AXIOM LOG-IN INSTRUCTIONS

TABLE OF CONTENTS

PC Users .......................................................... 2
Before you begin: ............................................... 2
Instructions: ....................................................... 2
Mac Users .......................................................... 6
Kaufman Hall Sign-in Screen ............................... 10
Add Axiom as Trusted Site in Internet Explorer ....... 10
Axiom EPM Client Launcher ................................. 13

Need help? Please submit a Footprint

Revised 12/2020
PC Users

Before you begin:

- Axiom works best in Internet Explorer. IE v9 and higher is required.
- Axiom is also fully supported in Chrome and Firefox, but you will need to install a “Click-Once” extension for these browsers.
- Follow the instructions below as appropriate for the browser you use most frequently or by default.

Instructions:

1) Go to: https://uvm.axiom.cloud/

2) 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.

a. If you are using Internet Explorer, proceed to step 4.

b. If you are using Chrome or Firefox, click on the icon of three horizontal dashes in the upper-left corner of the Axiom home page (red number 1 below). This will open the Navigation pane.
c. Then click on the word “About” (red number 2) in order for the white image to appear. Click on the hyperlink “Necessary software tools for running Axiom desktop client applications” (red number 3).

d. After clicking on the link “Necessary software tools …” the below screen will appear. Select the appropriate link for your browser on the following screen:

Look for Click-Once options in the search results. There are several that will work and search results change over time.
4) Double-click on the Windows Client icon at top-center of the page. It may take a minute or two to install the application for the first time.

5) An installation dialogue box will pop up. Click “Install.” You’ll only need to do this step once.
The installer will run and then launch the application.

6) You should see the following screen:
Mac Users

Because the 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).

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)
3) **Download the VMware Horizon Client**

![VMware Horizon Client for Mac](image)

**Product Resources**
- View My Download History
- Product Info
- Documentation
- VMware View Mobile Client Privacy
- Horizon View Community
- How to get the Horizon (with View) Client for Linux

**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 "desktop.uvm.edu".**

![VMware Horizon Client](image)
5) Login with your UVM NetID and password.

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, double-click on the UVM Axiom EPM desktop shortcut.
From here, follow the instructions for PC users above, starting with step #2.
Kaufman Hall Sign-in Screen
If you are prompted with the below Kaufman Hall sign-in screen, do not try to fill in. UVM username and password will not work for Kaufman Hall prompt. You will need to add Axiom web address to trusted sites for Internet Explorer to prevent this message from appearing.

Add Axiom as Trusted Site in Internet Explorer
1) Navigate to internet options.
2) Click security and then sites.

3) Enter https://uvm.axiom.cloud as shown below and click add and then click close.
4) Click OK.
Axiom EPM Client Launcher

If prompted with the below error message, you will need to complete the steps outlined below.

Follow these steps to resolve this particular error message:

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

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

3. Open Internet Explorer
4. Navigate to the Axiom launch page and click on the Axiom Excel client (or Windows client) to install and launch