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:

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

![Login Portal](image-url)
**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)*
Click on APPS tile –

Click on Budget Preparation and Maintenance System
Enter Directory ID and Password

CAS - Central Authentication Service
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'**

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' 

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.

- 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 credentials to sign in automatically.

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

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

License Agreement

You must accept the license agreement below to proceed.

CITRIX LICENSE AGREEMENT

Use of this component is subject to the Citrix license or terms of service covering the Citrix product(s) and/or service(s) with which you will be using this component. This component is licensed for use only with such Citrix product(s) and/or service(s).

CTX_code EP_R_A10352779

I accept the license agreement
Click ‘Install’

Enable Single Sign-on

When enabled, single sign-on remembers your credentials for this device, so that you can connect to other Citrix applications without having to sign in each time. You should do this only if your IT administrator has instructed you to. This will take effect the next time you log on to this device.

[ ] Enable single sign-on

For more information on configuring single sign-on, please see article CTX133992 at citrix.com/support.

Click ‘Finish’ and Restart your computer

Installation successful

If you received instructions to set up Citrix Workspace app with your email or a server address, click Add Account. Otherwise, click Finish, and you can set up an account later.
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.

Add Account

Enter your work email or server address provided by your IT department:

[Input field]

[Add] [Close]