

AXIOM LOG-IN INSTRUCTIONS

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Need help? Please submit a Footprint



Step One: Request an Axiom User Profile

An Axiom User Profile is necessary to access Axiom. Access can be requested via Footprint.

Step Two: Install Necessary Software on Your Device

The following software packages are required for running Axiom:



Some of this software may already be installed on your computer, but if not it will need to be downloaded and installed on your device. This may require administrator rights on your computer; if you do not have administrator rights on your computer contact the UVM Tech Team (<u>techteam@uvm.edu</u>, 802-656-2604, <u>https://www.uvm.edu/it/help-support</u>) to install necessary software.

Visit <u>https://uvm.axiom.cloud/home/downloads</u> for more information.

For PC users: Axiom is fully supported in Chrome, Edge, and Firefox but you will need to install a "ClickOnce" extension for these browsers.

Follow the instructions below as appropriate for the browser you use most frequently or by default.



Step Three: For PC Users

Instructions

- 1) Go to: https://uvm.axiom.cloud/
- You should be directed to UVM's authentication page. Enter your UVM netID and password. (If you have already authenticated into another UVM system such as PeopleSoft or webmail, you will bypass this page.)
- 3) You should now be at Axiom's "home" page

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Notifications Delete all	Mindows Client	Look for the 📌 icon to add to Favorites	
You have no additications from the last 30 days.	Ag: Excel Client		

4) Continue by following the instructions specific to your web browser:

Internet Explorer

Microsoft Edge

Firefox

Chrome



Internet Explorer

Internet Explorer cannot launch Axiom. Please use the most up-to-date version of Microsoft Edge, Firefox, or Chrome.

Microsoft Edge

- 1) If you are using Edge, open a new tab:
 - Navigate to edge://flags
 - Type ClickOnce Support in the search box
 - Select Enabled
 - Click restart. You will need to close out of Edge for the update to take effect.

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When enabled, file downloads that request ClickOn ClickOnce application with the server-provided URL overridden if your organization configures the "Allo the ClickOnce protocol" policy. – Windows	ice handling will invok This feature flag will w users to open files u	e the be using	Enabled	1 V
#edge-click-once				

2) Restart Edge, then return to <u>https://uvm.axiom.cloud/,</u> click on the Windows Client icon at topcenter of the page.

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You have no notifications from the last 30 days.	



3) You will receive a prompt to open the Axiom application. Click Open:

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ightarrow $ ightarrow$ $ ightarrow$ https://uvm.axiom.	cloud	20	£'≡
To be most productive with Microsoft Edge	Open this file? Do you want to open Axiom.UI.Start.application from uvm.axiom.cloud? Report file as unsafe		-G

4) Then you will receive a prompt asking you to install the Axiom Client. Click Install:

Axiom System: The University of Vermont		
. A Notifications	Application Install - Security Warning X	∾ Quick Links
Notifications	Do you want to install this application?	Windows Client
You have no	Name: Axiom Client From (Hover over the string below to see the full domain): uvm.axiom.cloud Publisher: SYNTELLS PERFORMANCE SOLUTIONS LLC Install Don't Install While applications from the Internet can be useful, they can potentially harm your computer. If you do not trust the source, do not install this software. <u>More Information</u> .	Age Excel Client

5) It may take a minute or two to install the application for the first time. Once that is complete, click on the Windows Client again. You'll receive another prompt to open the Axiom application. Click Open:

https://uvm.axiom	cloud	20
roductive with Microsoft Edge	Open this file? Do you want to open Axiom.UI.Start.application from uvm.axiom.cloud? Report file as unsafe	- L
n: The University of Vermon	Open	

6) You should then see the application open:



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Fi	e AXIOM	Home											
(3) (3) (3) (3) (3) (3) (3) (3) (3) (3)	2025 MY Salary Pl 2025 SY Line Item 2025 SY Salary Pla File Groups	anning + Budget + nning +	Reports Reports	Tables Im Admin	mports Manage	GoTo ▼	Refresh • • Q Drill • Freeze Panes File Options	🌾 Quick Filter	Print •	Show Home Formula Bar Headings Display	Advanced	Help Help	Close Axiom Software Exit
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Process	Delete Plan File	s ^	A	xiom B	Budgeting	g & Financi	al Reporti	ng System					
			N	/elcome:									

Firefox

1) Prior to launching Axiom, please ensure that your Firefox privacy and security settings are not using private browsing mode:

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	හි General	Require Windows authentication to autofill, view, or edit stored credit cards.
	Home	Unchecked
	Q Search	History
	Privacy & Se	curity Always use private browsing mode Clear History
	Sync	Remember browsing and download history
	m More from I	Mozilla □ Remember search and form history ✓ Clear history when Firefox closes Settings

- 2) Prior to launching Axiom, please ensure that your Firefox browser is ClickOnce compliant. You can do this by either enabling ClickOnce support in the browser configuration settings, and by installing a ClickOnce extension for the browser.
- If you need to install a ClickOnce extension, find a ClickOnce extension available on the Firefox add-ins site (<u>https://addons.mozilla.org/en-</u>



<u>US/firefox/search/?platform=windows&q=clickonce</u>). There are several that will work and search results change over time. One example of a ClickOnce in Firefox is:



• The browser extension will have to be installed on your browser:

Breez ClickOnce by brz
 This add-on is not actively monitored for security by Mozilla. Make sure you trust it before installing. Learn more
Breez ClickOnce enables ClickOnce support in Mozilla Firefox. It is required to be able to launch any Windows Forms or Windows



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Return to https://uvm.axiom.cloud/. Click on Windows Client.

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AXIOM Axiom Home Administration Pages ~ Reports ~	
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You have no notifications from the last 30 days.	

At this point some browser extensions have an app that also needs to be installed on your machine.

Breez ClickOnce	×
To launch the ClickOnce application, Breez ClickOnce Helper needs to be installed on your computer. Cli <mark>ck here to</mark> download Breez ClickOnce Helper and reload the page after installing.	





Th	This PC > Downloads						
	Name						
*	V Today (5)	_					
*	breezclickoncehelper(5).exe						

When downloading the software your computer may note that this is a new application. Click "More Info," then "Run Anyway." You will then get a notice that the ClickOnce application was installed successfully:





Axiom User Guide

Windows protected your PC
Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.
App: breezclickoncehelper(9).exe Publisher: Unknown publisher
Run anyway Don't run
Information ×
Breez ClickOnce Helper was installed successfully
ОК

Once you have completed the full installation of the ClickOnce Helper, reload the page



4) Click on the Windows Client icon at top-center of the page.



\leftarrow \rightarrow C \textcircled{a} https://uvm.axiom.cloud	
AXIOM Axiom Home Administration Pages ~ Reports ~	
Axiom System: The University of Vermont	
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Notifications Delete all	June Windows Client
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You have no notifications from the last 30 days.	

5) A dialogue box will pop up asking you to install the Axiom application. Click install.

Axiom System: The University of Vermont		
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6) It may take a minute or two to install the application for the first time. Once that is complete, click on the Windows Client again. You should see the following screen:



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	File Groups	Reports	Administration		File Options		File Output	Display	Advanced	Help	Exit
<	Axiom Assistant	Ā	Home ×								
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Chrome

- 1) Prior to launching Axiom, please ensure that your Chrome browser is ClickOnce compliant. You can do this by either enabling ClickOnce support in the browser configuration settings, or by installing a ClickOnce extension for the browser.
- If you need to install a ClickOnce extension, find a ClickOnce extension available on the Chrome add-ins site (<u>https://chrome.google.com/webstore/search/clickonce</u>). There are several that will work and search results change over time. One example of a ClickOnce in Chrome is:





Home > Extensions > Cegid Peoplenet C Cegid Peoplenet ***** 447 (i) Pro	ClickOnce launcher ClickOnce launcher pductivity 500,000+ users	Add to Chrome
Overview	Privacy practices Reviews Support Related	
	<image/>	

Add "Cegid Peoplenet ClickOnce launcher"?
It can:
Read and change all your data on all websites
Manage your downloads
Communicate with cooperating native applications
Add extension Cancel

• Ensure the ClickOnce extension has been fully installed on your device. In Chrome, sometimes the browser extension has an app that also needs to be installed on your machine.

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time installation steps		
1 on the pop-up download window to launch m4c er for the Cegid Peoplenet ClickOnce launcher e	lickoncehelper.exe. This is a compulsory xtension.	Step 2 Click on the file to run the helper installer.
	∨ - □ X	Step 3 A message will be shown when the helper for the Cegid Peoplenet ClickOnce launcher extension is successfully installed. Then, you can close this name
ዸ ☆	* 🛃 🖬 🛎 🗄	uno pago.
m4clickoncehelper.exe 44.0 KB • Done		Uninstall information If you remove the extension you should also uninstall the "Cegid ClickOnce helper for Chrome" program from your system.
If the pop-up download window disappears, young on the indicated button.	u can display the latest downloads by	
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If the pop-up download window disappears, yoing on the indicated button. Recent Downloads Mathematicated button. Mathematicated button.	u can display the latest downloads by	

Check your downloads folder if needed. Double click on the application:

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Once you have completed the full installation of the ClickOnce Helper, clear your browser history, go to <u>https://uvm.axiom.cloud/home/</u>, and try the Windows client again.

3) After you have ensured your browser is ClickOnce compliant, restart Chrome. Navigate back to https://uvm.axiom.cloud/. Click on the Windows Client icon at top-center of the page.



4) A dialogue box will pop up asking you to install the Axiom application. Click install.

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5) It may take a minute or two to install the application for the first time. Once that is complete, click on the Windows Client again. You should see the following screen:

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Step Three: For Mac Users

Because Axiom Windows client is currently only supported for Windows PCs, Enterprise Technology Services has made Axiom available for Mac users via a Virtual Desktop Infrastructure (VDI).

In addition to the below instructions once in VDI you will need to follow instructions in this manual to install ClickOnce extension if using web browser **Chrome, Edge, or Firefox**. Each time you log in to the Business Apps desktop is considered the "first time" as the virtual machine gets destroyed and recreated anew each time you log out. For this reason, you will need to install ClickOnce each time you log into VDI.

- 1) From your current laptop, point a web browser at https://desktop.uvm.edu/
- 2) Click on "Install VMware Horizon Client."



Select the correct VMware Horizon Client (for Mac):



Home ,	/ VMware Horizon Clients		
De	wnload VMware Horizon Clients		Product Resources
			View My Download History
Select	Version: VMware Horizon Clients for Windows, Mac, iOS, Linux, and Android allow you to connect		Product Info
4.0	 to your VMware Horizon virtual desktop from your device of choice giving you on-the-go 		Documentation
	access from any location.		VMware View Mobile Client Privacy
	Read More		Horizon View Community
			for Linux
Prod	uct Downloads Drivers & Tools Open Source Custom ISOs		
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~	VMware Horizon Client for Windows		
	VMware Horizon Client for Windows	2016-12-08	8 Go to Downloads
~	VMware Horizon Client for Windows 10 UWP		
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~	VMware Horizon Client for Linux		
	VMware Horizon Client for 64-bit Linux	2016-12-08	8 Go to Downloads
	VMware Horizon Client for 32-bit Linux	2016-12-08	8 Go to Downloads
~	VMware Horizon Client for IOS		
	VMware Horizon Client for IOS	2016-12-08	8 Go to Downloads
~	VMware Horizon Client for Android		
	The VMware Horizon client for Android ARM based devices	2016-12-08	8 Go to Downloads

3) Download the VMware Horizon Client



The steps above should be needed only once.



4) After installation, run the VMware Horizon Client. It should ask for your Connection Server, that is "<u>desktop.uvm.edu</u>".

VMware Horizon Client			- 0	X נ
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Add Server				
📮 VMware Horizon Client				×
New Server				= •
+ Contract of the server	VMware Horizon Client Enter the name of the Connection Server desktop.uvm.adu Cancel Connect	1		

5) Login with your UVM NetID and password.

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vmware Horiz		
Server	An https://decktor	a uvm edu
User name:		
Password:		
<u>D</u> omain:	CAMPUS	~
		Login Cancel

Or it may look like this screen,

🎑 Login				
Enter your UVM	NetID user name and passcode.			
Server:	👌 https://desktop.uvm.edu			
User name:				
Passcode:				
		_		
	Cano	əl	Login	



6) Double-click on "UVM Business Apps."



- 7) It should automatically login you into a Windows desktop. (It may take a few minutes the first time.)
- 8) Once the Windows desktop comes up, launch a Microsoft Edge browser in the virtual desktop. From here, follow the instructions for <u>PC Users</u> based on the browser you use.



Step Four: Log In

- 1. 1. Go to https://uvm.axiom.cloud/
- 2. If prompted with UVM's authentication page, enter your netID and password
- 3. Double-click on **Windows Client**

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 ← → C △ △ uvm.axiom.cloud/home/ ③ UVM Voicemail ♥ Registrar ♥ Peoplesoft ▲ 	myUVM Portal	7 DF Guides 🔛 Budget: Axiom 🛛 V Budget: Yea
AXIOM Axiom Home Administrati	on Pages \vee	Recent Places \checkmark Reports \checkmark
Axiom System: The University of Vermont		
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4. View after selecting Windows Client

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	2025 MY Salary Planning • 2025 SY Line Item Budget • 2025 SY Salary Planning •	Reports	Tables Imports Manage	GoTo ▼	Refresh • Comparison • Compa	V Quick Filter	Print •	Show Home Formula Bar Headings	Protect 🔹	() Help	Close Axiom Software
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rer	File Groups	~	Uni	versity	y						
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Process	Delete Plan Files Axiom Budgeting & Financial Reporting System										

Troubleshooting: Axiom Log In

Syntellis Sign-in Screen

If you are prompted with the below Syntellis sign-in screen, **do not try to fill in**. UVM username and password will not work for Syntellis prompt.



		AXIOM
Username Password	Remember me	Cancel
Copyright ©	2020, Syntellis Performance Solutio	ns, LLC.

If you see this screen it's possible you have not downloaded the ClickOnce application. This is required for Chrome, Edge, or Firefox. See instructions in this document for installing ClickOnce.



Windows Client Login Error: Axiom Installation Does Not Pop Up

In order to ensure that your PC prompts you to install Axiom for your first time logging in to Edge, Firefox, or Chrome, please ensure that the ClickOnce browser extension has completed its installation on your browser as well as on your PC. Different extensions have different installation instructions, so please pay close attention to this. Generally, it is likely that...

- You will need to turn off all pop-up blockers you have on the browser.
- The browser extension will have to be installed on your chosen browser.

Breez ClickOnce by brz
 This add-on is not actively monitored for security by Mozilla. Make sure you trust it before installing. Learn more
Breez ClickOnce enables ClickOnce support in Mozilla Firefox. It is required to be able to launch any Windows Forms or Windows



• The browser extension has an app that also needs to be installed on your machine.





Once you have completed the full installation of the ClickOnce Helper, clear your browser history, go to <u>https://uvm.axiom.cloud/home/</u>, and try the Windows client again.

Windows Client Login Error: Axiom EPM Client Launcher

If prompted with one of the following error message after clicking on windows client:



You may need to complete the steps outlined below to fix the EMP Client Launcher.

1) Delete the AxiomUserSettings.xml document. This will be located C:\Users\<username>\AppData\Local



	🍌 → This PC → OSDisk (C:) → Users → tguido → AppData → Local →							
^	Name	Date modified 🔹	Туре					
	🔊 AxiomUserSettings.xml	11/25/2019 2:27 PM	Adobe Acrobat D					
	🚳 lconCache.db	11/22/2019 4:52 PM	Data Base File					
	Resmon.ResmonCfg	4/26/2019 2:49 PM	Resource Monitor					
	퉬 Temp	11/25/2019 2:44 PM	File folder					

Delete Axiom Temporary file folders located
 C:\Users\<username>\AppData\Local\Apps\2.0\<subfolders>

	▶ This PC	▶ OSDisk (C:) ▶ User	s → tguido →	AppData → Local →	Apps ▶
^	Name	^		Date modified	Туре
	归 2.0			11/22/2019 4:16 PM	File folder

- 3) Open the web browser.
- 4) Navigate to the Axiom launch page and click on the Axiom Windows client to install and launch