

# Connecting to the Enterprise Accounting System (EAS) at GW University

Version 9.1 – August 2021

**Note: MFA users must have a GWID / NetID to proceed with this guidance.**

These instructions are designed for MFA staff who need to connect to the GW University Oracle Financial Accounting system, branded as EAS (Enterprise Accounting System) from their MFA computer. EAS is used by MFA staff for entering P2P Requisitions and to obtain cost center performance information such as monthly cost center P&L reports.

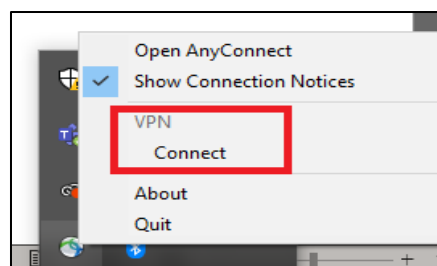
In general, there are two main parts to this connection. The first part is gaining access to the GWU network using software known as a Virtual Private Network (VPN). If the VPN module is not installed, please email or call the MFA Solution Center at 202-741-3636. The second part to the connection involves using your GWU credentials and profile. Your GWU profile is governed by your GW NetID and password. This profile is what governs the rest of your connection to EAS.

To connect to EAS, you will need to connect to the University's environment via Cisco AnyConnect VPN.

*Please note, the MFA and GWU do not allow the use of personal computers to connect to the MFA or GWU networks.*

## **Step 1: Validate the installation of Cisco AnyConnect VPN Module.**

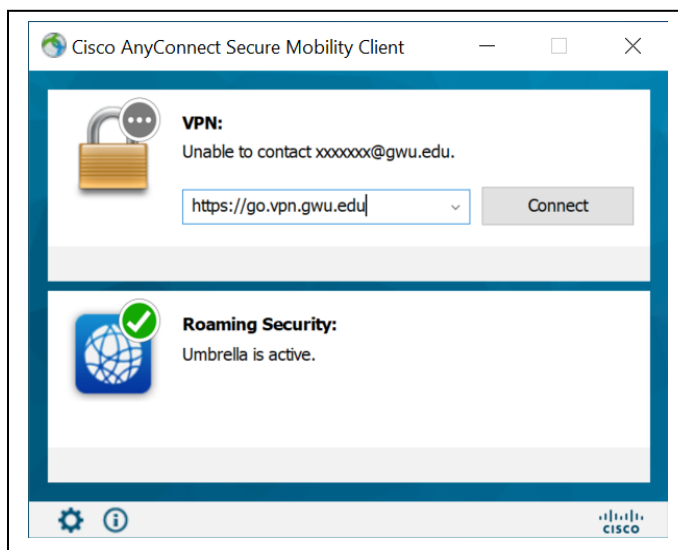
Right click on the Cisco AnyConnect client at the bottom right of the screen. If you don't see the VPN option, then contact the MFA Solutions Center for assistance to install the VPN (Cisco AnyConnect).



## **Step 2: Connecting to GWU using Cisco AnyConnect VPN**

Once you launch your Cisco AnyConnect, you need to connect to the GW University VPN ("GW VPN"). As shown in the box on the right, type <https://go.vpn.gwu.edu> then click on "Connect."

You may only have to type the address in once as long as you have only one profile at GWU. If you have more than one profile at GWU, the next time you try to connect, you may need to click the down arrow to open the dropdown and choose GW VPN.



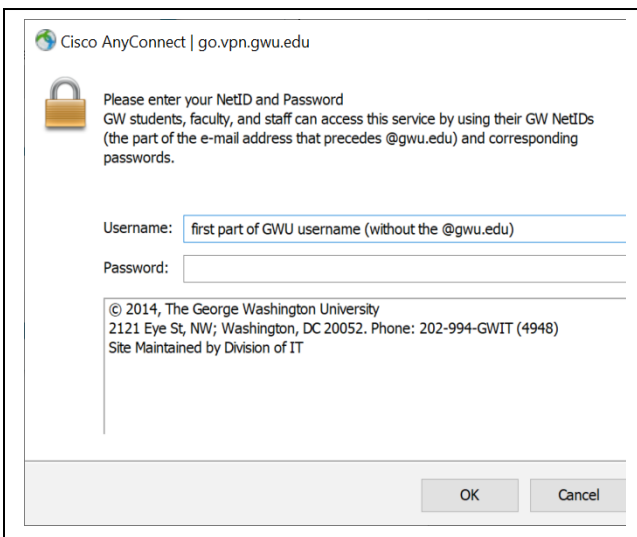
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## **Step 3: Provide your NetID Credentials to initiate the VPN connection**

Once you tell the Cisco AnyConnect Mobility Client to connect you need to log into the University. A window will pop up that requires you to enter your GWU NetID username and password. For this you should only enter the first part of your ID, without the @gwu.edu.

The window looks like this: 

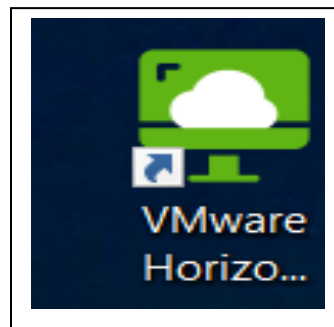


Your NetID and Password should have been provided by the University. You would have had to create / claim a new NetID. If you do not have a NetID or Password, please contact your PGA for approval for access and to confirm what GWU applications or systems you will need to connect to.

If you have been issued a NetID in the past but forgot your password, you may reset it by using the GW IT self-service password reset <https://identity.gwu.edu/claim/> or by calling the GWU Help Desk at 202-994-GWIT (4948).

## **Step 4: Launch Horizon VDI**

Next, you will need to open the VMware Horizon Client on your MFA computer. The icon located on your computer's desktop and will be a version of the one on the right.

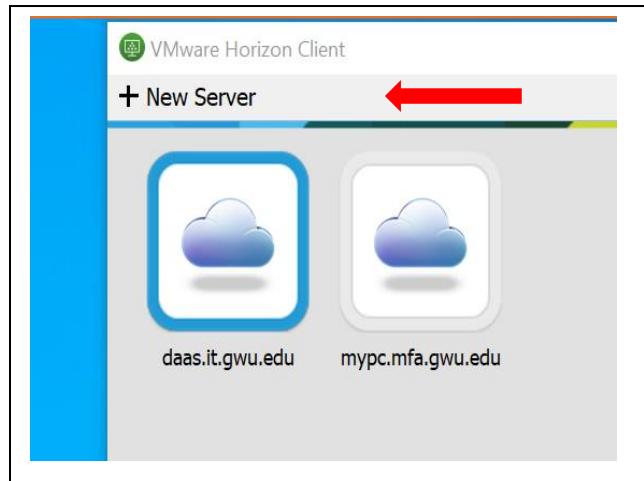


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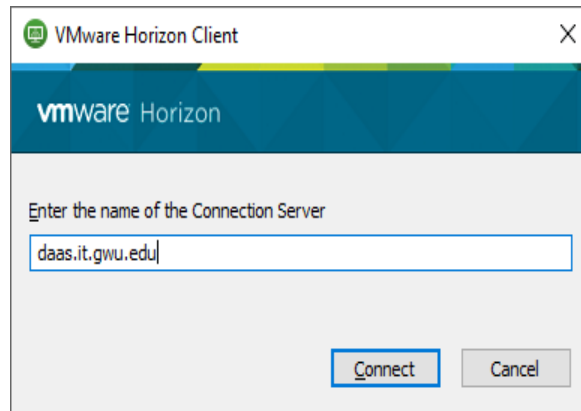
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If you have never used the Horizon client to connect to GWU you will need to add a new connection as follows:

Click “+ **New Server**” and then enter “**daas.it.gwu.edu**”. This is the GWU server you will be connecting to. You will only have to do this one time, after that **daas.it.gwu.edu** VDI will remain.

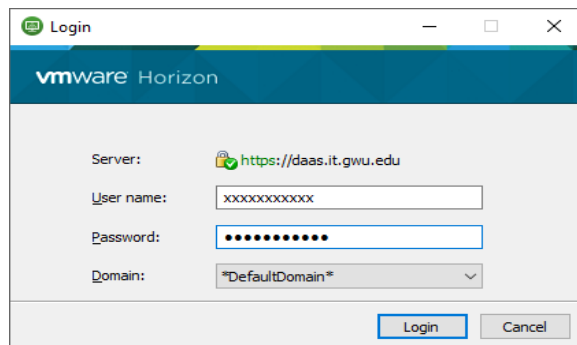


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## **Step 5: Enter your GWID NetID credentials to access the University's VDI environment**

Log in again using your GWU credentials... just NetID (do not enter the @gwu.edu)

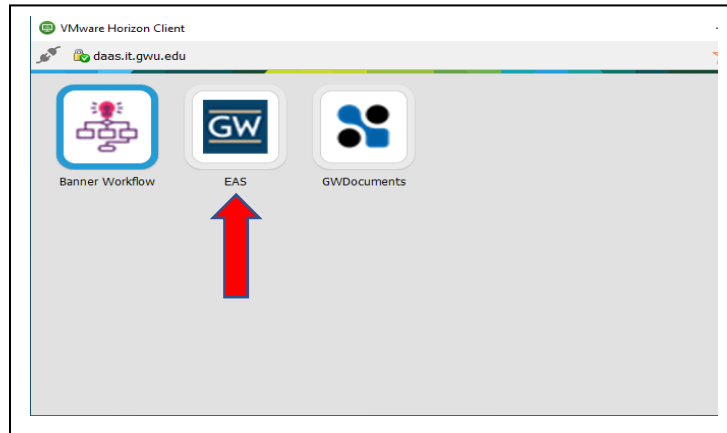


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## Step 6: Access EAS

Next you will see this screen presented below. *Double click on EAS.*



## Step 7: Login to EAS

You should see a browser window come up, showing the EAS interface.

### Login again with your GWU Credentials.

Just as before, there is no need to enter the "@gwu.edu".

If you have a login problem, contact the GWU Helpdesk: <https://it.gwu.edu/support/> 202-994-4948



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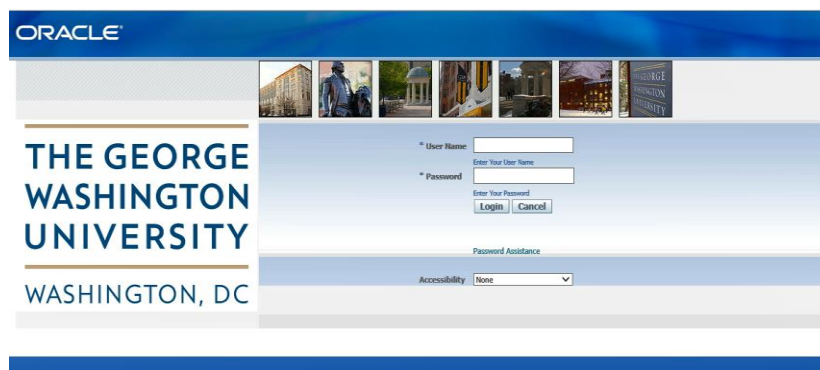
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Once you log in to the Enterprise Accounting System you will see the following screen.

Click on System Access and then click on the “Connect” Button.



This will then take you to the Oracle login screen. In many cases your EAS User Name is the same as the first part of your NetID. However, please consult the email you received from GWU regarding user account set-up, the NetID and EAS ID may be different.



If this is the first time you are logging into Oracle, as noted above, your password most probably is the same as your NetID. If this password does not work you will need to use the Password Assistance button on the login screen. This will send an email to your GWU email account, which can be retrieved at <https://www.gwu.edu/email/> then select Faculty & Staff Email. The email may take several minutes to receive.

If you need to get your password reset, you will need to contact the GWU Help Desk at <https://it.gwu.edu/support> or call 202-994-GWIT (4948).

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**Note:** Whenever calling the GWU Helpdesk or using an automated password reset function, the GWU systems will want to communicate with you via your **GWU email account**. For this reason, it is probably **a good idea to forward all of your GWU mail to your @mfa.gwu.edu email account**. To do this:

1. In your web browser (Internet Explorer / Chrome), go to gmail.com
2. Input your GWU email that includes @email.gwu.edu at the end (i.e. [demsith@email.gwu.edu](mailto:demsith@email.gwu.edu))
3. Click Next
4. It may ask you to enter your email again on the next screen with the GW logo. If so, input your email WITHOUT the “email” portion (i.e. [desmith@gwu.edu](mailto:desmith@gwu.edu)).
5. Your GWU email should show up on the next screen.
6. On the top right, click the gear icon (looks like the one below in the middle), which is the Settings:



- a.
7. If a side Quick Settings menu pops up, click See all settings
8. On the top menu, go to Forwarding and POP/IMAP
9. In the Forwarding section, change the radio dial from “Disable forwarding” to “Forward a copy of incoming mail to” and input your MFA email address. If your email address is not available in the dropdown, then click the Add a forwarding address button below there and enter your MFA email address. Then make sure it is populated in the “Forward a copy of incoming mail to:” selection.



10. At the bottom on the window, select the Save Changes button.
11. Done!!!
  - a. Email your GWU email from your MFA email to test it out!

## Contacts

<b>VPN Cisco AnyConnect Installation</b>	<b>MFA Solution Center</b>	<b><a href="mailto:SolutionCenter@mfa.gwu.edu">SolutionCenter@mfa.gwu.edu</a> or <b>202-741-3636</b></b>
<b>Password Issues</b>	<b>GWIT</b>	<b>202-994-GWIT (4948).</b>
<b>Request Access</b>	<b>MFA PGAs</b>	<b>As appropriate</b>
<b>EAS GL Training</b>	<b>MFA Finance and Accounting Website (“Connector”)</b>	<b><a href="#">MFA Finance Accounting Site Page</a></b>
<b>EAS Requisition Training</b>	<b>MFA P2P Website</b>	<b><a href="https://p2p.gwdocs.org">https://p2p.gwdocs.org</a></b>