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’)
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

Please complete your multi-factor authentication using Duo.
BPMS Main Menu

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: 2023

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

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'
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 credential 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]

**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 ‘Next’

Click ‘Install’

![Enable Single Sign-on]

**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 CTX135982 at citrix.com/support.

[Install] [Cancel]
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