Budget Maestro Training – Launching the Program and Logging In

1. Click the VMware Horizon Client icon on your desktop.

2. Double click the centage-vapps icon within the VMware Horizon Client.

3. The User name should be your Bucks username (what you use to log into campus computers or MyBucks). Enter your VMware Horizon Password and click Login. The default password is “Maestro!” without the quotation marks. This password is not linked in any way to your main Bucks password. If you cannot get in call 508-948-0048 to have Cantage help you.
4. After logging in, click the **Budget Maestro 7** icon. This may take a few minutes to open; a connection icon will spin as it is loading.

5. A second login screen will appear after Budget Maestro loads. If your **User name** is not already present, enter it again (same as campus computer logins). By default everyone’s password is set for “**Maestro!**”. Next you will be asked to create a new one. If you have changed your password, enter it here and click **Login**. If you have problems with this password contact Loren Herbert [Loren.Herbert@bucks.edu](mailto:Loren.Herbert@bucks.edu) or ext. 8638.

6. If the second log in screen does not appear, click the **BCCC2018-19** option to open it.
7. If the log in screen shows **any other plan** click cancel and select this year’s plan.
8. If you see the Sharing popup window, click **Allow**. This is used to facilitate file transfers.

9. The main Budget Maestro screen will appear.

For a video of this [training material](#)