

What follows are steps required to prepare the computer to launch the Faculty Database (FDB), TA Credentials Database (TADB), or Endowment Tracking Database (ETDB) from the myUK portal.

The instructions are high-level and include few screen captures. It is recommended that users unfamiliar with the operations contact their IT support technician for assistance or if IT support is not available, contact Diane Gagel diane.gagel@uky.edu for assistance.

The screen captures are from the Windows 7 Operating System.

Requirements to perform these steps:

- The user must have administrative privileges on the computer. If not, contact the IT support technician for assistance.
- The user must be a current FDB, Endowment Tracking DB or TADB user. If new user access is required contact DBE@uky.edu for the TADB or Diane Gagel diane.gagel@uky.edu for FDB and Endowment Tracking DB.
- The user must have an Active Directory account (LinkBlue ID) in either the ad or mc domain.

For questions about these instructions or problems with the installation of the UKSSOGateway or launch of any of these applications from the myUK portal contact Diane Gagel diane.gagel@uky.edu.

Steps and page number:

1. Install the UKSSOGateway application on the computer (page 2)
2. Launch from the myUK portal and logon (page 6)

Mapping Network Drive – how to steps (page 9)

1. Install the UKSSOGateway

If the user is a current FESClient user, the UKSSOGateway application should already be installed. To verify, use Windows Explorer to check if the gateway executable "UKSSOGateway_v2" is present in folder:

C:\Program Files \University of Kentucky\UKSSO\
or C:\Program Files (x86)\University of Kentucky\UKSSO\

TIP: If the computer has both "Program Files" and "Program Files (x86)" folders then the UKSSOGateway will be in the "(x86)" folder.

a. It is recommended that all other applications be closed during this installation.

b. To obtain the installation program, map a network drive to <\\nemo.ad.uky.edu\FacultyDBApps>

TIP: Refer to pages 9-12 for detailed screen prints on mapping a network drive.

c. After the drive is successfully mapped, navigate to the UKSSOGateway folder

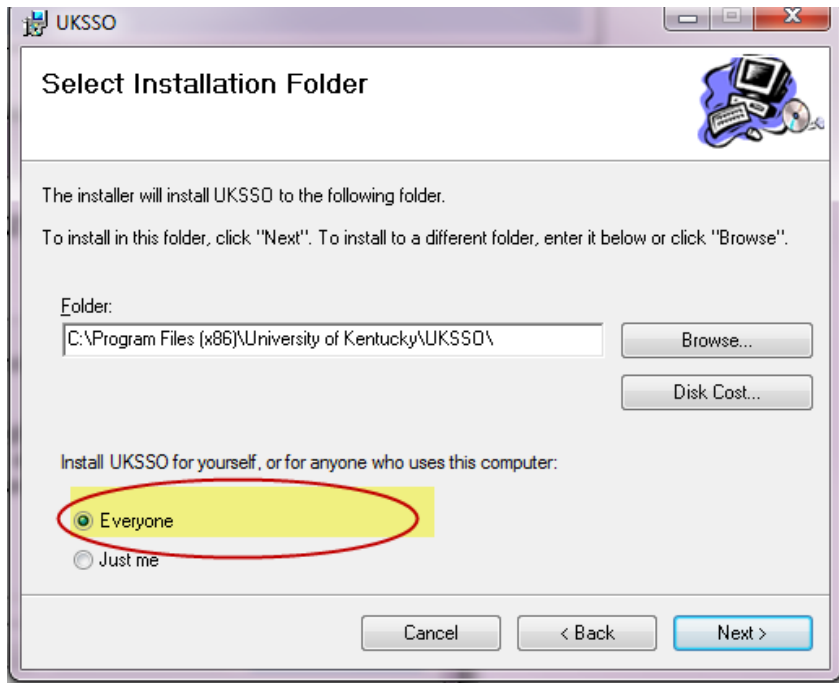
d. Run (double-click) the UKSSO_Setup program to install.

TIPS:

- Depending on security settings, you may be prompted with a Security Warning, proceed and *RUN* the program.
- The UKSSOGateway requires the .NET framework. The installation program will prompt the user if the .NET framework is not present on the computer (rare if framework is not present.) Check with your IT support staff if you receive any messages about the .NET framework.

e. Installation screen shots:

During the installation you will be prompted to proceed to the Next step. Immediately after the Welcome screen, on the "Installation Folder" option screen, select the Everyone option highlighted in screen capture below. Then choose "NEXT" for the remainder of the screens until finished.

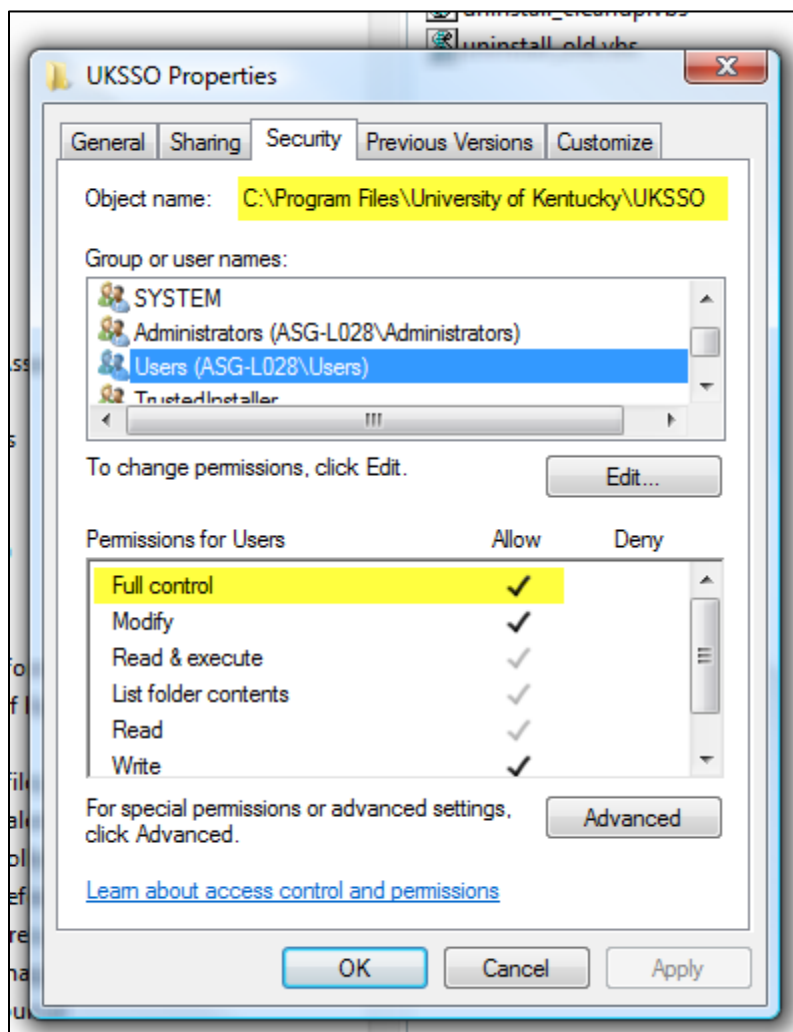


- f. For computers running Windows 7 operating systems (or later versions):
Change the security settings for folder `C:\Program Files (x86)\University of Kentucky\UKSSO\`
or could be in `C:\Program Files\University of Kentucky\UKSSO`

TIP: If the computer has both “Program Files” and “Program Files (x86)” folders then the UKSSOGateway will be in the “(x86)” folder.

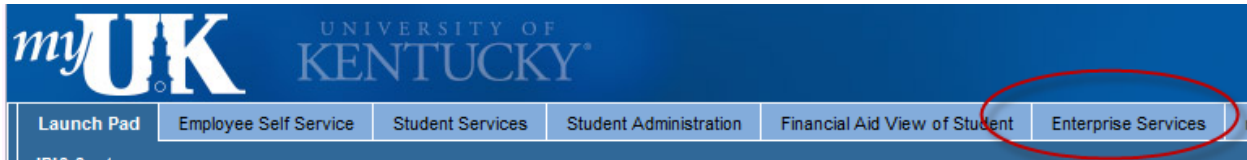
The UKSSOGateway writes to a log in the folder indicated above and therefore user accounts in the “Users Group” must be given “full control.”

Screen shot of the required settings on the Security tab of the folder Properties window:

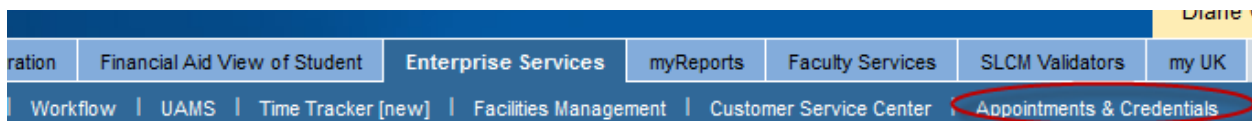


2. Launch of the FDB or TADB or ETDB from the myUK portal

- a. Logon to the myUK portal: <https://myuk.uky.edu/>
- b. Select the Enterprise Service Tab



- c. Select the Appointments and Credentials tab

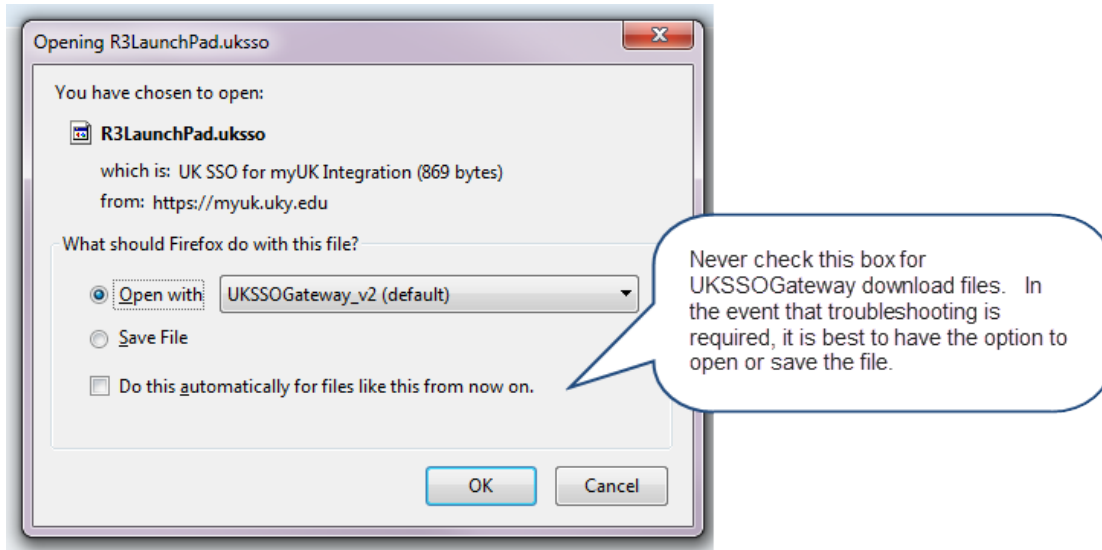


- d. Select the desired application from Detailed Navigation panel on the left.
Only the applications to which the user has access will be present.

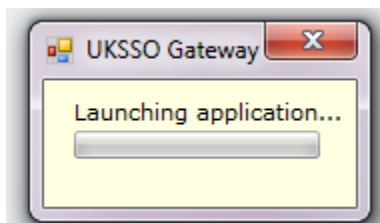


- e. When an application is selected, the myUK portal creates a download file to be opened by the computer. A dialog box prompts the user to either open or save. The dialog box will vary depending on the browser. The downloaded file should be opened.

If there is no Open option then the UKSSOGateway has not been installed.



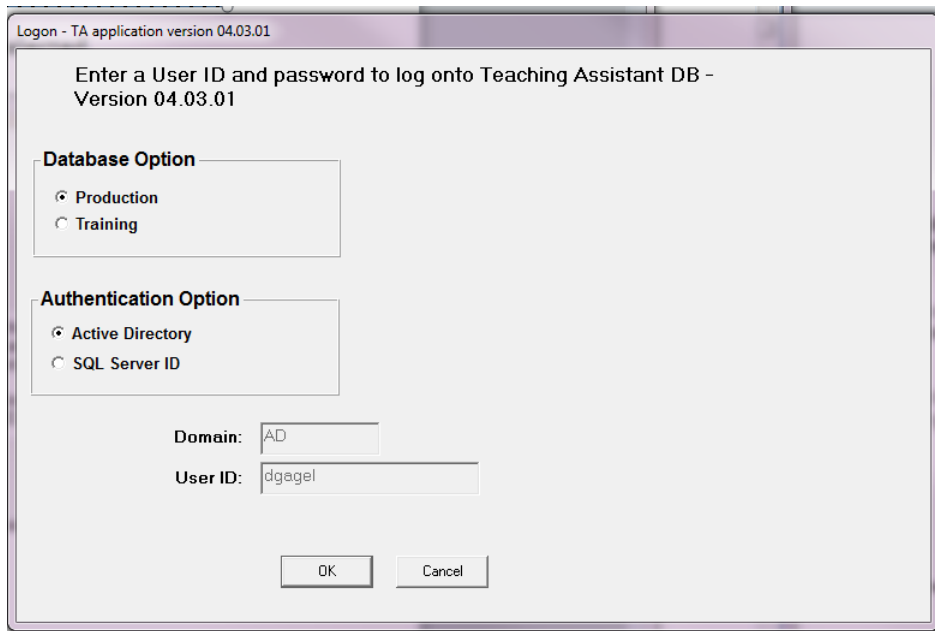
- f. The first time the application is launched, the UKSSOGateway will download the program files. This could take 25 to 30 seconds. The following message box will be displayed. This message box will also appear momentarily on subsequent launches, when the UKSSOGateway is checking for version updates.



g. When the download is complete, the Logon Dialog window will be displayed.

TIP: The logon dialog window should open in the foreground or “on top” of other applications which are already open. On occasion the logon window could be positioned behind other windows. If the logon window does not appear, minimize all other windows, to find the TA application logon window.

Logon Dialog window (for TADB) with Production database and the Active Directory authentication options selected.



Database Option: Will always default to Production, which refers to the system which houses the operational TADB data. Only during training classes will the option be changed to Training. In the latter case, only special training IDs are used.

Authentication Option: Will default to Active Directory, if the computer is set-up in the active directory domain (either ad or mc).


- When Active Directory is selected, no password is entered. The user clicks the OK button and the connection is made to the database.
- When SQL Server ID is selected, the user must specify the SQL Server ID and Password. This option is needed when the user's computer is not in the active directory which is the set-up in some colleges or when the user is working from a home computer.

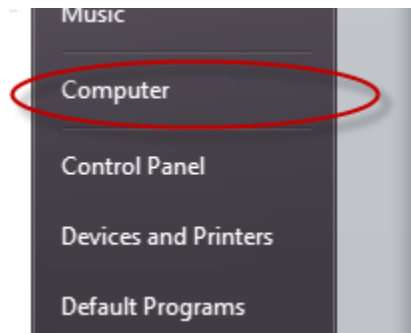
Mapping Network Drive

For computers that are not in Active Directory, a network drive must be mapped to \\nemo.ad.uky.edu\FacultyDBApps to run the FDB or TADB applications for the first time. When new versions of the application are detected for download, the gateway prompts the user to map the network drive.

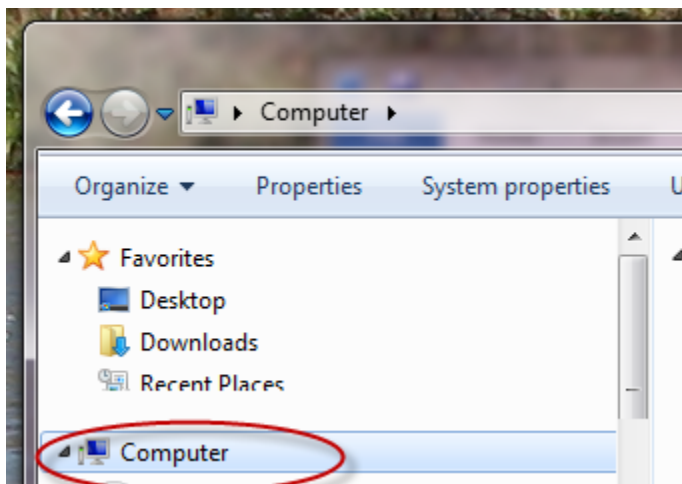
If you logon to your computer with your LinkBlue ID and password, then your computer is identified "in the Active Directory". Please consult with your IT support technician if you have any questions about whether your computer is in the Active Directory. (Refer to following section for detailed screen prints on mapping a network drive.)

Steps for mapping a network drive:

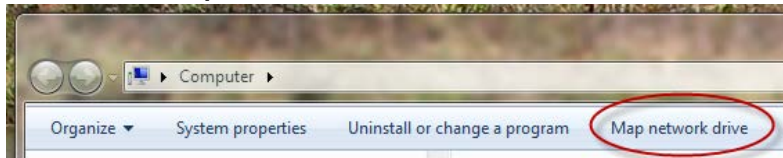
- a. Select (click) the Windows Start icon 
- b. Select (click) Computer or My Computer (for Windows XP)



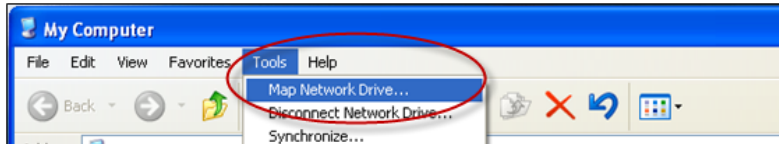
- c. This should open the Windows Explorer window with Computer selected.



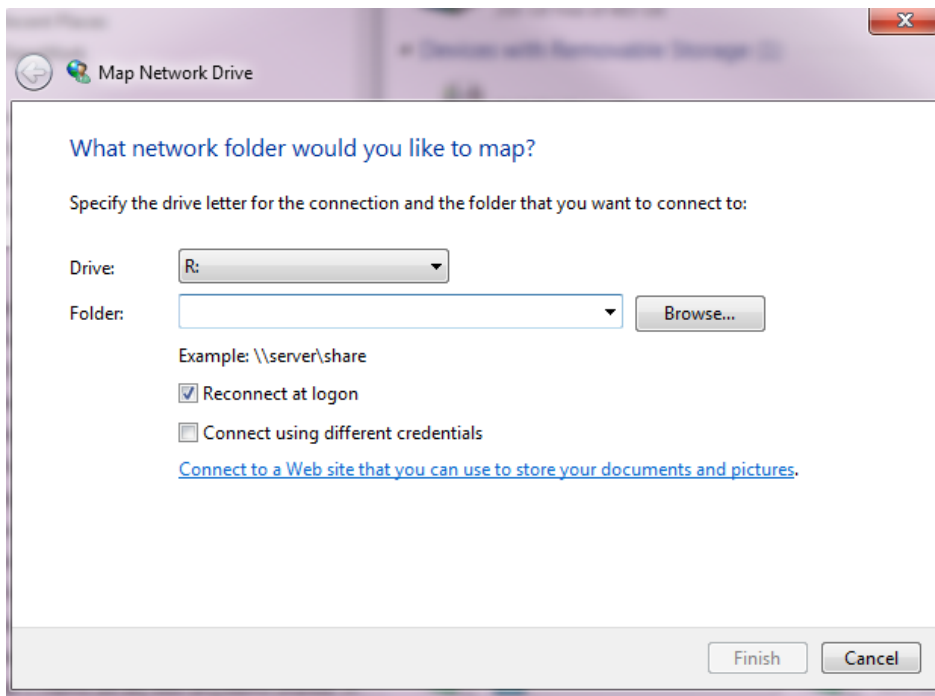
d. Select Map network drive from menu



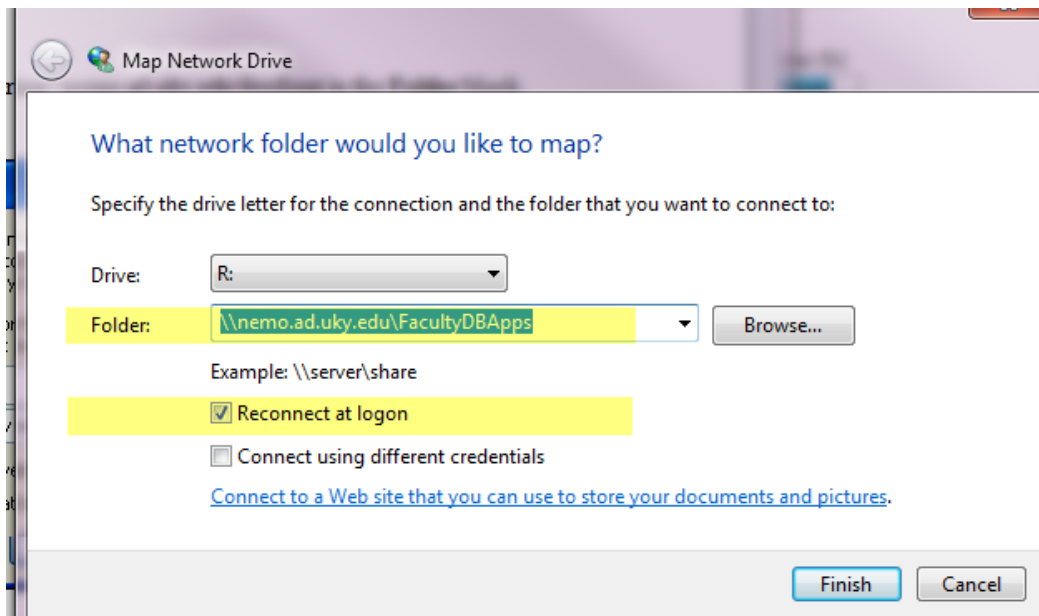
For older Windows Operating Systems look for Tools menu, and select Map Network Drive.



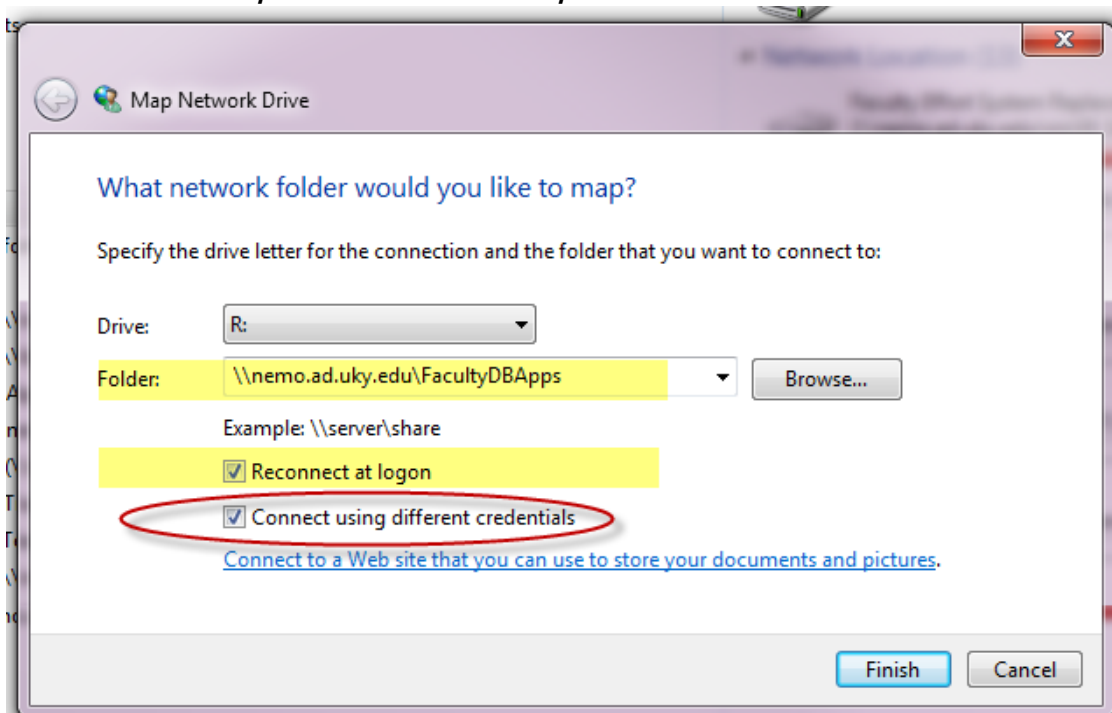
e. Specify the drive letter for the connection – any drive letter will work. The system will default to an available drive letter.



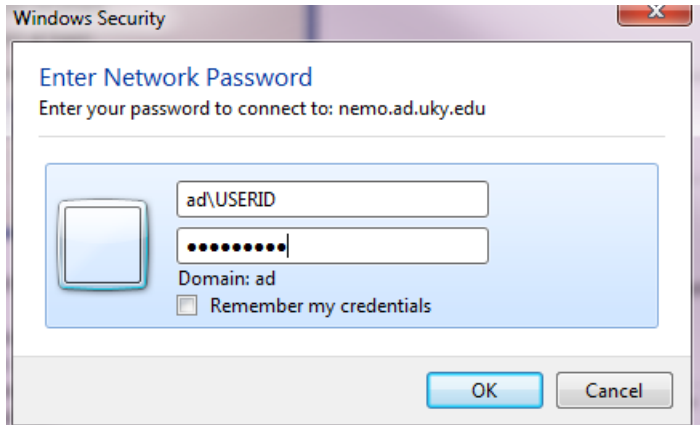
- f. Specify the drive by entering [\\nemo.ad.uky.edu\FacultyDBApps](https://nemo.ad.uky.edu/FacultyDBApps) into the Folder block. Check the **Reconnect at logon** box.



- g. If your computer is in the Active Directory, click the Finish button. Go to step j.
- h. If your computer is not in the Active Directory, click the check box "Connect using a different user name" and click the Finish button. This will prompt you to connect with your Active Directory UserID.



- i. In the Username field, enter your Active Directory UserID. This is the LinkBlue ID used on the myUK portal. The domain (either ad or mc) is required. Enter the password and click the OK button.



- j. The system will attempt to establish a connection to the network folder.

If you have successfully mapped the drive, an Explorer window will open showing the directories in the drive. The map drive procedure is completed. Close this window and the other windows opened during this procedure.

