Double Login

To access the MECN or APN Score Sheets, you must first log into the SON Terminal Server (TS). Then, you will login into the web based application with your UCLA Login ID (aka your BOL ID). Yes, this is a double login. You should, for a lot of reasons, have different passwords on these two accounts.

The TS uses the SON login that you use when you log into a computer in Factor or Oppenheimer. Usually, not always, this is first initial, last name. So Fred Smith would be fsmith.

From a Microsoft Windows Operating System

Start
All Programs
Accessories, if not there, try Accessories, Communications
Remote Desktop Connection (C:\Windows\System32\mstsc.exe 32-bit or C:\Windows\SysWOW64\mstsc.exe 64-bit) (Start, Open, control system, Ok)

A shortcut can be created. Go to the directory above, Right-click. Yes to create shortcut.

You will get a box like below.
You need to click on the Options button to do the first setup.

You will be asked for credentials when you connect.
The Tab is General, Computer: (server) is sonvsts

If the full path is needed, Windows 7, 8 and maybe Vista, then use

sonvsts.sonad.nursing.ucla.edu

User name: SONAD\, that is SONAD and a backslash \ then your SON Username.

In the example above the User name is fiat.

Now click the Connect button.

Then the box below will appear.
Enter your SON password.

You will get a certificate warning message, you must click Yes to continue. (1/3/2014)
It should start to load a desktop in a separate window.

**Terminal Server**

As it loads, you will see at the bottom like below.

If the window is full screen, at the top, move the mouse to the top, you may have a small control bar.
You can pin it to stay visible all the time, the little pin (left side), but it may later get in your way so it is a good idea to understand how to pin or unpin it.

There are only two desktop icons you need, 01 APN, 02 MECN.

You will have access to only the part of the application you have permission (there are separate lists for each).

**Shibboleth Login**

So, as a faculty, click on APN or MECN. You will be asked for your UCLA Login ID. This is also known as your Shibboleth login, aka Shib.

Put in your UCLA Logon ID, this is the username you use when you access my.ucla.edu or mail.ucla.edu. You can Logon to my.ucla.edu as a test of your Username/Password.

Put in your password.

Click Sign In > button.
Assignment List Screen

You will only see the records assigned to you, as shown below. The count of Total Records is at the top right.

The records are sorted by the UID column.

<table>
<thead>
<tr>
<th>Applicant ID</th>
<th>UID</th>
</tr>
</thead>
<tbody>
<tr>
<td>332085</td>
<td>300632469</td>
</tr>
<tr>
<td>330747</td>
<td>304111309</td>
</tr>
<tr>
<td>332166</td>
<td>704122773</td>
</tr>
</tbody>
</table>

LOR’s

SAO Upload

If the LOR’s are gray, then there may be a paper LOR. Be aware, LOR’s may have been uploaded by SAO to the Graduate Division server and then appended to the Application as received by the SON server. If the SAO upload happens, SAO will flag the record and the faculty will see the box below.

This flag works for both APN and MECN.
LOR1, LOR2, LOR3, LOR4 are gray.

Correct LOR Examples

Below, these are correct LOR’s.

**UCLA Graduate Application**
Recommendation - Nursing MSN/MECN

**UCLA Graduate Application**
Recommendation - Nursing MSN/APN

Incorrect LOR Example

**UCLA Graduate Application**
Recommendation

MECN, Has Graduate Degree

The MECN Score Sheet has a Checkbox that SAO will check if the MECN Applicant has a Graduate Degree.

This is in Section II, Academic Performance

**II. ACADEMIC PERFORMANCE: (maximum score 15 points)**

- Has Graduate Degree (SAO staff)

The Checkbox check is pretty small

Record management

Records you have scored are marked three ways:
One, Locked padlock icon and the URL is gone.

Two, green color.

Three, Status Completed.

Records that are started, but not Completed, can be Saved and finished later.

When you first login and see the Assignment List Screen, records that are assigned and not Completed or not Saved have no color bar.

It is probably best to just score one applicant at a time as you can get many browser tabs open and may get confused as to what LOR goes to what Applicant and so forth.

**Comments**

Both MECN and APN require comments for the lower Overall Evaluation scores.

**MECN**

Comments: (MUST include comments if overall evaluation rank of 1, 2, 3 or 4)

**APN**

Comments: (MUST include comments if overall evaluation rank of 3, 2 or 1)
Open the .pdf’s

This has been changed for 2014. A single Left-click on the .pdf icon opens a new browser tab.

Added for 2014, as you mouse over the .pdf, the student name is displayed for each .pdf.

It is probably fastest to open the .pdf on the far right first and work your way left to the Application .pdf.

Added for 2014, the row you select will turn yellow as you open the .pdf’s. This is to give you a visual clue of the record / row to return to if more pdf’s need opened.

It will look like below where the fist tab is the Assignment List Screen or the Student Score Sheet Screen. Tab two is the APP.pdf. Tab three is LOR1 and so forth.

The number of the APP.pdf and the LORs will match. In the example below, the number is 4321690 and they match.

The .pdf with the dots around it is the last one opened.
Arrange the pdf’s with Tab Groups

There is a toggle to the Tag Groups, Ctrl+Shift+E that will turn the Tab Groups on and off.

This allows you to manage, arrange the Tabs.

These can be moved around as needed. Click any pane to go full screen.

The Tab with the Blue band is active.
At the top right, there may be a Tab Groups icon click it to close the Tab Groups.

**Search tool in the Tab Groups**

The Search tool icon is the magnifying glass.

This Applicant’s number ends in 635. A search can be done, as below. This is the Application and three LOR’s.

**Movement inside a .pdf**

Next, Previous buttons, Text box to specific page, such as Page 9.

Zoom in and out, - or + buttons, or drop-down.
Below is at 200%.

Also consider using Page Width

Left side of the .pdf’s is a navigation tool, shown below. There are two choices, will show at the bottom, Left is Show Thumbnails, Right is Show Document Outline. The Show Thumbnails is probably the most useful.
To put the navigation tool away, move the mouse around away from it. Or, move the mouse up to the top FireFox Browser tab area.

**Full Screen Mode, Windowing**

**Keyboard Shortcuts, Full Screen, Refresh**

F11 is Full Screen Mode view and hitting it multiple times will toggle from Full Screen to Windowed.

F5 is the Refresh key for the browser or use the button Update Status.
Window of Terminal Server

Top right, Right-click brings

Window of FireFox Browser

Example below is both the Terminal Server and the FireFox Browser Windowed. Or, in other words, neither is at Full Screen. To get the most viewing area, put both the Terminal Server and the FireFox Browser to Full Screen.

Example below is both the Terminal Server and the FireFox Browser at Full Screen.

Toolbars

If the FireFox Browser has the Toolbars missing, top left, Firefox

Options, Menu Bar
Zooming the Score Sheet

Menu, View, Zoom

The ability to Zoom In, Out and Reset can also be done with keyboard keys.

Keyboard Shortcuts

Ctrl+ zooms in
Ctrl- zooms out
Reset, return to 100%, Ctrl+0, that is the digit zero.

Double Logout

There is a double login so there also is a double logout.

FireFox Browser

Close down the Tabs as each is a separate instance.
**Keyboard Shortcut**

Consider using Ctrl+W, this is faster, that is the Ctrl key and then the letter w.

The last tab should be one of the UCLA | School of Nursing Tabs as the pdf tabs do not have a Log Out. Shown below, these tabs will have a logout.

In the tab, toward the top right, there is a Log Out, click that.

Again, if the last tab is a pdf, you will not have the Log Out. Strangely, it is important that you logout.

After Log Out, a message appears with the Shibboleth icon and the text to close the FireFox Browser, the X in the far top right or on the MAC, top left.

**Terminal Server**

Start button

Log off
You may get the box below, click Cancel.

![Reconnecting](image)

**Connect from Outside Factor**
The login from outside of Factor is an additional setup. So, you have three steps to get in and working and three steps to logout shutdown.

**The software is available at:**

[http://vpnclient.sonnet.ucla.edu](http://vpnclient.sonnet.ucla.edu) and it will Shib you into a page like below.

You need to install the software on the machine(s) you will be using for Outside Factor access.

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**Cisco AnyConnect VPN Client**

[Login to download the VPN Client](http://vpnclient.sonnet.ucla.edu)
Cisco AnyConnect VPN Client

Click on the link below to start downloading the VPN Client for your Operating System

Windows XP/Vista/7

Windows OS

Mac OS

Mac OS

If you are using the Terminal Server then you need to install the Remote Desktop (if it is not already installed on your Mac)
Remote Desktop Connection Client for Mac

Connections Settings:
Server address: webvpn.sonnet.ucla.edu
Group: NURSING
username / password: The username and password of the SoN network

Top right, Logout

Windows, Cisco AnyConnect

Install the Cisco AnyConnect on the Windows machine. The Remote Desktop Connection is on a Windows machine by default. This is described at the start of this document, under the heading, From a Microsoft Windows Operating System. You need to use the RDC but do not need to do an install of the RDC. You only need to do the Cisco AnyConnect install.

MAC, Cisco AnyConnect

When you open the package for the Cisco AnyConnect on the MAC, you will see multiple icons. Select the vpn.pkg, install from the vpn.pkg.
MAC, Remote Desktop Connection

You need to install the Remote Desktop Connection software on the MAC as the MAC does not have the RDC by default. You must have the RDC to connect to the Terminal Server.

Launch the App Store application

Search for “Microsoft Remote Desktop” in the search box (upper right corner).

Click on the “INSTALL” text will download and install the Microsoft Remote Desktop 8.0.3 (1/6/2014).

It will prompt you for your Apple id and password in order to install it and accept a EULA.
When the RDC is installed, it will show as Installed.

You can now launch the Microsoft Remote Desktop from the Finder/Launch Pad and you can place a shortcut on the Dock if you want.

Click on “New” and enter the following settings:

General settings
Connection name: SONVSTS
PC name: sonvsts.sonad.nursing.ucla.edu
User name: sonad\ and that is a backslash \ and the user name is the SON Username
Password: Leave it blank

Click on the red Dot to close the above screen.

Highlight the newly created connection and click on “Start”
Certificate warning, Continue
Put in your SON password. This will be the same password you use to log into a SON computer in Factor.

**From a Windows Operating System**

You need the Cisco AnyConnect VPN Client.

This will take the ISP IP address and give you a SON IP Address.

Example below.

![Network Configuration Example](image)

75 is Verizon IP Address
172 is a SON IP Address

It is the 172 address that will allow you to connect to the TS. The Verizon address would be refused.

The server is **webvpn.sonnet.ucla.edu**
The Group: Nursing
Username is your AD username, Same as the TS Login
Password is your AD password, Same as the TS Login
Connect via the TS using RDC
See the instructions above about how to connect using the TS. The steps are the same inside and outside of Factor for Windows.
Shib in

Once the TS is loaded, then Shib in like you would in Factor.

**Triple Logout**

When you are done, click the Log Out like the Double Logout describes above.

Finally, Right-click the Cisco icon, VPN Disconnect, then Quit.

![Cisco AnyConnect Secure Mobility Client](image)

**From a MAC Operating System**

Like the PC, you must have the Cisco AnyConnect VPN Client.

This will take the ISP IP address and give you an SON IP Address.

Example below.

```
ppp0: flags=8051<UP,POINTOPOINT,running,multicast> mtu 1500
    inet 75.212.86.223  ->  66.174.210.32 netmask 0xff000000
    utun0: flags=80d1<UP,POINTOPOINT,running,NOARP,MULTICAST> mtu 1486
    inet 172.17.166.58  ->  172.17.166.58 netmask 0xffffffff
```

75 is Verizon IP Address
172 is a SON IP address

It is the 172 address that will allow you to connect to the TS. The Verizon address would be refused.

The server is **webvpn.sonnet.ucla.edu**
The Group: Nursing
Username is your AD username, Same as the TS Login
Password is you AD password, Same as the TS Login
Connect button
Connect via the TS using RDC

You will connect via a product called RDC and the RDC must be installed on your MAC.

Shib in
Once the TS is loaded, then Shib in like you would in Factor.

**MAC Keyboard Shortcuts**

On the PC full-screen is F11, the MAC uses Command, looks like below.

![Command Key](image)

So try Command 1 to Fit the Browser to Window.

Try Command 2, like PC F11, Full screen. These toggle on, off.

Page Up or Page Down on the PC, MAC try FN Up Arrow or FN Down Arrow.

Right-click, this can be by either Ctrl + click. Or, System Preferences, Trackpad, Secondary Click, make a right click area, possibly the Bottom Right Corner.

**Triple Logout**

When you are done, click the Log Out like the Double Logout described above.

Finally, the Cisco VPN has a Disconnect button

![Cisco VPN Disconnect](image)