

Remote Access for Non-CPS Windows Machines - OS 10 and 11

A step-by-step guide

If you are working outside of a CPS facility and need to use systems such as HR4U Self-Service, Hyperion, and Oracle, you must log in to the CPS network using remote access software. Remote access software creates a secure connection to the CPS network and protects the information that is sent between your computer and the system.

This document is a step-by-step guide to install the software on a non-CPS/personal Windows computer and log in to the CPS network when working remotely.

Updated: December 12, 2024

[Table of Contents](#)

[Preparing Your Device](#)

[Installing Remote Access Software](#)

[Logging on to the CPS Network](#)

[Disconnecting from the CPS Network](#)

Preparing Your Device

Minimum Software Requirements

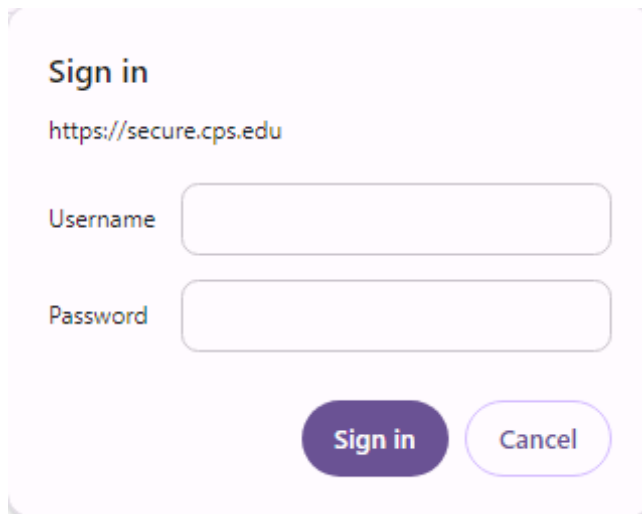
The minimum operating system required for the remote access software is **Windows 10 22H2** or the latest Windows 11.

IMPORTANT NOTES

- If you do not have **Windows 10 22H2** or higher, please upgrade your system to use the remote access software.
- Windows 10 will reach the end of support on October 14, 2025
- All Windows machines must be running Windows 11 by the Summer 2025

Installing Remote Access Software

1. Click [here](#) to download the CPS remote access software.
2. Enter your **CPS User Name** and **Password** then click **Sign in**. The installation package will download to your Downloads folder.

A light purple dialog box titled "Sign in" with the URL "https://secure.cps.edu" below it. It contains two input fields: "Username" and "Password". At the bottom right are two buttons: "Sign in" (solid purple) and "Cancel" (outlined purple).

Sign in

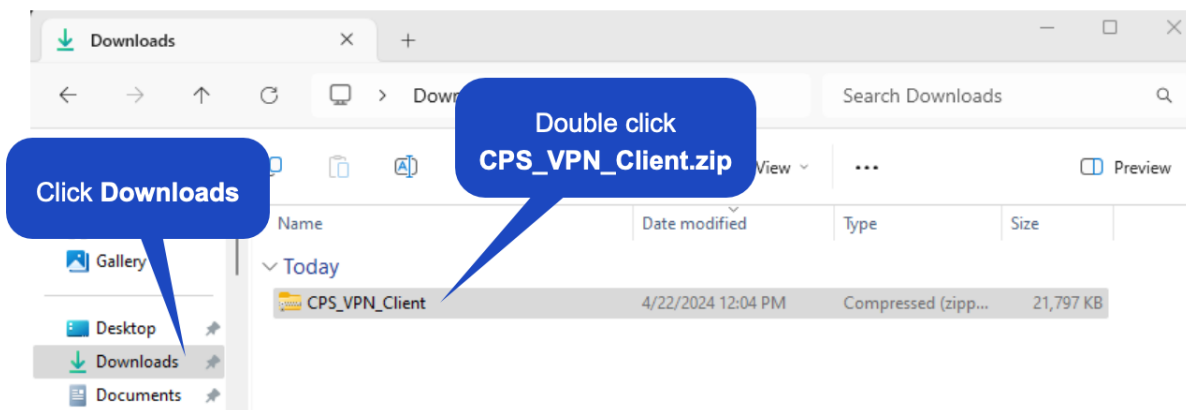
<https://secure.cps.edu>

Username

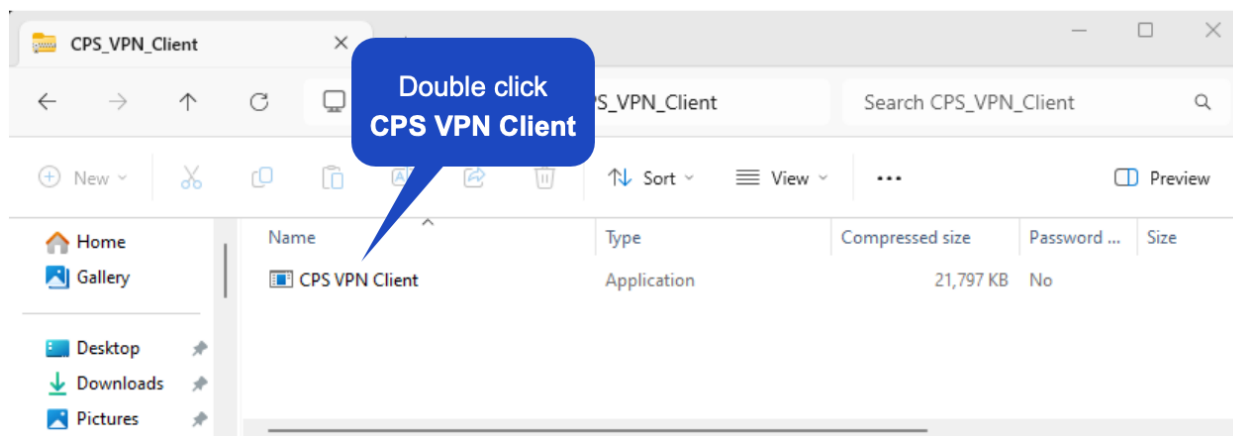
Password

Sign in Cancel

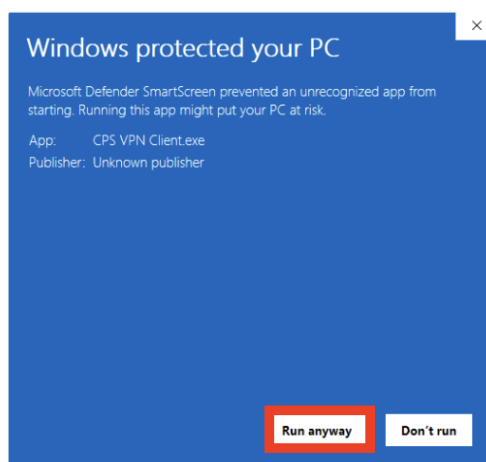
3. Click the **Folder** icon on your desktop.
4. Click the **Downloads** folder.
5. Double click **CPS_VPN_Client.zip** to unpackage the file.



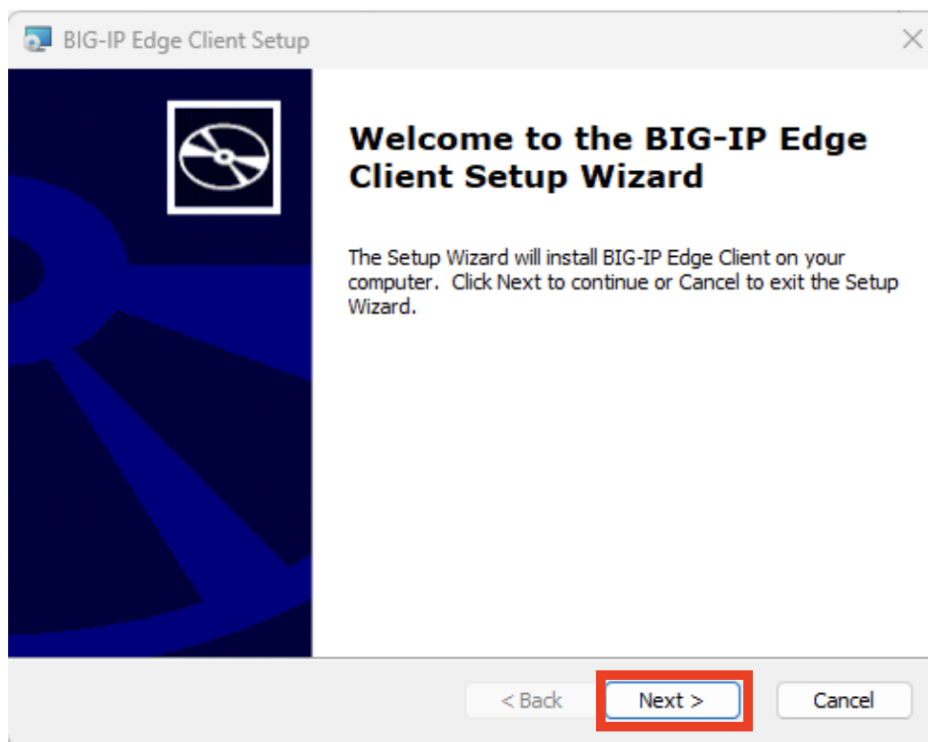
6. Double click the **CPS VPN Client.exe** application.



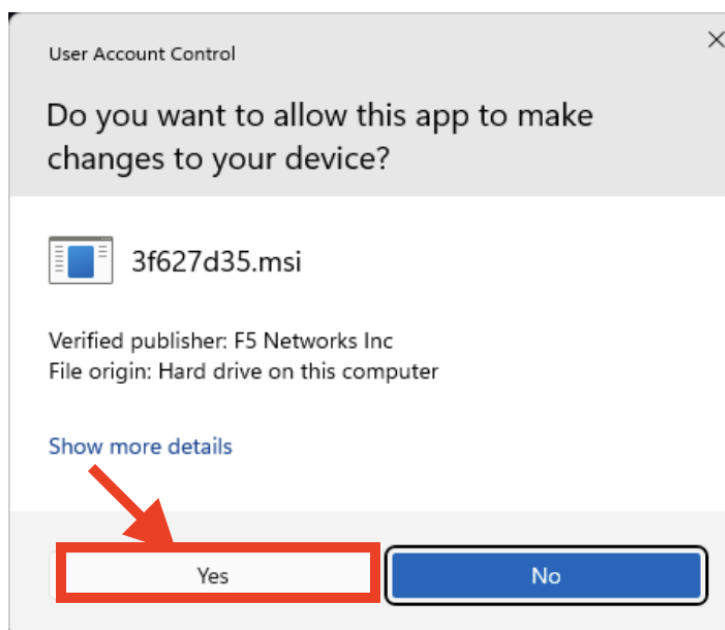
7. If you get a pop-up window like the one below, click **Run anyway**.



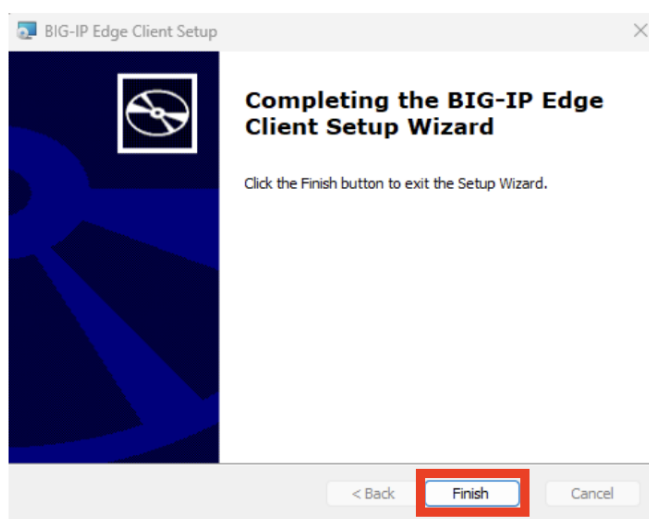
8. A BIG-IP Edge Client Setup window will appear, choose **Next**.



9. On the **Ready to Install** window, choose **Install**.
10. If a **User Account Control** pop-up window appears, click **Yes** to allow the program to run.



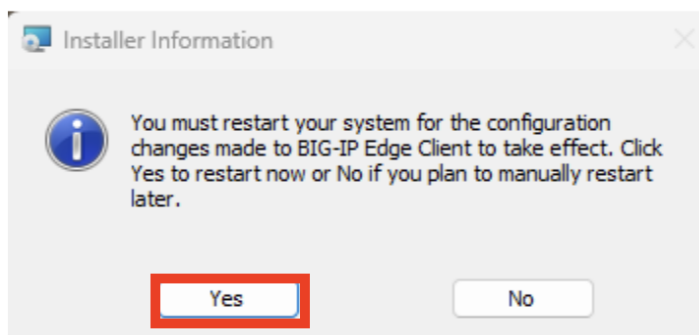
11. Click **Finish** to complete the BIG-IP Edge Client Setup Wizard.



12. Once the installation is complete, close any open programs or files.

NOTE: If you need to keep any files you are working on, you will need to save the file(s) before closing out of the file(s).

13. Click **Yes** in the **Restart required** pop-up window to restart your computer.



14. Log back into your desktop after your computer has restarted.

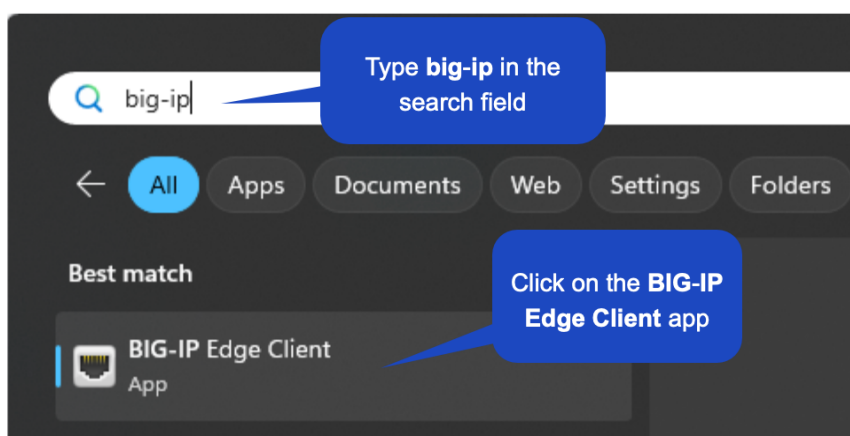
Logging on to the CPS Network

1. Click on the **Start** menu on your desktop.

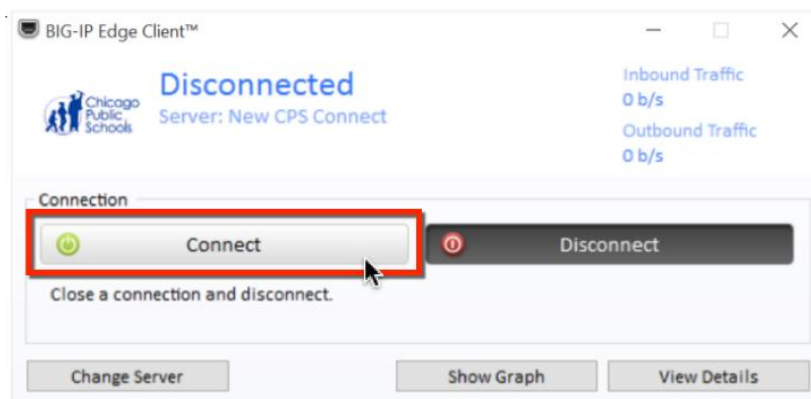


2. In the search field box, type **big-ip** then click on **BIG-IP Edge Client** App to launch the software.

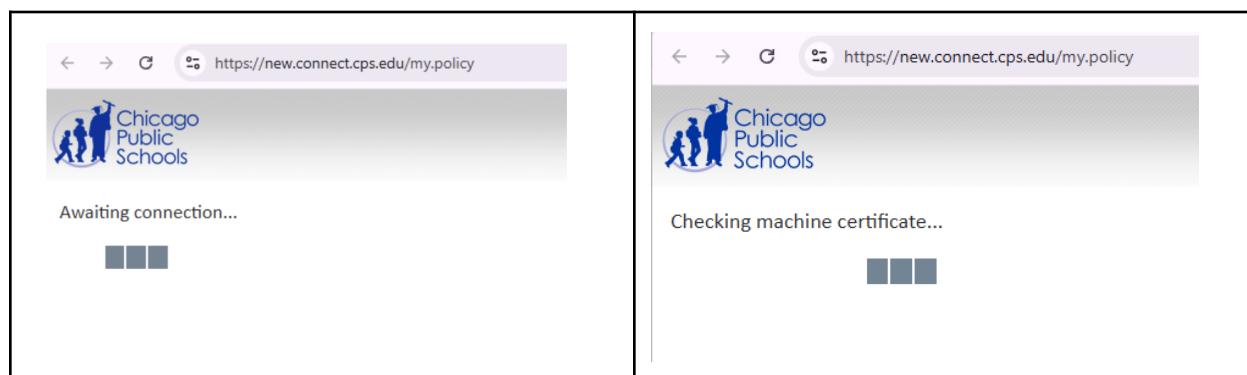
NOTE: If you right-click on **Big-IP Edge Client** and click **Pin to Taskbar**, you can save the icon to your taskbar for quick access to the software in the future.



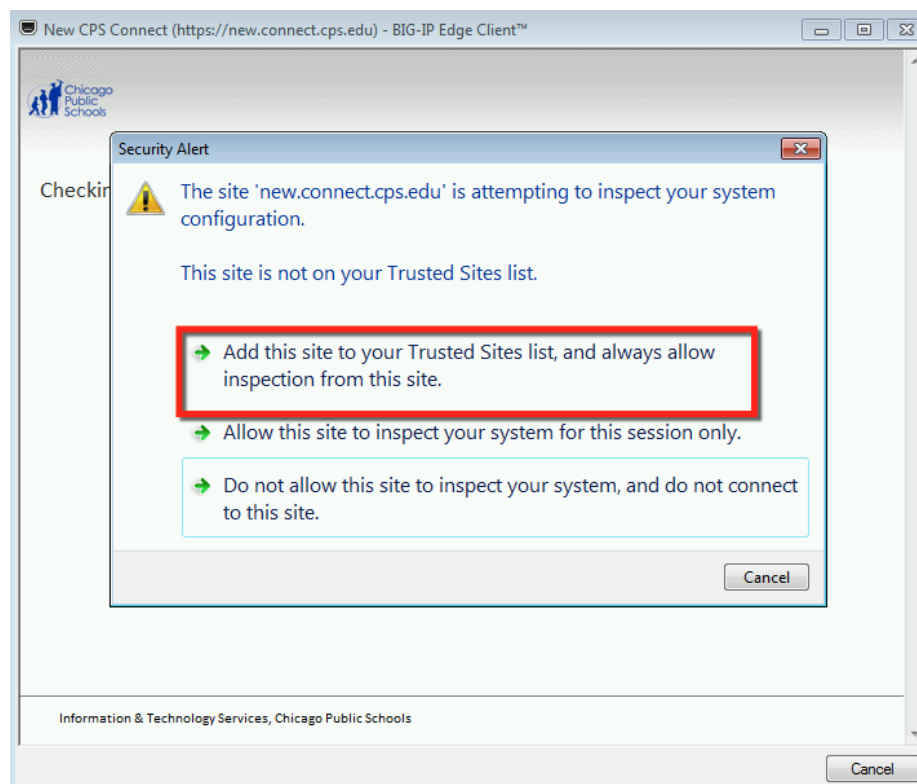
3. Click the **Connect** button to establish a remote access connection.



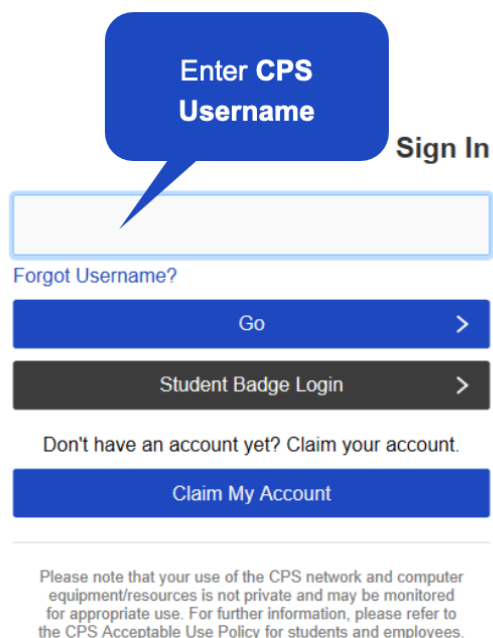
4. New web browser tabs appear stating, “Awaiting connection...” and another one appears saying, “Checking machine certificate...”



5. You may or may not receive a Security Alert pop-up window. If you receive it, click on the first option: **Add this site to your Trusted Sites list, and always allow inspection from this site.** If you don't see this window, then proceed to the next step. Wait for the login page to load.

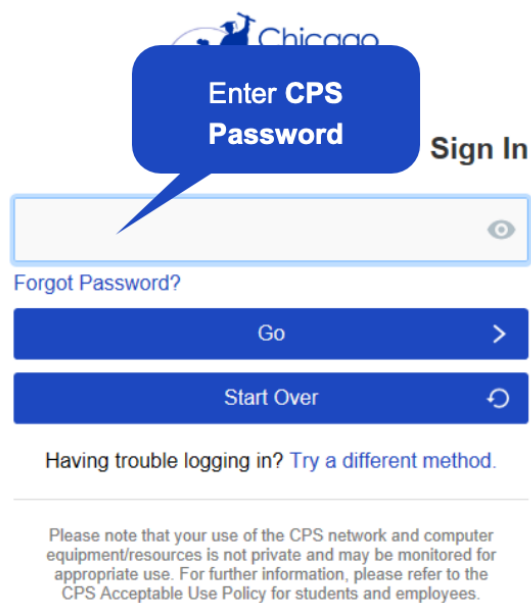


6. Enter your CPS **Username** and click **Go**.



The screenshot shows the 'Sign In' page for CPS. A blue speech bubble with the text 'Enter CPS Username' points to a text input field. To the right of the field is a 'Sign In' button. Below the field is a link for 'Forgot Username?'. There are two buttons: a blue 'Go' button with a right arrow and a grey 'Student Badge Login' button with a right arrow. Below these is a link 'Don't have an account yet? Claim your account.' and a blue 'Claim My Account' button. At the bottom, a disclaimer states: 'Please note that your use of the CPS network and computer equipment/resources is not private and may be monitored for appropriate use. For further information, please refer to the CPS Acceptable Use Policy for students and employees.'

7. Enter your CPS **Password** and click **Go**.



The screenshot shows the 'Sign In' page for CPS. A blue speech bubble with the text 'Enter CPS Password' points to a password input field with an eye icon. To the right of the field is a 'Sign In' button. Below the field is a link for 'Forgot Password?'. There are two buttons: a blue 'Go' button with a right arrow and a blue 'Start Over' button with a circular arrow icon. Below these is a link 'Having trouble logging in? Try a different method.' and a disclaimer: 'Please note that your use of the CPS network and computer equipment/resources is not private and may be monitored for appropriate use. For further information, please refer to the CPS Acceptable Use Policy for students and employees.'

8. Enter the **One-Time Password** obtained from the Google Authenticator app on your phone, then click **Go**.



Enter six-digit code

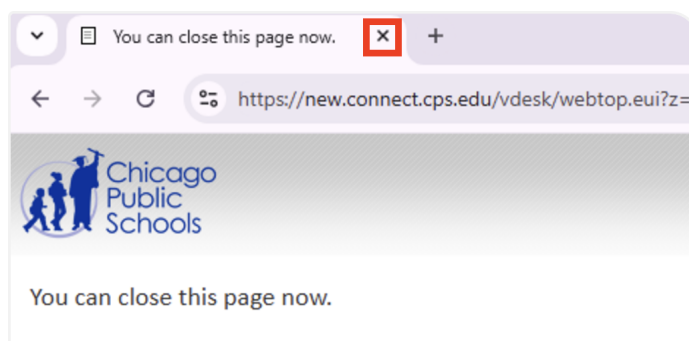
Go >

Start Over ↺

Having trouble logging in? [Try a different method.](#)

Please note that your use of the CPS network and computer equipment/resources is not private and may be monitored for appropriate use. For further information, please refer to the CPS Acceptable Use Policy for students and employees.

9. After successfully logging in, you will see this window prompting you to close it. Go ahead and close it by clicking the **X** in the browser.

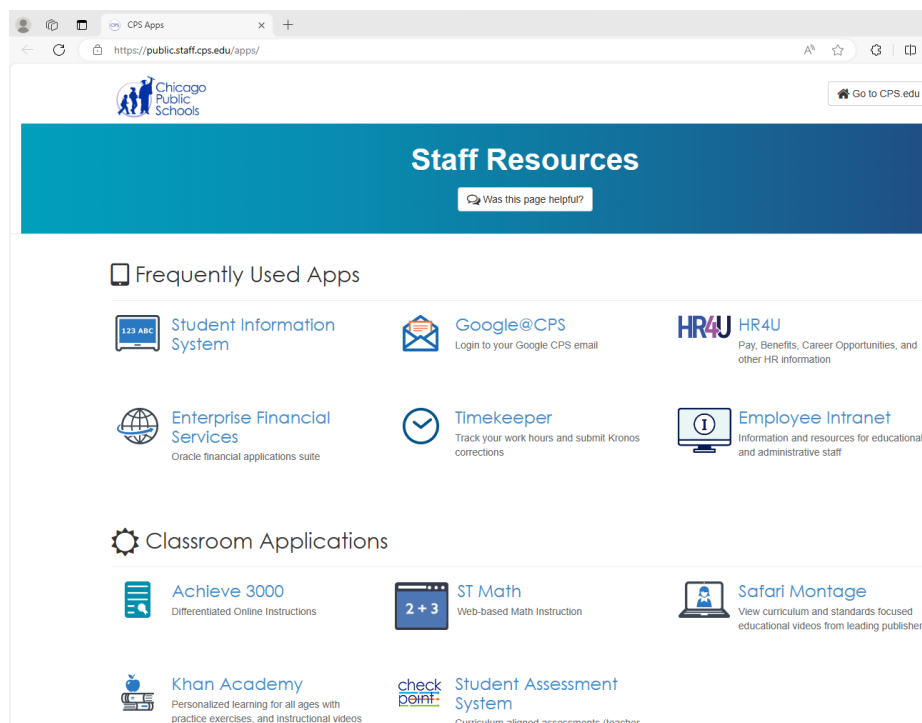


IMPORTANT NOTE:

If you need help with the Multi-Factor Authentication (MFA) code, follow [these](#) instructions for more setup information.

Once the remote access software is **Connected**, the CPS.edu **Staff Resources** page will

automatically open in your default browser and you may begin using CPS systems.

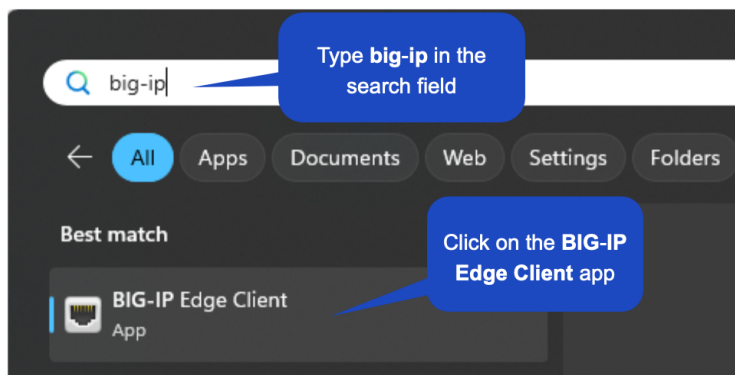


Disconnecting from the CPS Network

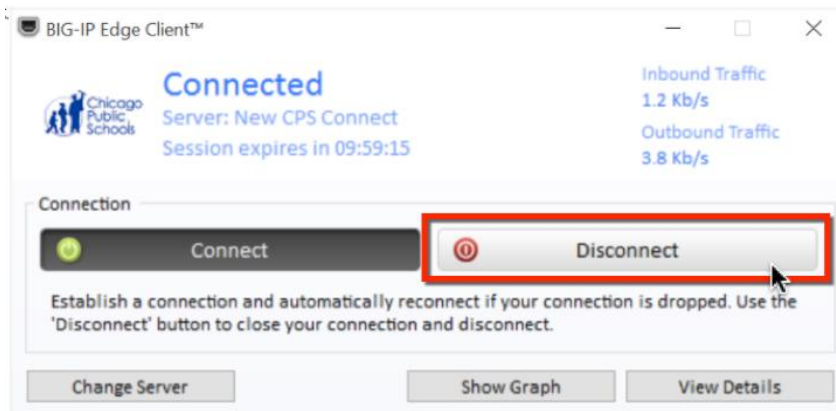
1. Click on the **Start** menu on your desktop.



2. In the search field box, type **big-ip** then choose **BIG-IP Edge Client App**.



3. Click the **Disconnect** button to end your remote access session. Click the **X** in the upper-right corner of the **BIG-IP Edge Client** pop-up window to exit.



4. A new browser tab will open, stating that the session is finished. Go ahead and close the tab by clicking the **X** in the browser.

