Approving/Rejecting Stipend Management Application (SMA) Notifications from Off-Campus

To be able to approve SMA notifications from off campus (or to access GW resources only available from on campus when you are off campus), you will need to connect to GW’s Virtual Private Network (VPN).

Before you click on the “BPM Worklist” link in your SMA e-mail notification, you will need to access the VPN by going to [http://vpn.gwu.edu](http://vpn.gwu.edu) from your browser and follow the instructions in this document to connect.

You will first get to a page that looks like this:

![VPN Connection Page](image1)

Once all components have been loaded you will be taken to this page:

![VPN Connection Page](image2)
Log in using your GW NetID (your GW email address without the '@gwu.edu') and password and click Sign In.

After you have successfully logged into the VPN, the system will install a small client on your computer the first time you connect to GW’s VPN on a PC. This process may take several minutes to complete, and may require permission to install certain files on your computer. On most computers using Internet Explorer, users will be prompted with a bar across the top of their browser window asking for permission to install an ActiveX control. If you see an ActiveX installation notice, right click on the bar and select “Install ActiveX Control from the menu.”

On a small number of computers where ActiveX has been disabled, the VPN system may attempt to install the VPN software via an alternate method. If this is the case, you may see a window requesting permission to continue. Please click Yes or Always if you encounter these windows during VPN set up. Additionally, if you are using a client firewall such as Symantec Client Security, you will need to permit as many as 3 programs to access the internet through your firewall.

While the client is being installed you will see a window like the following:

Once the installation process has completed, you will be directed to a new web page where the Network Connect client will be launched.

Network Connect Window:

Web page after connection:
You may close the web page if you wish, but DO NOT choose “Sign Out” on the Network Connect client, or you will terminate your VPN session. (You can select “Hide” on the Network Connect client if it stays open.)

Once the Network Connect client has successfully launched, you will have full access to the internet.

While you are connected to VPN, the Network Connect icon will be displayed in your computer’s system tray. (When you have approved or rejected your SMA notification and are ready to end your session, simply click the Sign Out button in the Network Connect window. You can also right-click on the system tray icon and select Sign Out or Exit.)

You can now click on the “BPM Worklist” link in your SMA e-mail notification:

Once the Oracle BPM Worklist opens, log in using your GW NetID (your GW email address without the '@gwu.edu') and password and click Login (if you no longer have the email click this BPM Worklist link or type the following in to your browser: https://sma.eas.gwu.edu:3011/integration/customapp/Login?redirectURLKey=50985):
Once logged in, you will be taken to your notification inbox and all stipends pending your approval are shown:

Click on the link in the “Title” field for the stipend you want to view and approve or deny:

To approve or reject the notification, select “APPROVE” or “REJECT” from the “Task Action” pull-down and click “Go”: 
You have now have successfully approved or rejected your SMA notification and you are taken back to your
notifications inbox, the notification in box will show any remaining stipends for approval: