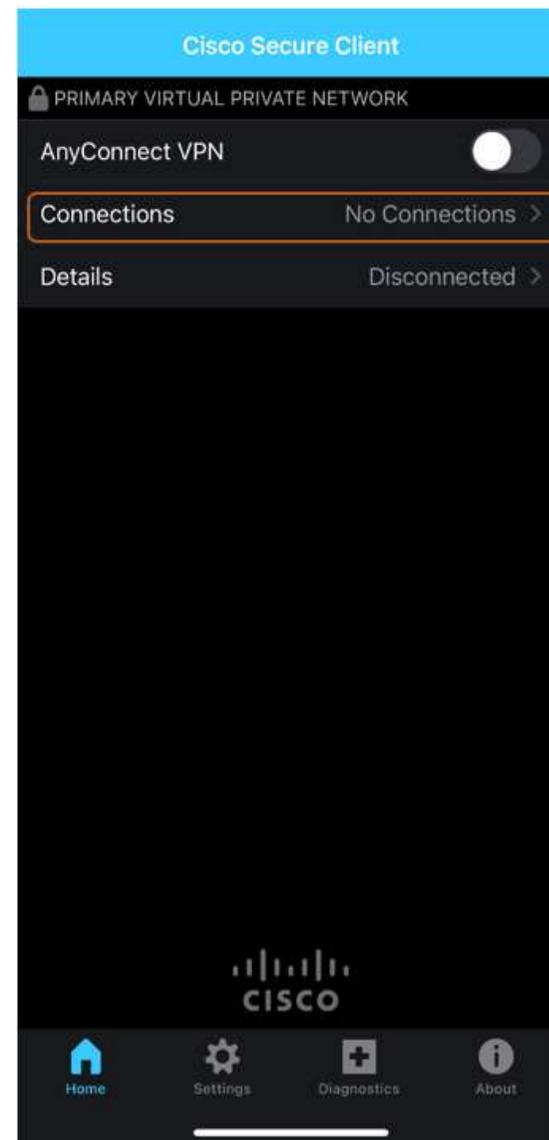
Step 5: Click on '**Add VPN Connection…**'

Step 6: for 'Description' write 'AAU'
For 'Server Address' write 'ssl-vpn1.aau.dk'
Press '**Save**'
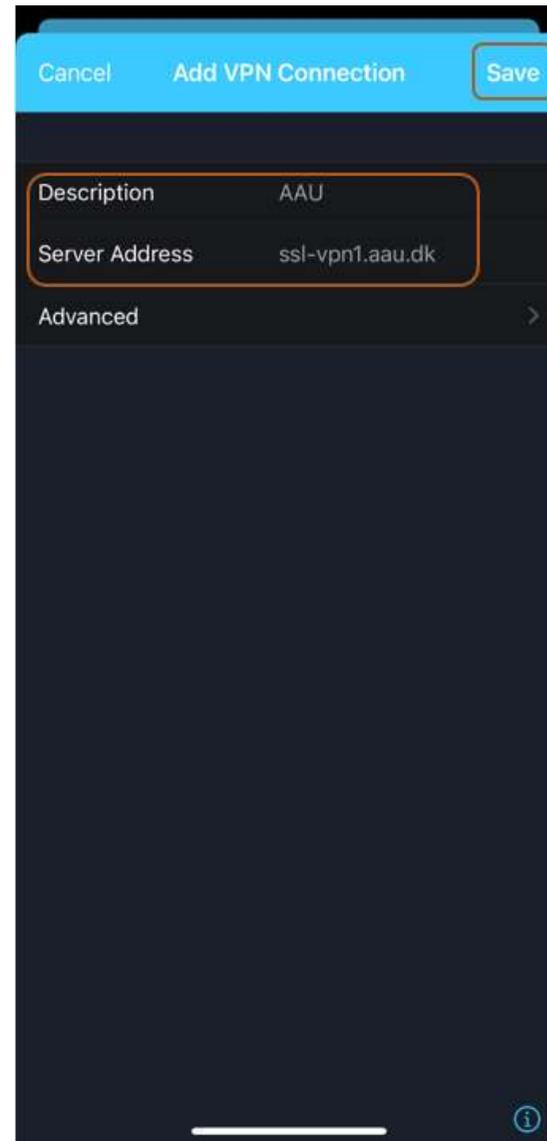
Step 7: Press **'Allow'/'Tillad'**
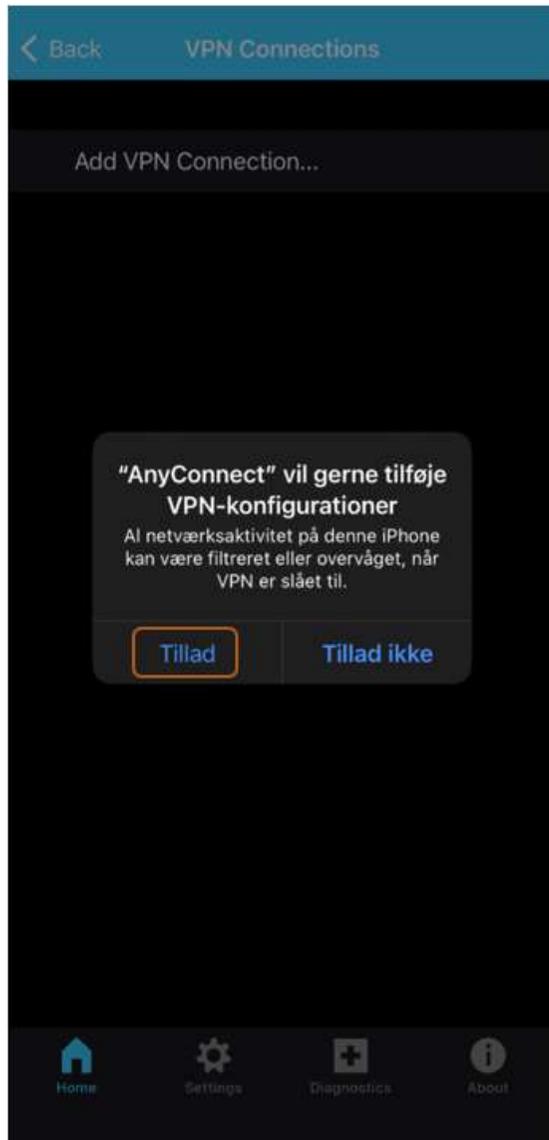
Step 8: Press **'Back'**

Step 9: Swipe the button to 'AnyConnect VPN' to the right
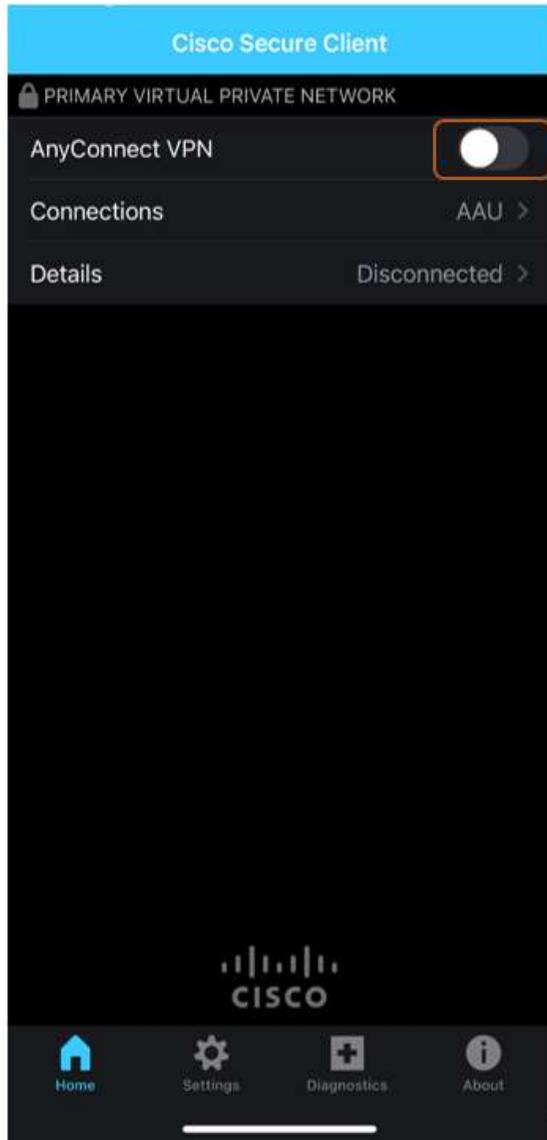
Step 10: Enter your VPN username and password

Press **'Connect'**
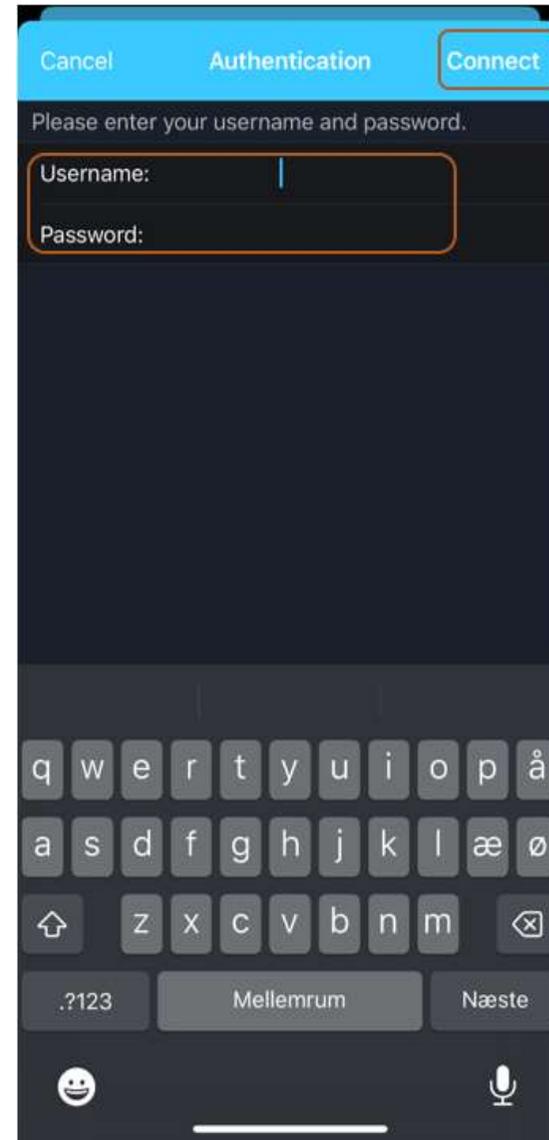
Step 11: Log in with Authenticator

Go back to the Cisco app. You are now logged in to the VPN
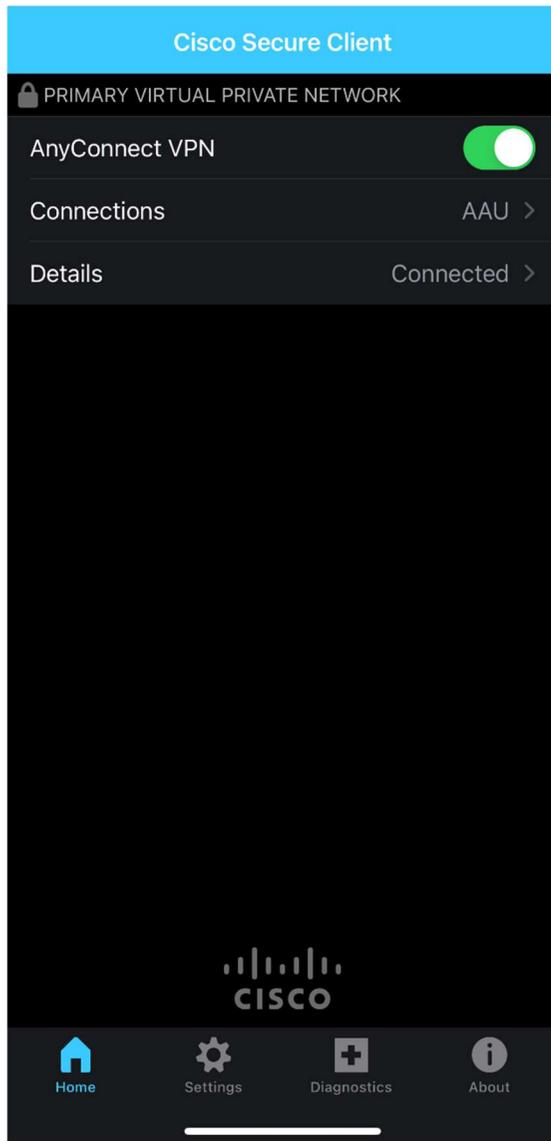
Step 12: Open the 'Oracle HCM Cloud' app

Press **'Agree'/'Enig'**
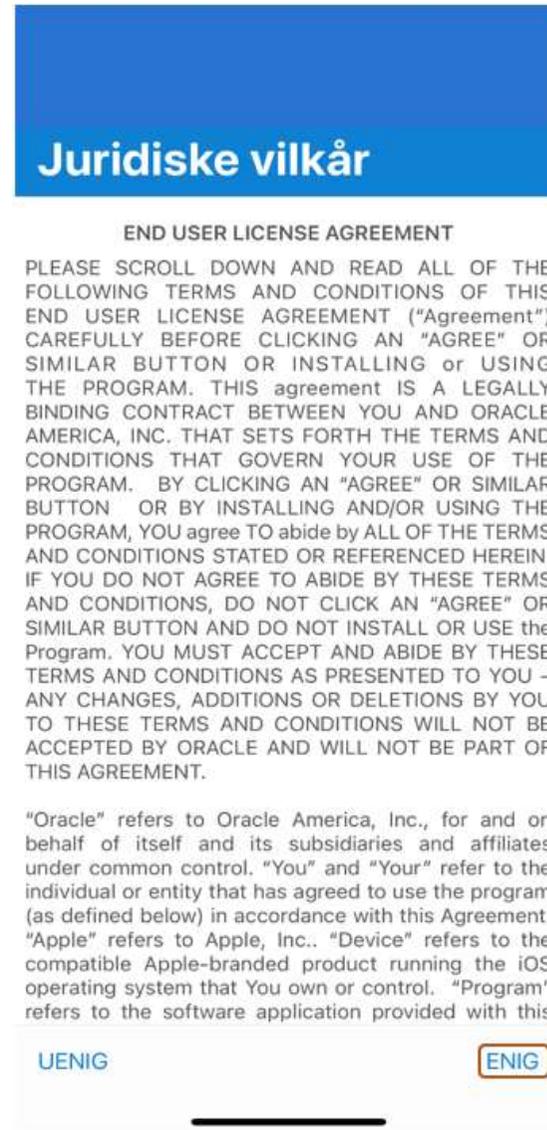
Step 13:
Under 'Enter your environmental information to get started' / 'Indtast dine miljøoplysninger for at komme I gang' enter the following link:

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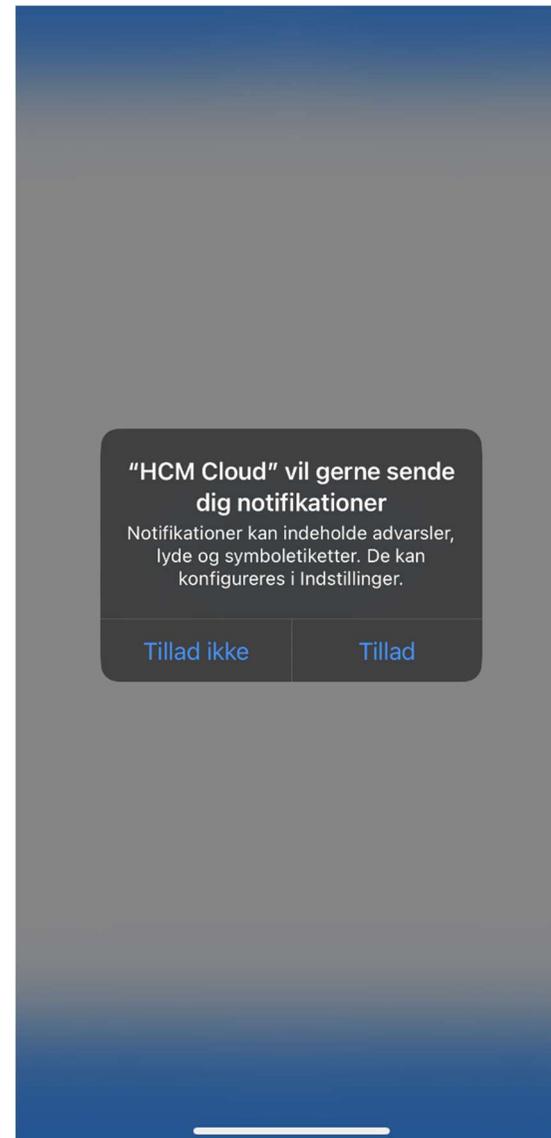
Step 16: Enter your email address under 'log on'.

Press **'Next'/'Næste'**

Step 17: Enter your email address and password

Press **'Log on'/'Log på'**

Step 18: Log in with Authenticator

Step 19: Choose whether you want to stay logged in

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)
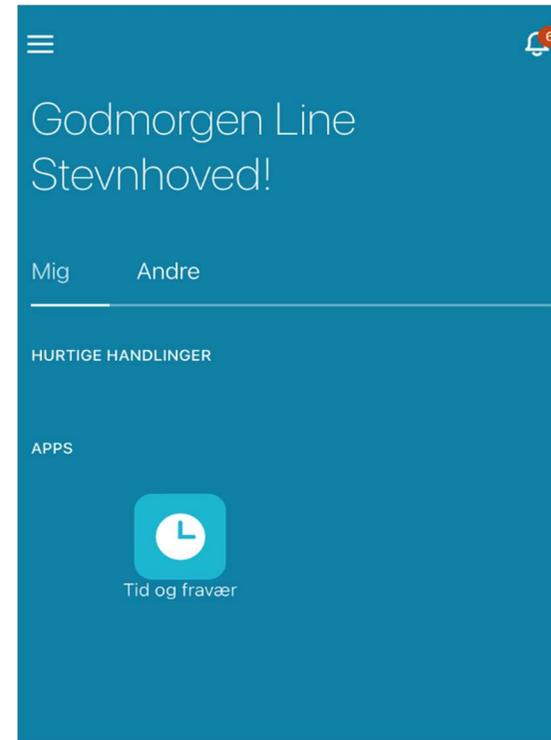
CONTACT

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