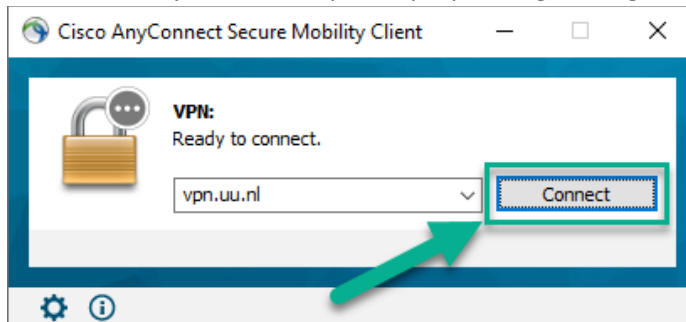


Manual accessing GUI through VPN

Please use VPN as much as possible, and avoid the Citrix environment. Citrix licenses are very limited, while there are enough VPN licenses available to accommodate working from home.

Using SAP GUI from home with VPN works almost the same as from your UU workspace. Follow the steps below:

1. Start Cisco AnyConnect on your laptop to begin using the VPN



2. Enter your SolisID and password

A screenshot of the Universiteit Utrecht login page. The page features the university's logo and name at the top. Below this is a login section titled 'Inloggen'. It contains two input fields: 'Solis-id of e-mail' and 'Wachtwoord'. Below these fields is a yellow 'Doorgaan' button. There is also a link for 'Wachtwoord vergeten?' and a small flag icon.

3. Use the 2FA-code

A screenshot of the Universiteit Utrecht 2FA page. The page features the university's logo and name at the top. Below this is a section titled 'Twee-factor authenticatie - SMS'. It contains a single input field labeled 'Vul verificatie code in'. Below this field is a yellow 'Doorgaan' button. There is also a small flag icon at the bottom right.

For more information about the use of 2FA go to this link:

<https://manuals.uu.nl/en/handleiding/twee-factor-authenticatie-faq/>

4. Now simply start the SAP GUI application that is already installed on your laptop.