

## BPM System Citrix Workspace Connection:

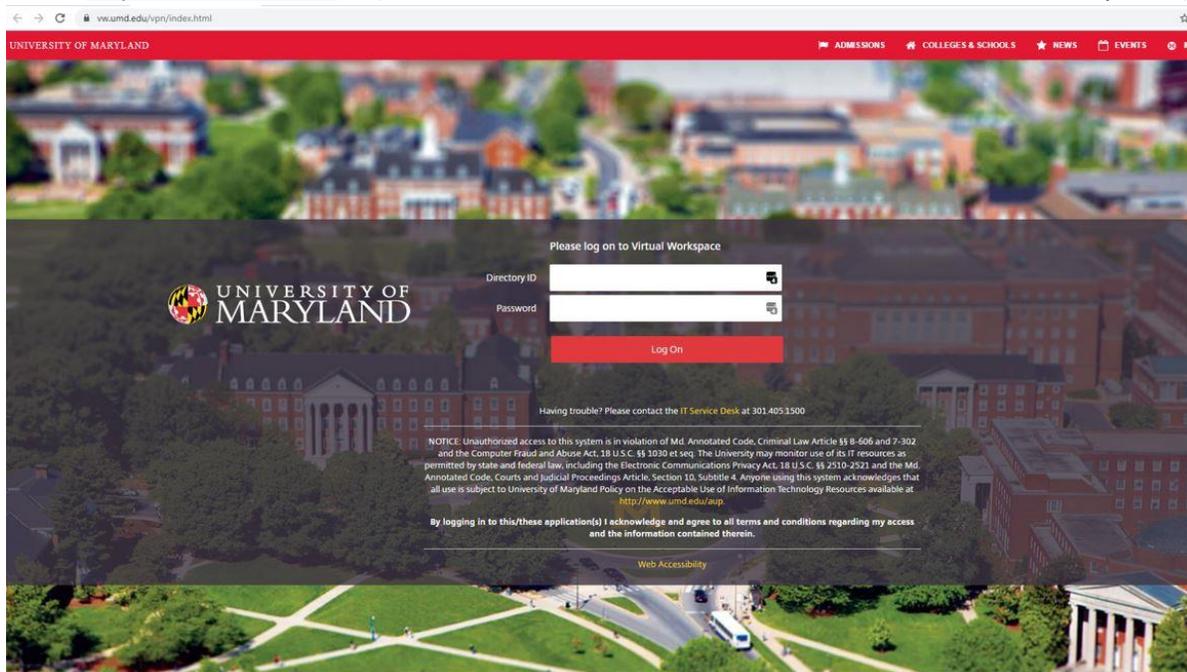
To All BPM Users:

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:

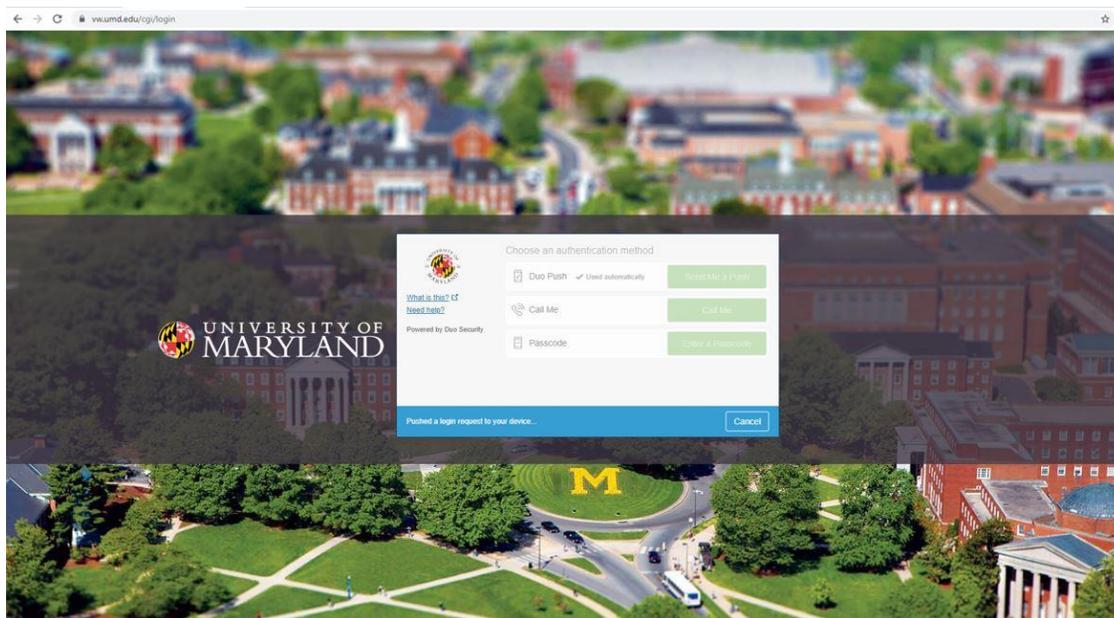
**The suggested internet browser for BPM is Mozilla Firefox**

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



The screenshot shows a web browser window with the URL [vw.umd.edu/vpn/index.html](https://vw.umd.edu/vpn/index.html). The page features a red navigation bar with links for Admissions, Colleges & Schools, News, and Events. Below the navigation bar is a large banner image of a university campus. In the center, there is a login form titled "Please log on to Virtual Workspace". The form includes a "Directory ID" field, a "Password" field, and a red "Log On" button. To the left of the form is the University of Maryland logo. Below the form, there is a "Having trouble? Please contact the IT Service Desk at 301.405.1500" link. A "NOTICE" section follows, stating that unauthorized access is a violation of state and federal law, and that the University monitors its IT resources. At the bottom, there is a "Web Accessibility" link and a statement: "By logging in to this/these application(s) I acknowledge and agree to all terms and conditions regarding my access and the information contained therein."

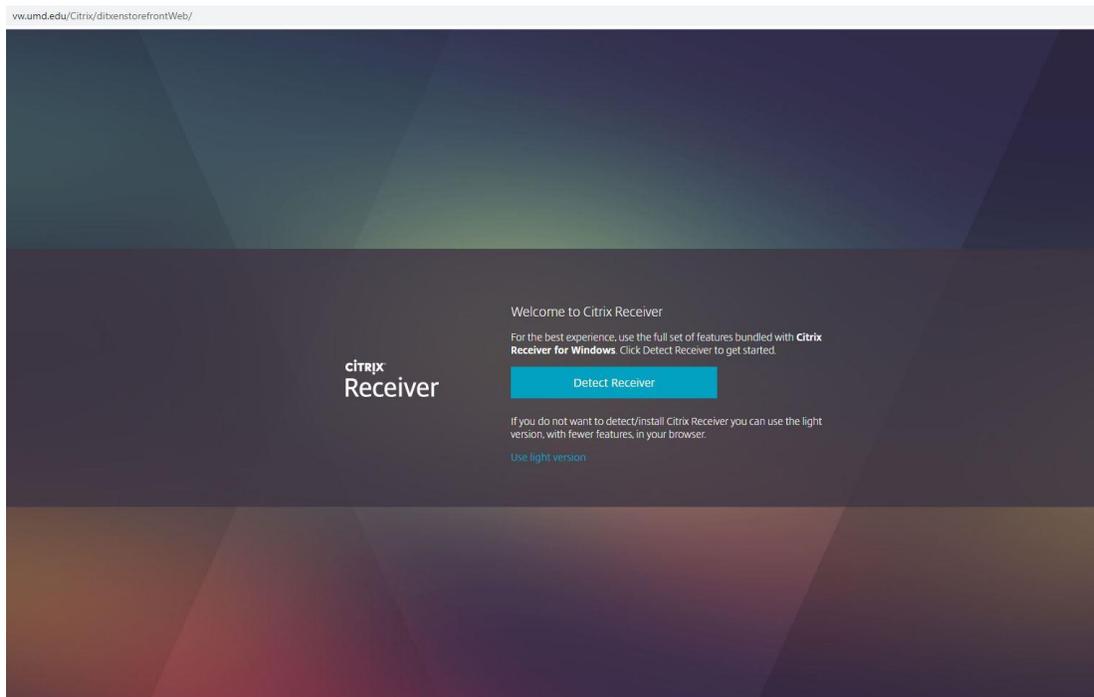
## CAS- Central Authentication Service



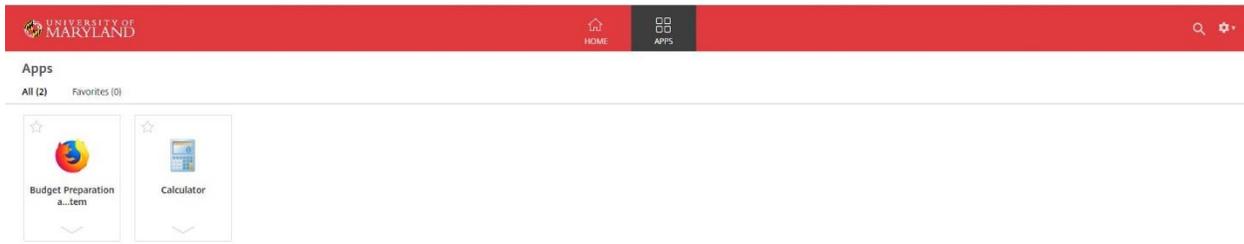
Click on 'Detect Receiver' (when prompted to open link for the Citrix Receiver, Click 'Open')

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

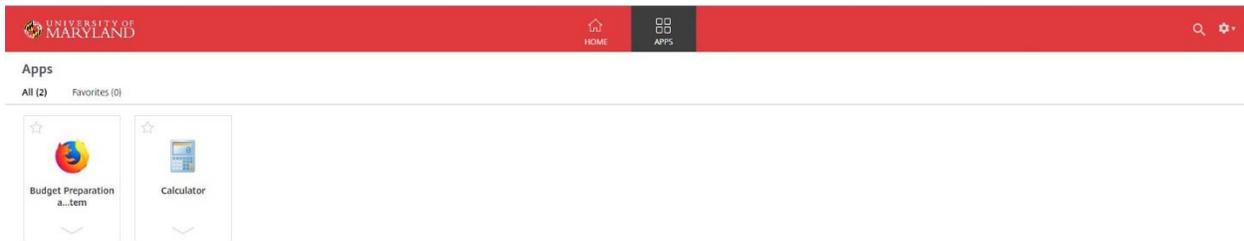
*(If you do not get the below 'Detect Receiver' message, refer to 'Note 2' at the bottom of this document to detect the receiver)*



Click on APPS tile –



Click on Budget Preparation and Maintenance System



## Enter Directory ID and Password

UNIVERSITY OF MARYLAND Central Authentication Service (CAS)

Directory ID

Password

Don't Remember Login

For security reasons, please log out and exit your Web browser when you finish accessing services that require authentication.

The Division of IT will never ask you to put your password into an email message, but scammers will. Do not share your password with others!

[Forgot your password?](#)  
[Forgot your ID?](#)  
[Need help?](#)

Having trouble? Please contact the [IT Service Desk](#) at 301.405.1500

NOTICE: Unauthorized access to this system is in violation of Md. Annotated Code, Criminal Law Article §§ 9-605 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. The University may monitor use of its IT resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and the Md. Annotated Code, Courts and Judicial Proceedings Article, Section 10, Subtitle 4. Anyone using this system acknowledges that all use is subject to University of Maryland Policy on the Acceptable Use of Information Technology Resources available at <http://www.umd.edu/aup>.

By logging in to this/these application(s) I acknowledge and agree to all terms and conditions regarding my access and the information contained therein.

[Web Accessibility](#)

## CAS- Central Authentication Service

UNIVERSITY OF MARYLAND Central Authentication Service (CAS)

Please complete your multi-factor authentication using Duo.

Device:

Choose an authentication method

Remember me for 24 hours

[What is this?](#)  
[Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

Powered by Duo Security

Having trouble? Please contact the [IT Service Desk](#) at 301.405.1500

NOTICE: Unauthorized access to this system is in violation of Md. Annotated Code, Criminal Law Article §§ 9-605 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. The University may monitor use of its IT resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and the Md. Annotated Code, Courts and Judicial Proceedings Article, Section 10, Subtitle 4. Anyone using this system acknowledges that all use is subject to University of Maryland Policy on the Acceptable Use of Information Technology Resources available at <http://www.umd.edu/aup>.

## BPMS Main Menu

Budget Preparation and Maintenance

https://finidb.umd.edu/BPMSCasPortal/Portal.aspx

UNIVERSITY OF MARYLAND Office of the Comptroller

### Welcome to Budget Preparation and Maintenance System

If you have already logged in and authenticated by University of Maryland Central Authentication System, then you will be taken to BPMS Main Menu. Otherwise, you will be directed to Central Authentication System for you to login. After successful login, you will be directed to BPMS Main Menu.

Please select Fiscal Year: 2020

Select Budget System:  Working Budget  Live  3A Working Budget  Training Working Budget

[BPMS Main Menu](#)

NOTICE: Unauthorized access to this computer is in violation of Article 27, Sections 45A and 14B of the Annotated Code of MD. The University may monitor use of this system as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. sections 2510 et seq. Anyone using this system acknowledges that all use is subject to University of Maryland Acceptable Use Guidelines available at [www.umd.edu/it/itp/uguidelines](http://www.umd.edu/it/itp/uguidelines)

If you experience problems or need help with BPMS, you may contact Budget Office at x55627 or e-mail [bfa@umd.edu](mailto:bfa@umd.edu).  
If you experience CAS login problems or need help you may contact the IT Help Desk at 301-405-1500

*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*



Citrix Receiver

https://www.umd.edu/Citrix/dt/enstorefrontWeb/

UNIVERSITY OF MARYLAND HOME APPS

Welcome Johnny Li!

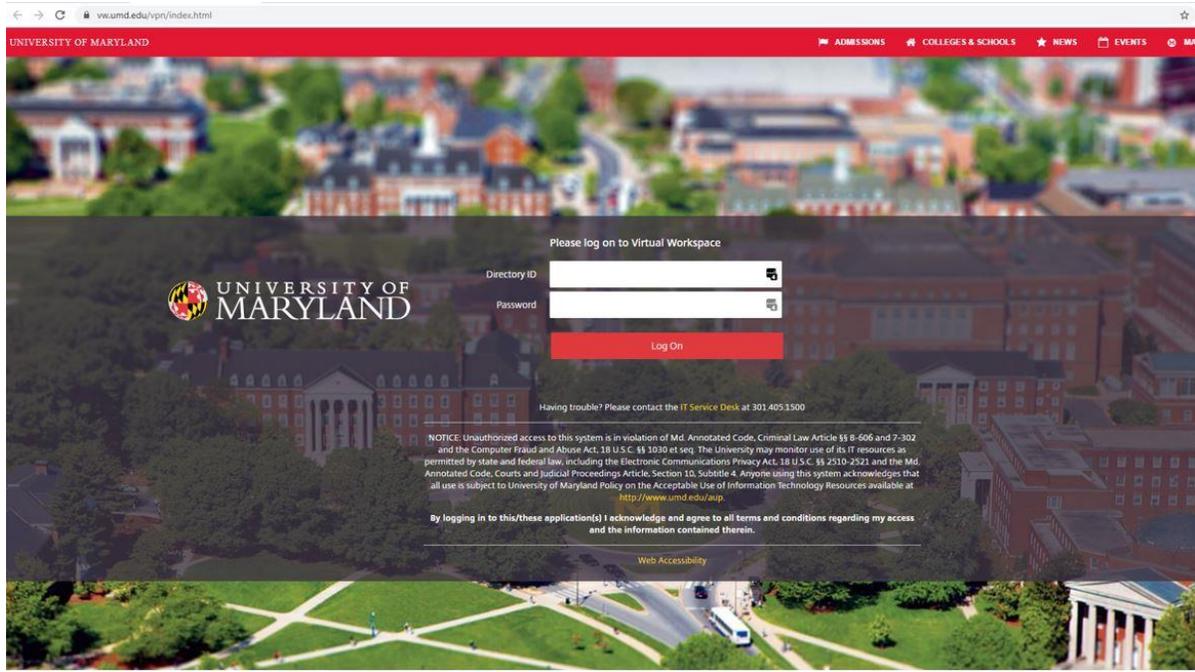
You do not have any favorite Apps yet.  
To get started, go to Apps and click or tap the star to favorite an item.

Johnny Li  
Account Settings  
About  
**Log off**

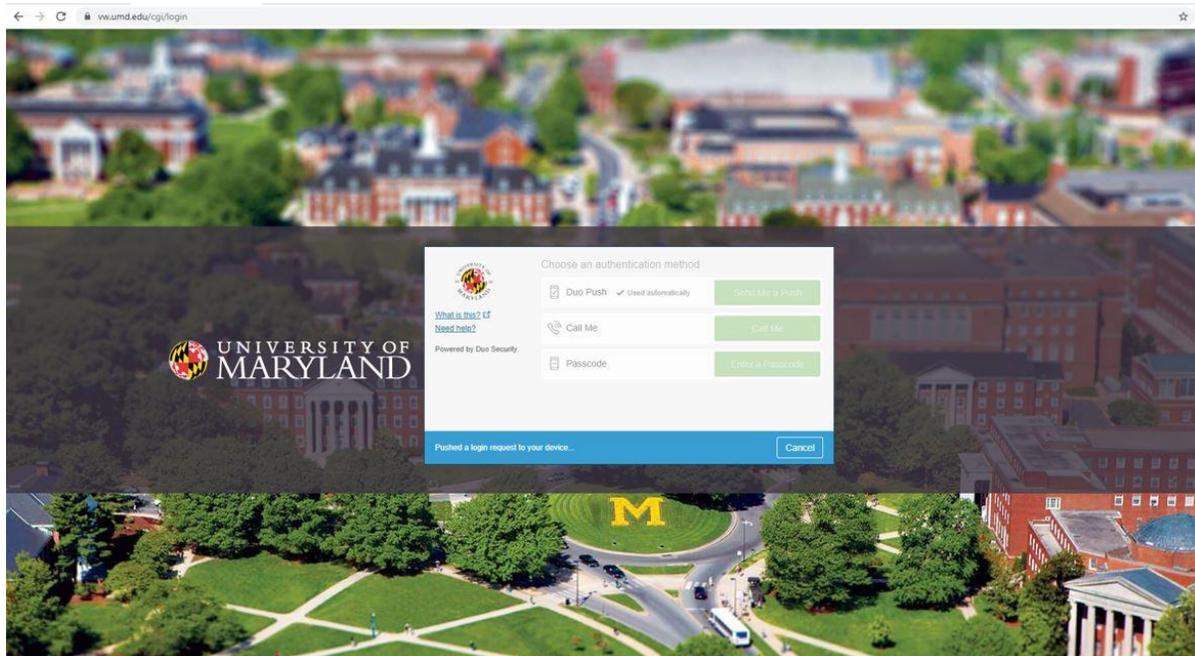
If you have bookmarked the BPM site, you may need to update the link for the new login screen. If you have questions, please feel free to email the Budget Office at [BFA@umd.edu](mailto:BFA@umd.edu) or call at (301) 405-5627

## Note 1: Installing Citrix Receiver –

Go to: <https://vw.umd.edu/>



## CAS- Central Authentication Service



Click on 'Detect Receiver'

www.umd.edu/Citrix/ditxenstorefrontWeb/



Welcome to Citrix Receiver

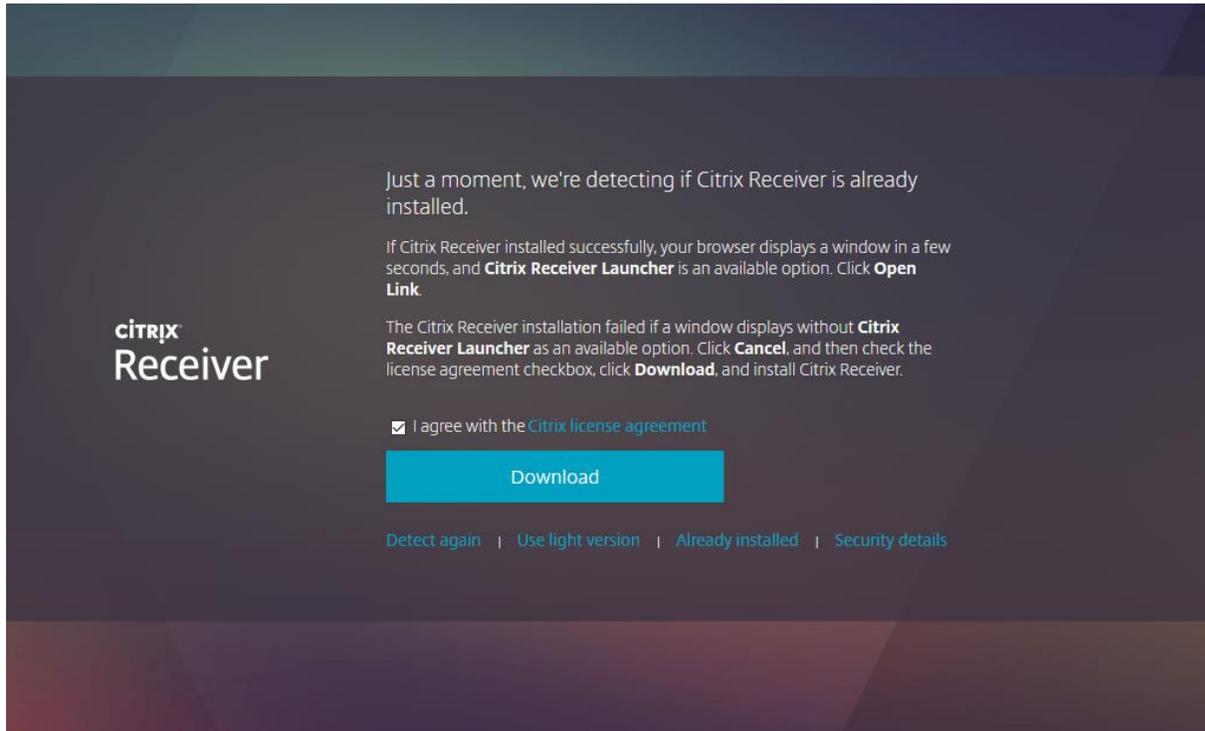
For the best experience, use the full set of features bundled with **Citrix Receiver for Windows**. Click Detect Receiver to get started.

[Detect Receiver](#)

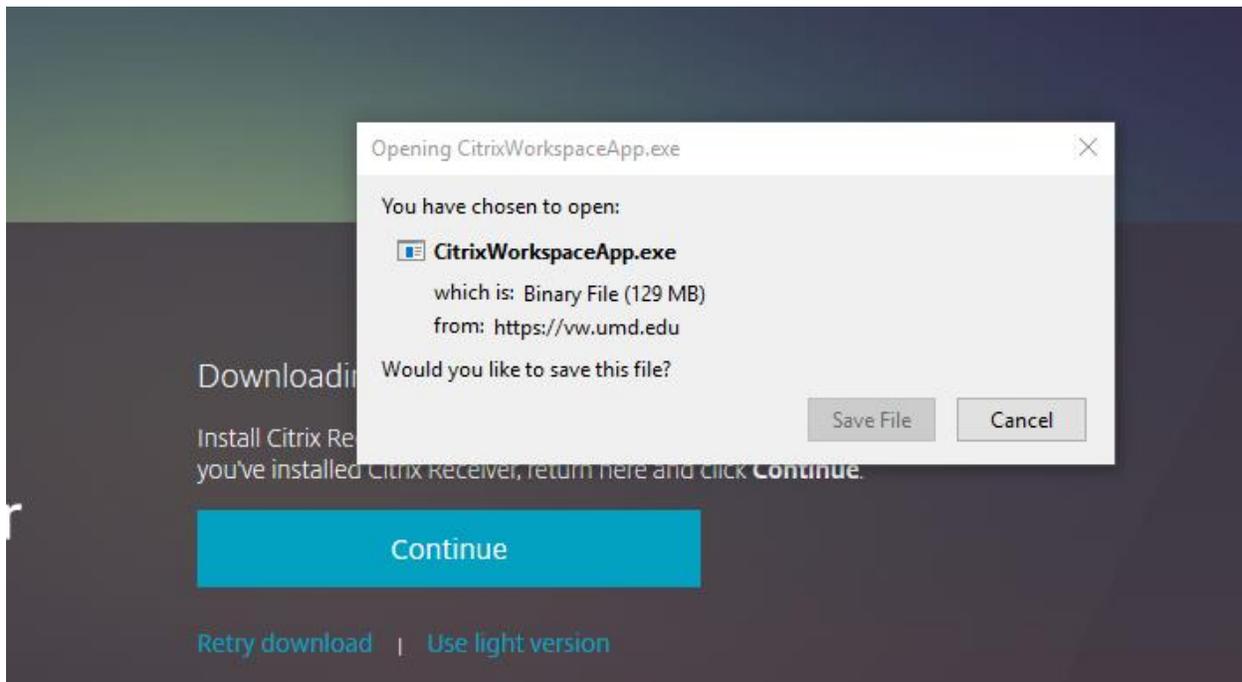
If you do not want to detect/install Citrix Receiver you can use the light version, with fewer features, in your browser.

[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'*

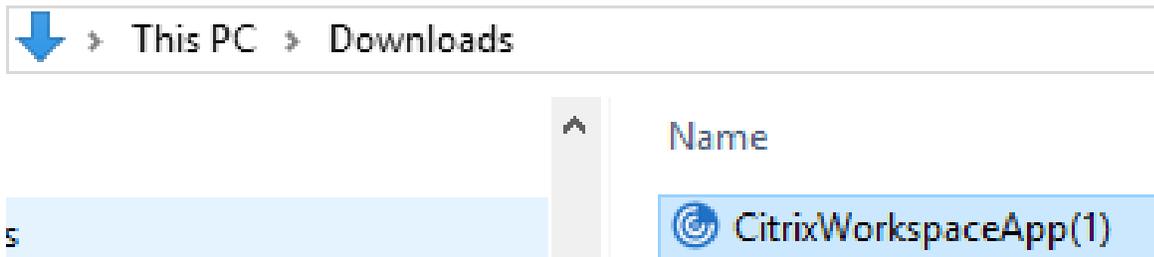


*Click 'Save File'*

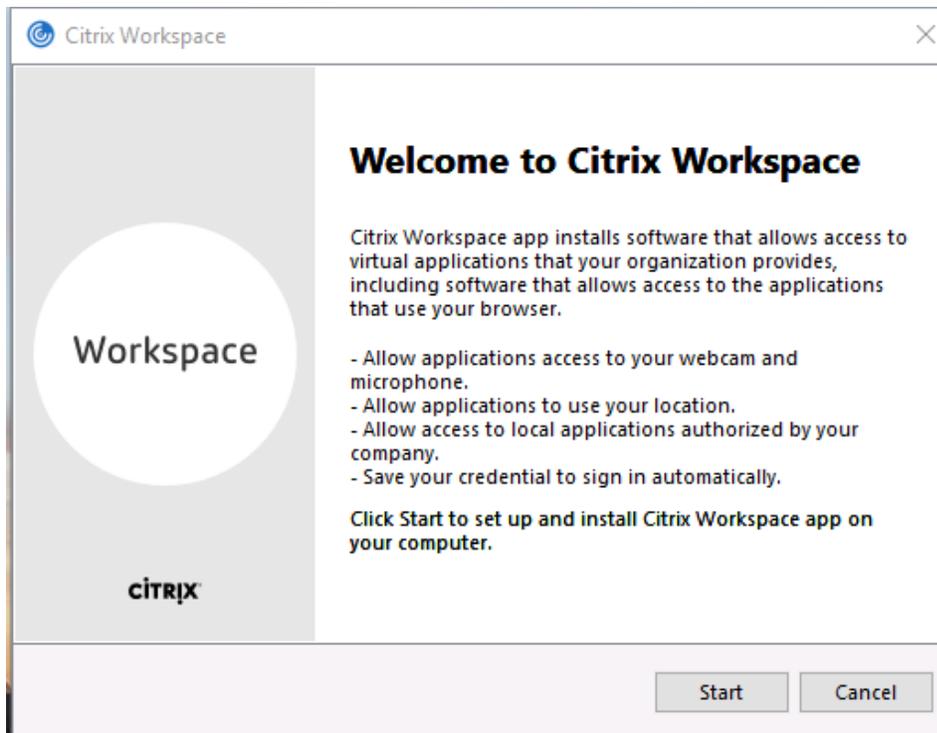


Locate the downloaded file on your computer (typically saved on your Downloads, Desktop, or Documents folder) -> Double-Click to launch the application -> When prompted to allow the Citrix Workspace application to make changes to your computer Click 'Yes'

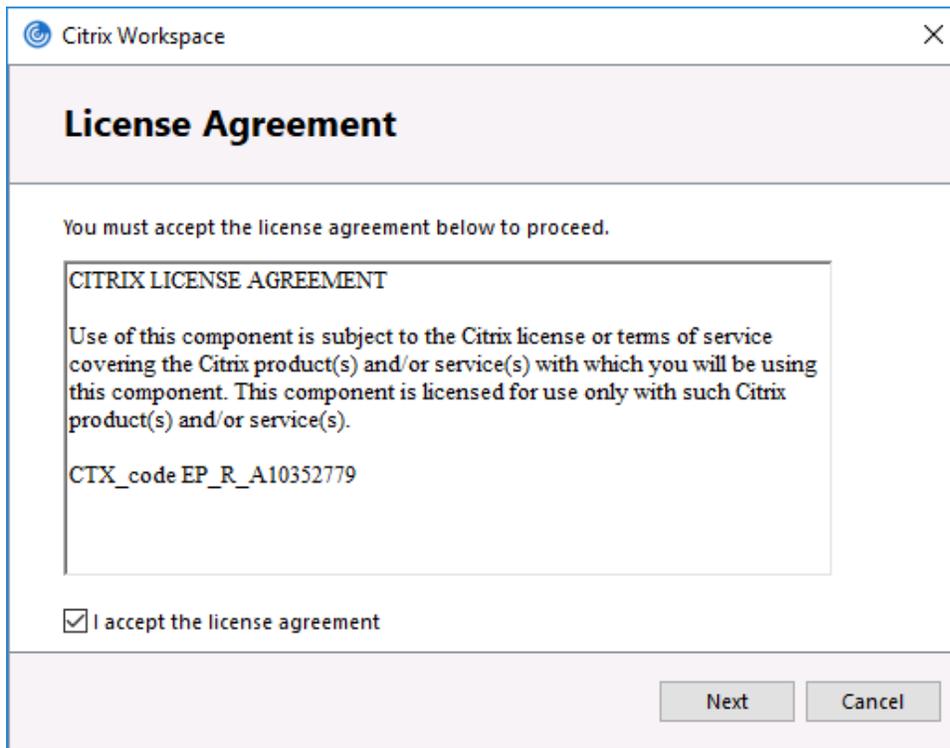
*(If you receive an error that you do not have administrative rights to install applications on your machine, please contact your computer helpdesk personnel to grant you access to install the application)*



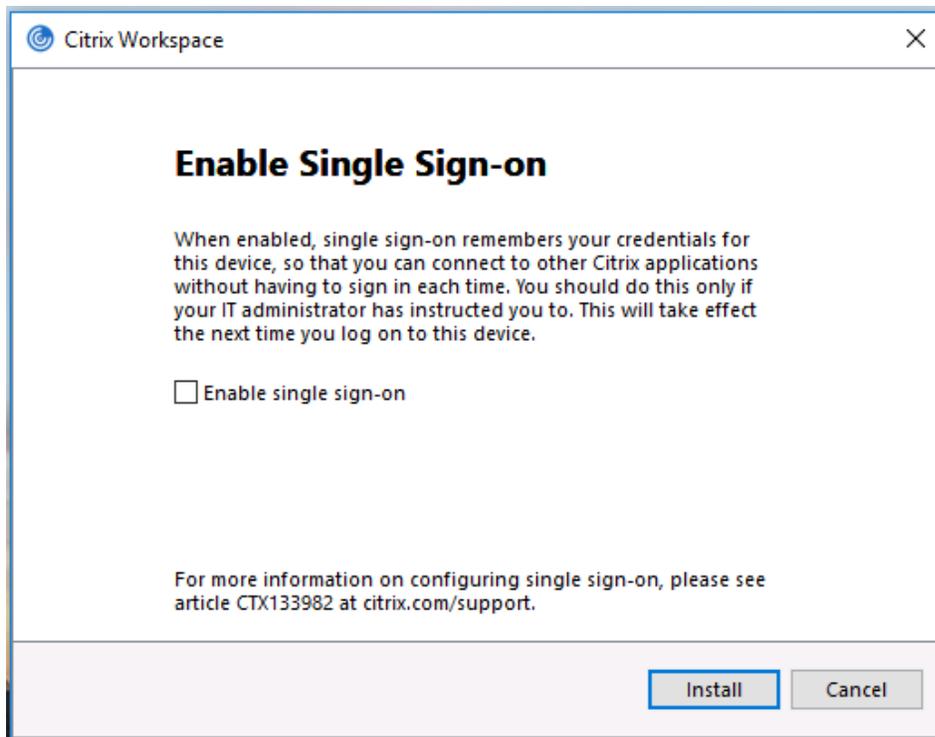
Click 'Start'



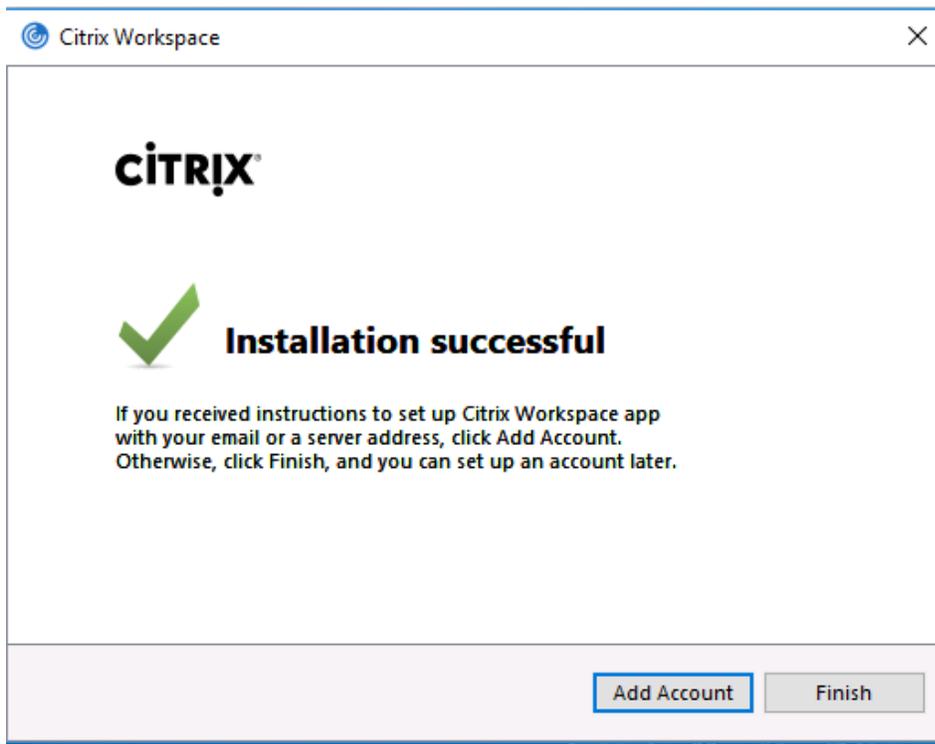
Click 'I accept the license agreement' and Click 'Next'



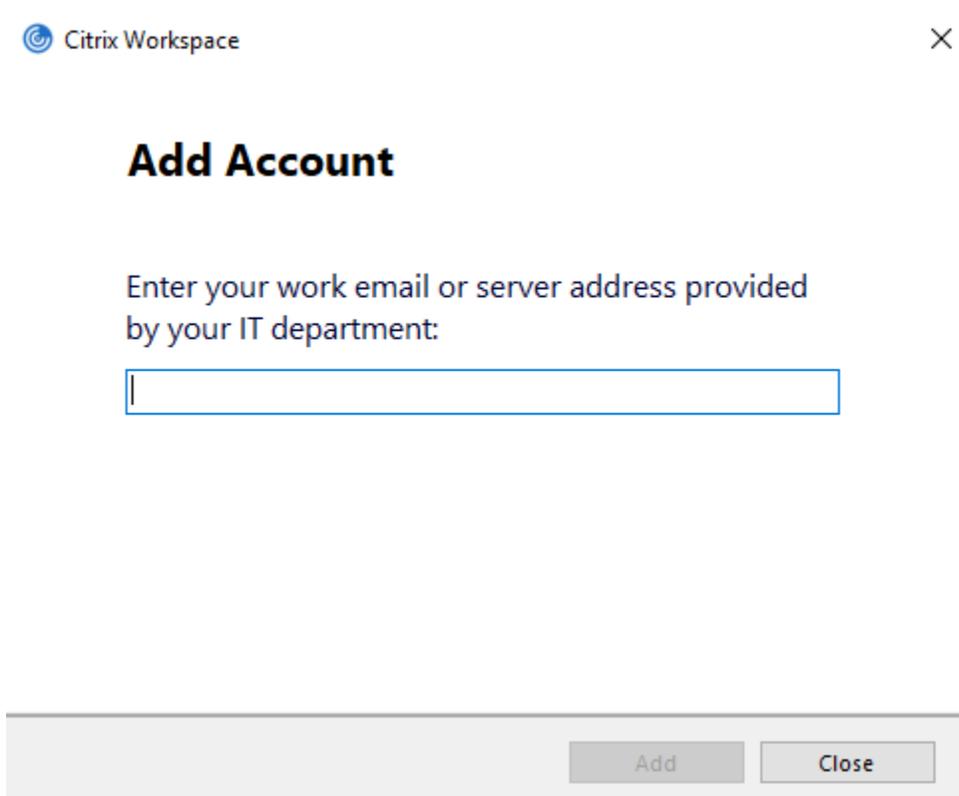
Click 'Install'



Click 'Finish' and Restart your computer

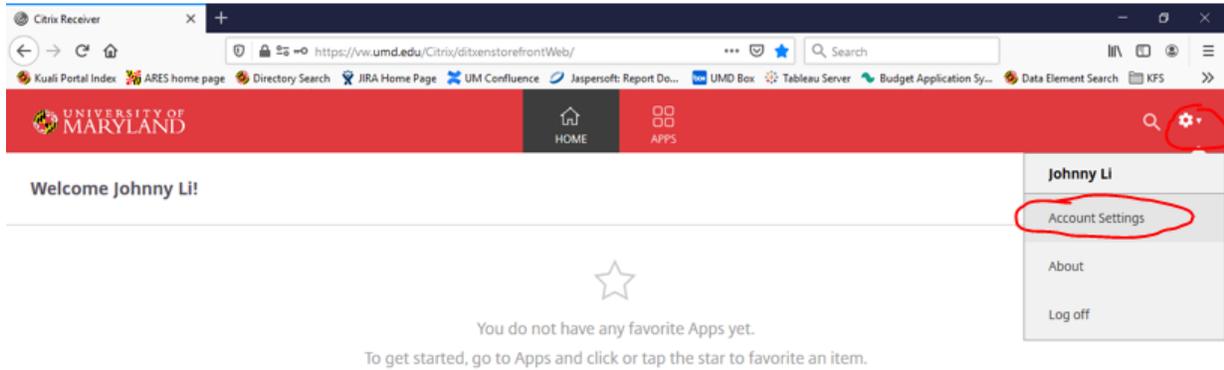


If the below screen is encountered, Click 'Close'. The Citrix Receiver Workspace has now been installed. Proceed with the login instructions at the beginning of this document.

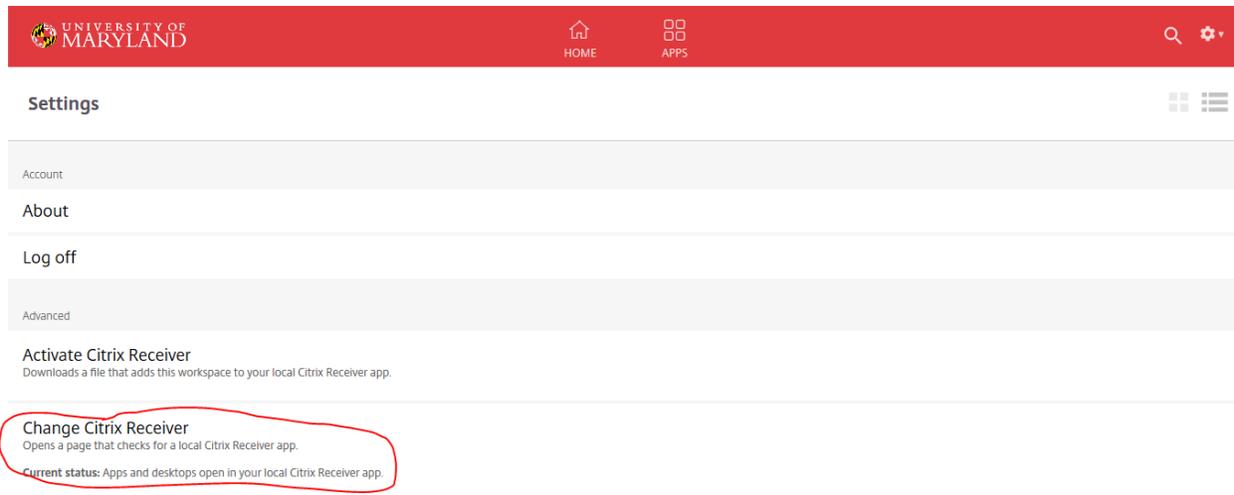


## Note 2: Detecting Citrix Receiver –

Click on the gear icon in the upper-right hand corner of the screen -> Click on 'Account Settings'



Click 'Change Citrix Receiver'



Click 'Detect Receiver' -> proceed with login steps above to BPM

