BPM System Citrix Workspace Connection:

To All BPM Users:

The Budget Preparation and Maintenance System (BPM) will implement the Citrix Workspace connection beginning on 01/27/20. This additional login layer is necessary to properly protect the BPM System from potential security threats. Both layers of login will be using the University of Maryland's Central Administration Service (CAS), which requires multi-factor authentication (MFA).

To accommodate this change, the BPM links on the BFA website (http://otcads.umd.edu/bfa/) and Finance website (https://finance.umd.edu/) will be updated to direct through the new login portal. Follow the below steps for the login process:

The suggested internet browser for BPM is <u>Mozilla Firefox</u>

Go to: https://vw.umd.edu/   *(same link on the BFA and Finance websites labeled as 'BPM System')*

CAS- Central Authentication Service
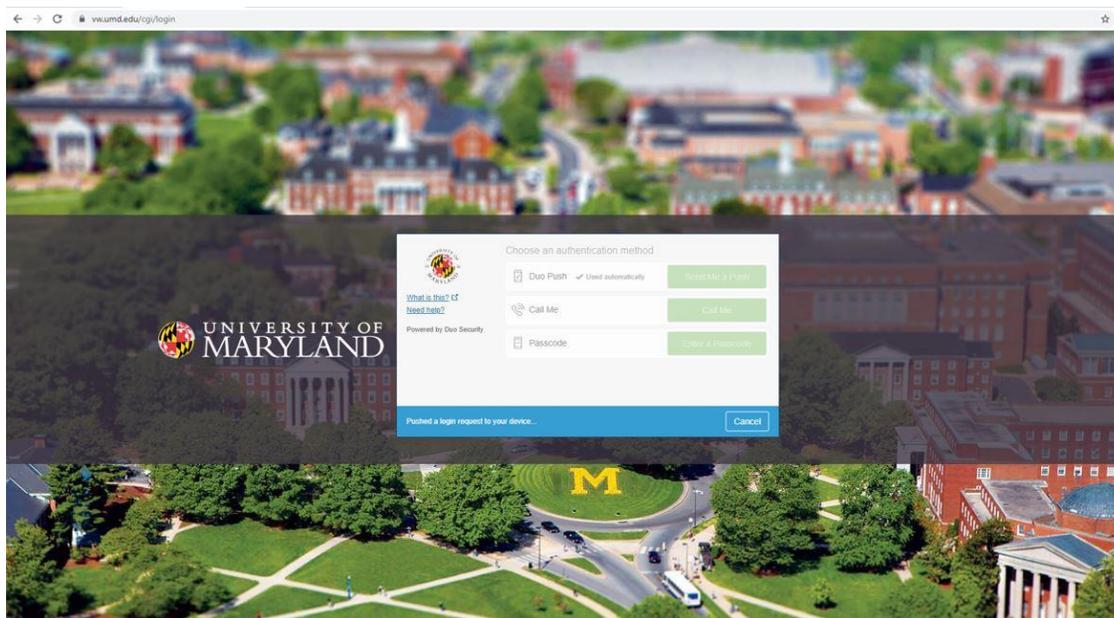
Click on 'Detect Receiver' (when prompted to open link for the Citrix Receiver, Click 'Open')

(If you have not installed the Citrix Receiver before, refer to 'Note 1' at the bottom of this document for installation instructions before continuing)

(If you do not get the below 'Detect Receiver' message, refer to 'Note 2' at the bottom of this document to detect the receiver)
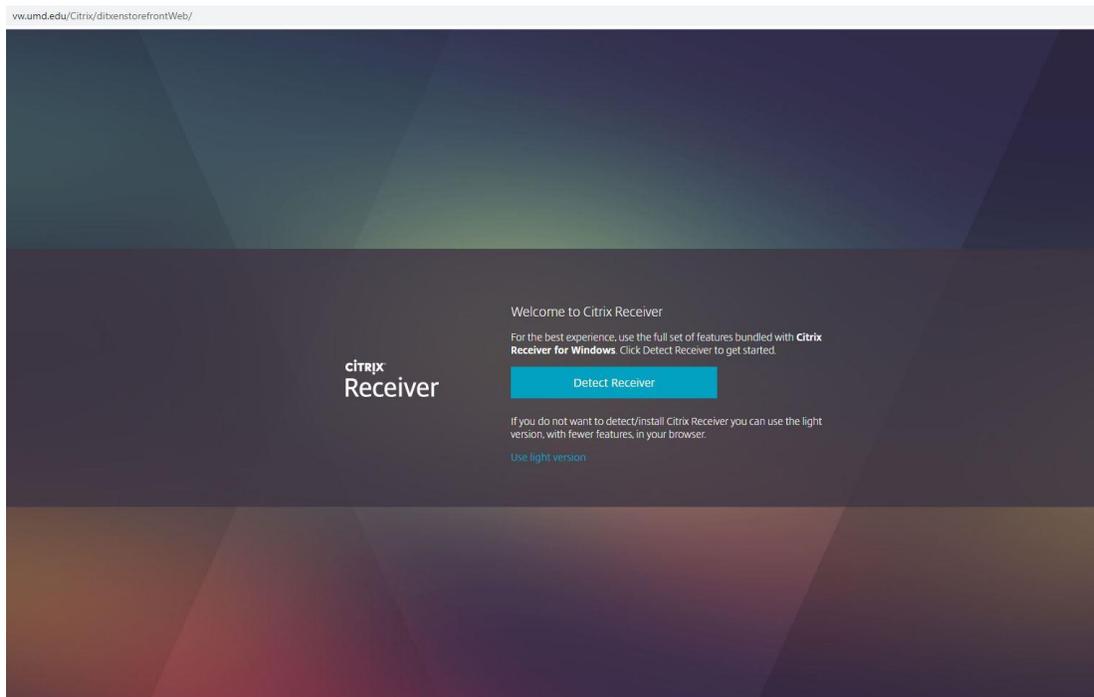
Click on APPS tile –
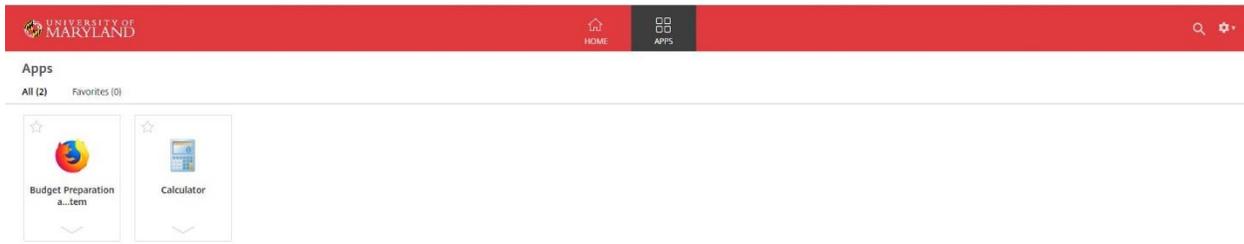
Click on Budget Preparation and Maintenance System
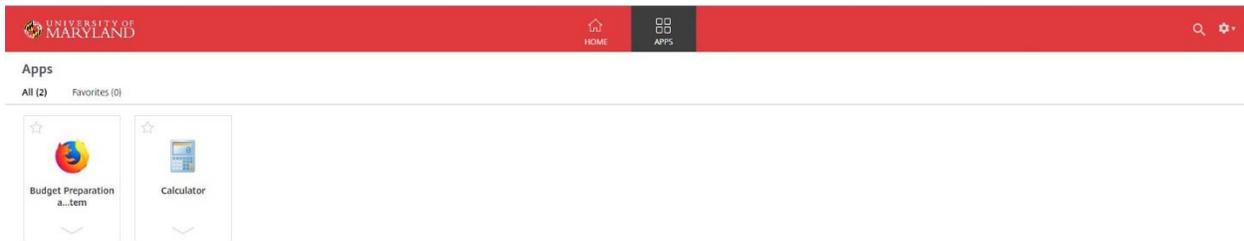
Enter Directory ID and Password

CAS- Central Authentication Service

BPMS Main Menu

When finished using BPM, please exit the application by Clicking the 'Exit' Button and log off of Citrix by Clicking the 'Log off' button located under the gear icon in the upper right-hand corner of Citrix

If you have bookmarked the BPM site, you may need to update the link for the new login screen. If you have questions, please feel free to email the Budget Office at BFA@umd.edu or call at (301) 405-5627

Note 1: Installing Citrix Receiver –

Go to: https://vw.umd.edu/
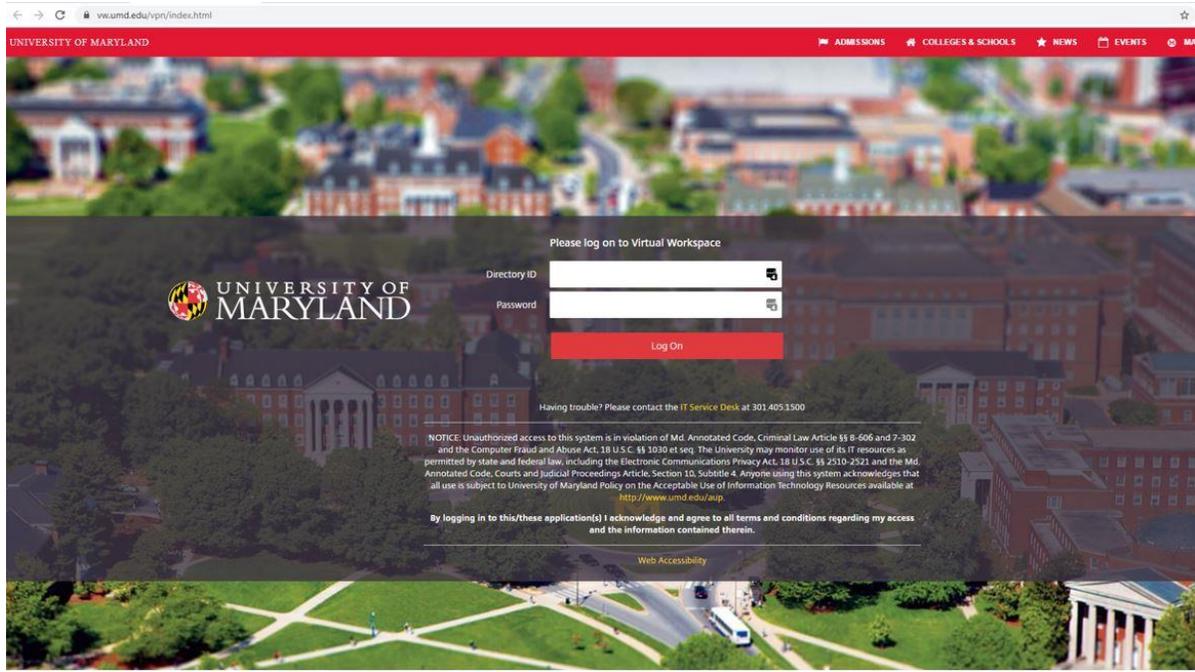
CAS- Central Authentication Service
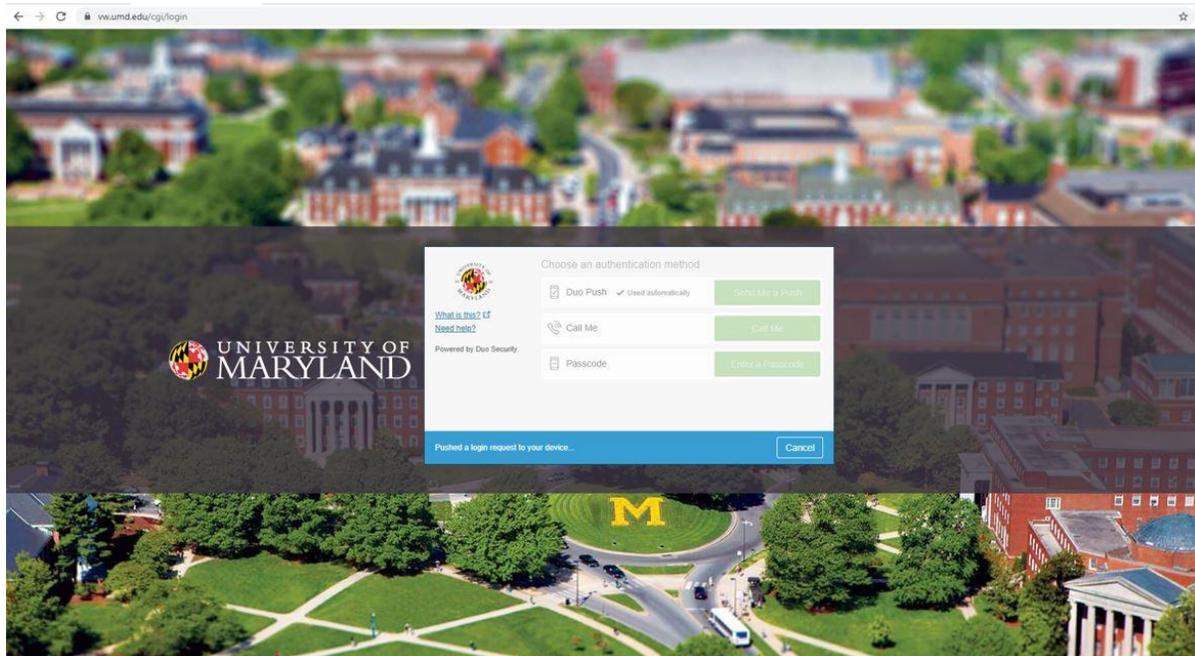
Click on 'Detect Receiver'

vw.umd.edu/Citrix/ditxenstorefrontWeb/

CITRIX
Receiver

Welcome to Citrix Receiver

For the best experience, use the full set of features bundled with **Citrix Receiver for Windows**. Click Detect Receiver to get started.

[Detect Receiver]

If you do not want to detect/install Citrix Receiver you can use the light version, with fewer features, in your browser.

Use light version

If you have not already downloaded the Citrix Receiver, Check the box for 'I agree with the Citrix license agreement' and Click 'Download'
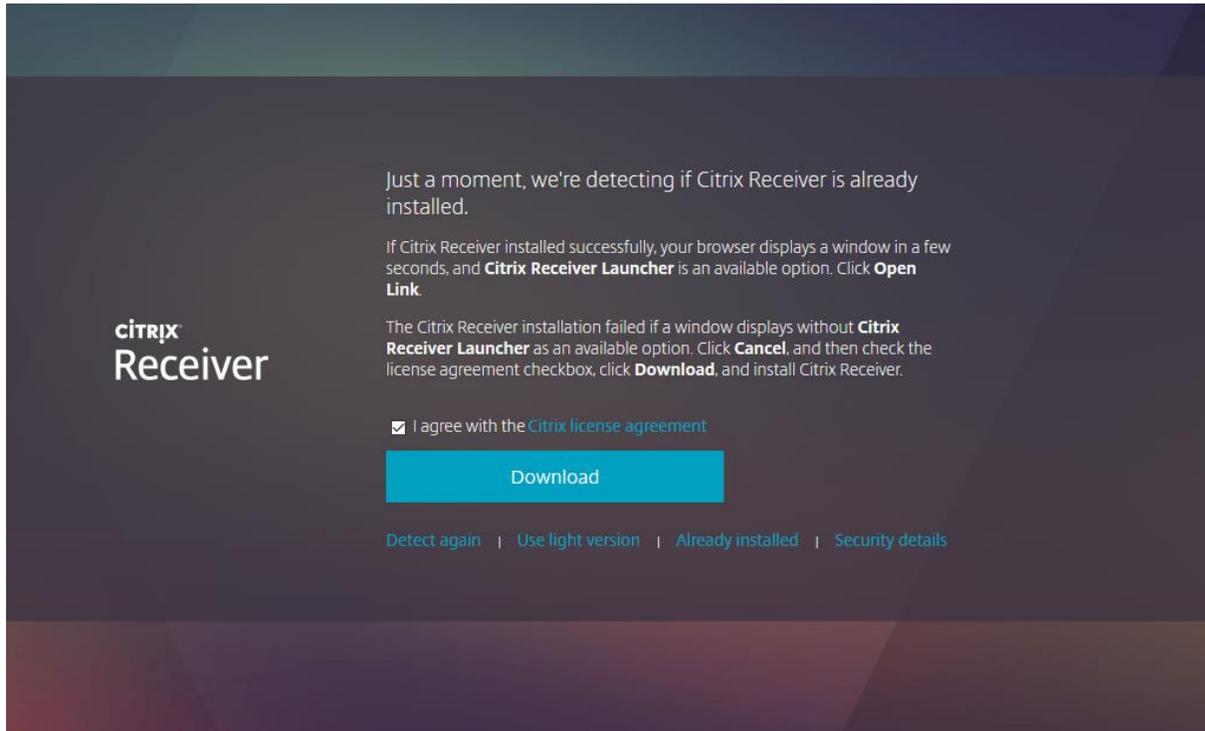
Click 'Save File'
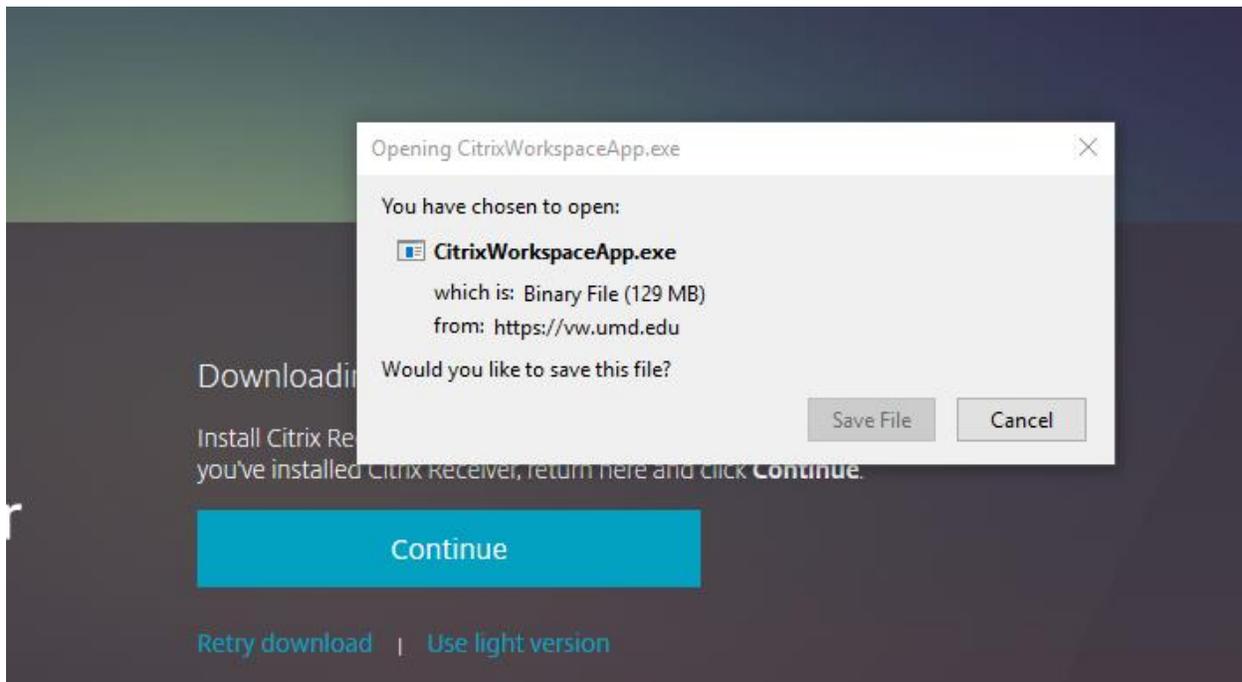
Locate the downloaded file on your computer (typically saved on your Downloads, Desktop, or Documents folder) -> Double-Click to launch the application -> When prompted to allow the Citrix Workspace application to make changes to your computer Click 'Yes'

(If you receive an error that you do not have admistrative rights to install applications on your machine, please contact your computer helpdesk personnel to grant you access to install the application)

> This PC > Downloads

Name

CitrixWorkspaceApp(1)

Click 'Start'

Citrix Workspace   ✕

Welcome to Citrix Workspace

Citrix Workspace app installs software that allows access to
virtual applications that your organization provides,
including software that allows access to the applications
that use your browser.

Workspace

- Allow applications access to your webcam and
microphone.
- Allow applications to use your location.
- Allow access to local applications authorized by your
company.
- Save your credential to sign in automatically.

Click Start to set up and install Citrix Workspace app on
your computer.

CITRIX

Start   Cancel

Click 'I accept the license agreement' and Click 'Next'
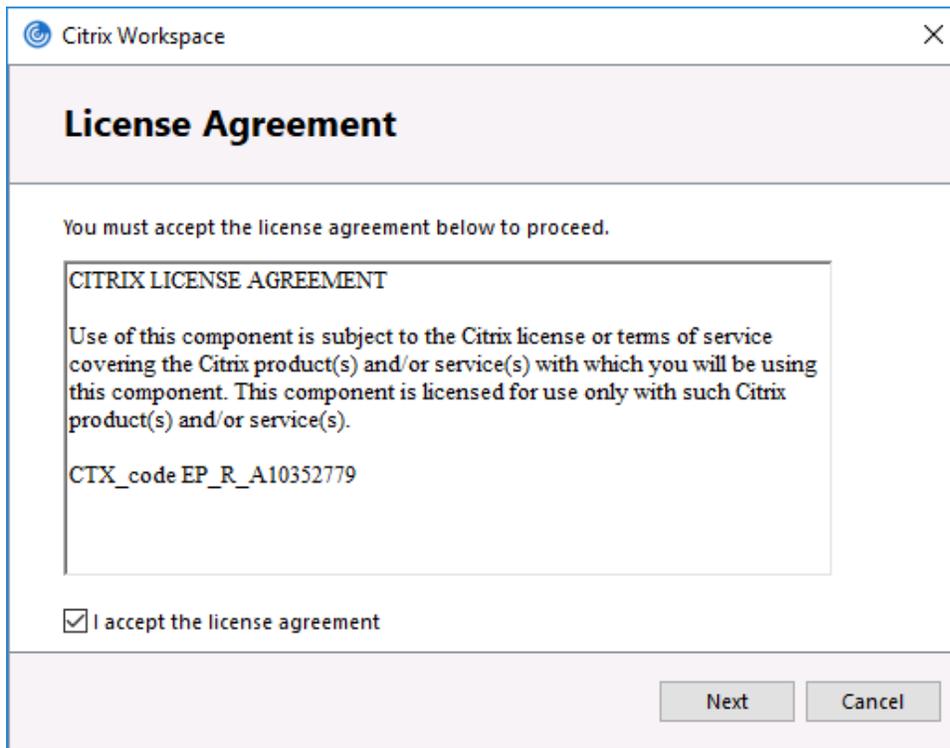
Click 'Install'
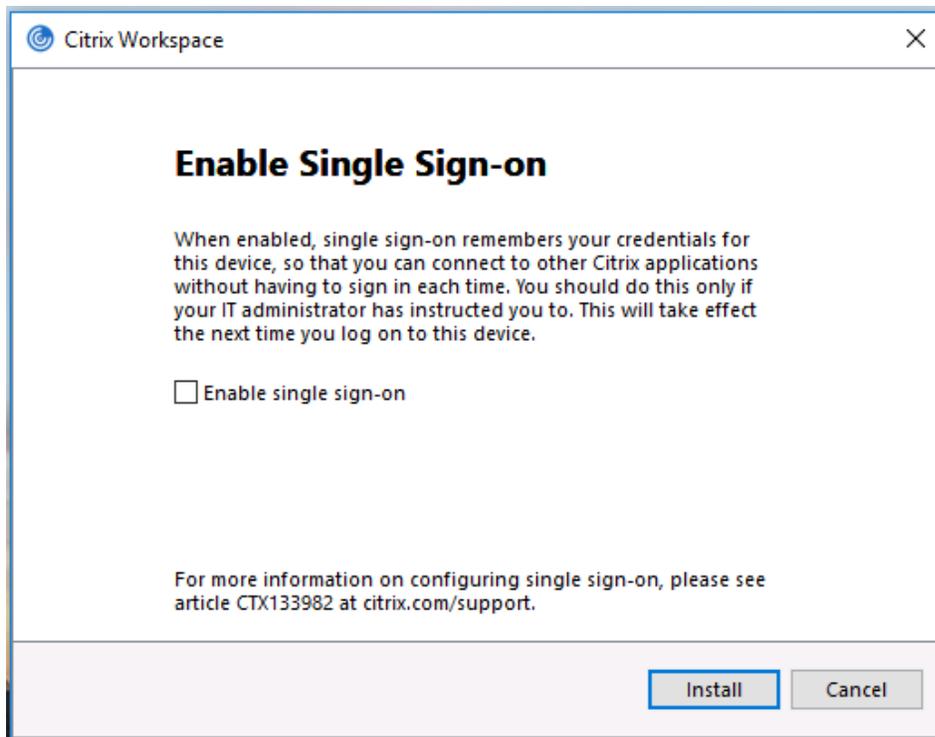
Click 'Finish' and Restart your computer
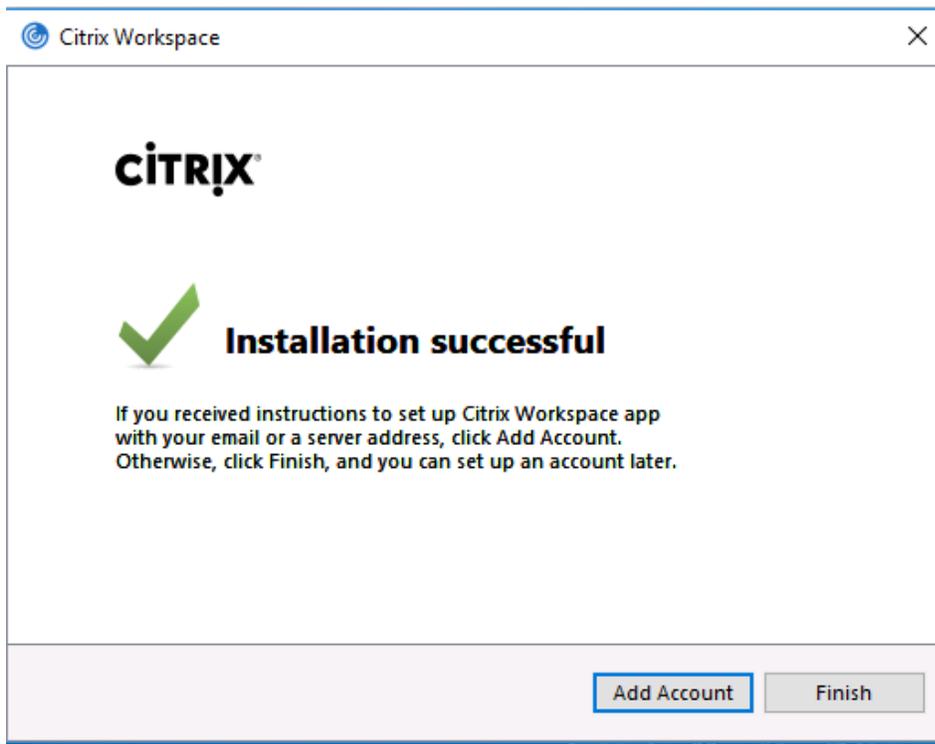
If the below screen is encountered, Click 'Close'. The Citrix Receiver Workspace has now been installed. Proceed with the login instructions at the beginning of this document.
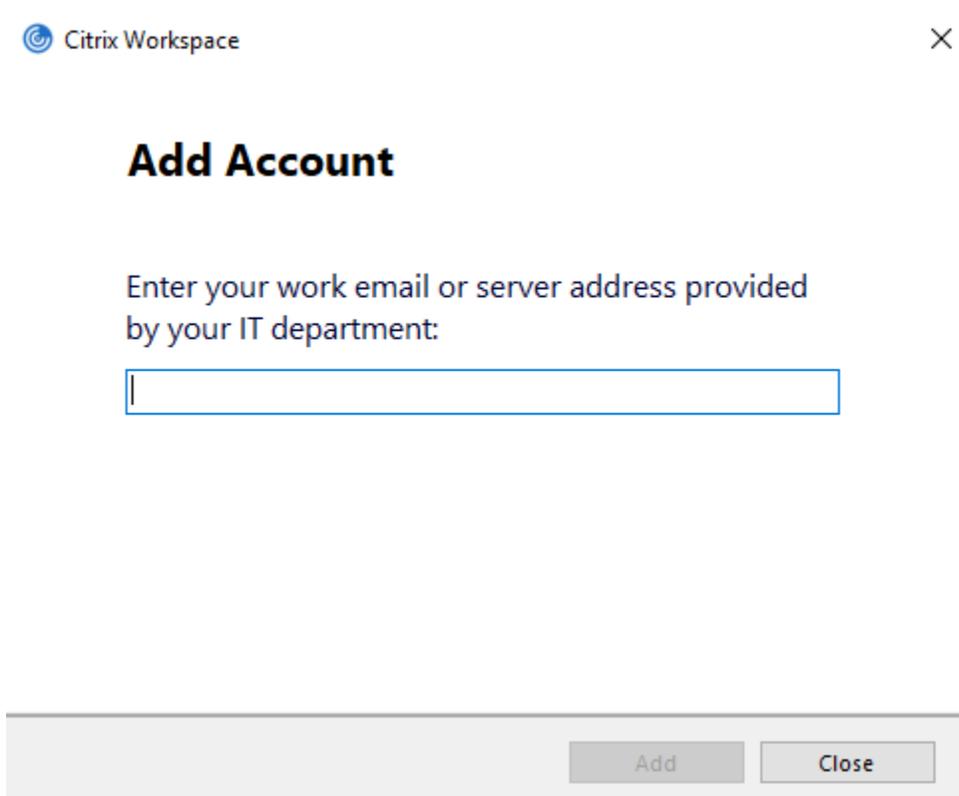
Note 2: Detecting Citrix Receiver –

Click on the gear icon in the upper-right hand corner of the screen -> Click on 'Account Settings'
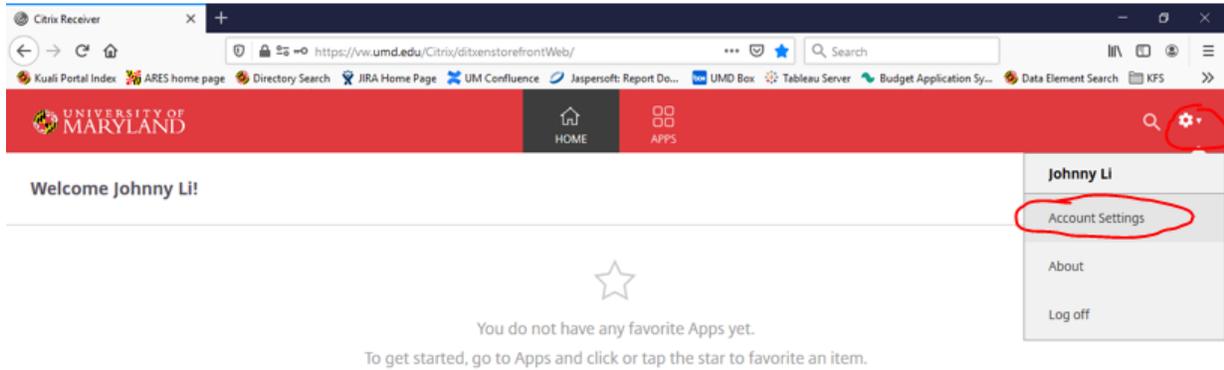
Click 'Change Citrix Receiver'
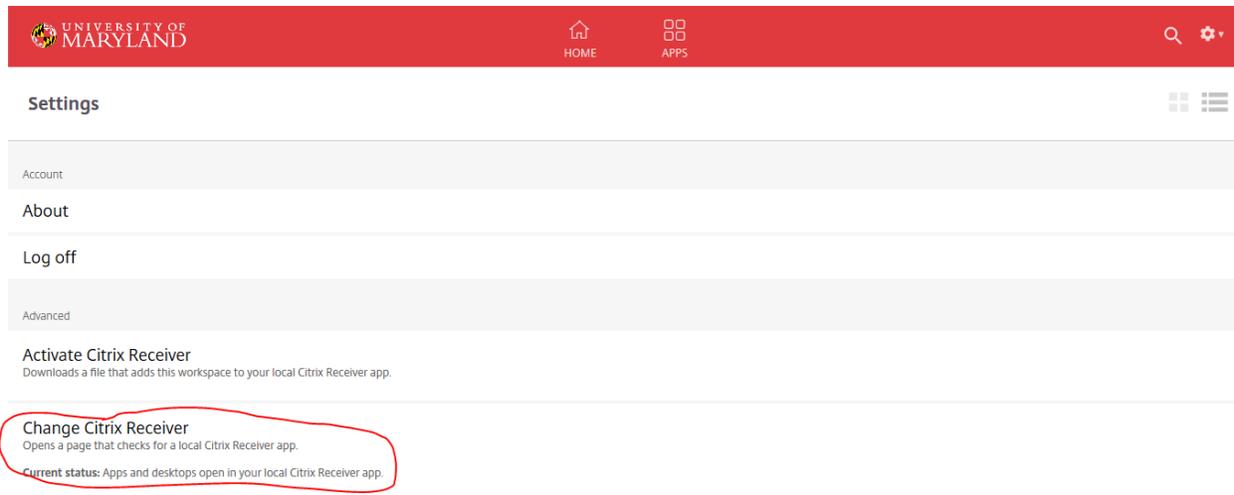
Click 'Detect Reciever' -> proceed with login steps above to BPM