Instructions for Setting up CUNY Login MFA

The following *one-time procedure* provides instructions on setting up CUNY Login MFA for use with the Microsoft Authenticator mobile app.   If you already set up MFA for **VPN access**, you can continue using your existing **One-Time Password (OTP)** method. Once MFA is enabled for all apps using CUNY Login, you will be just prompted to enter the OTP code.

Important Note: The following steps assume the user is setting up MFA using both a computer and a mobile device. If you must complete the setup using only a mobile device, refer to page 10 of this guide: CUNY Login MFA User Guide.

Before You Begin

1. On your mobile device, download and install the **Microsoft Authenticator App** from the AppStore or PlayStore.

Important Note:

- ✓ Most CUNY students, faculty, and staff already have Microsoft Authenticator installed on their mobile device to access Microsoft 365 applications. Although the MFA procedures that follow refer to Microsoft Authenticator, the same general steps still apply if you use the Google Authenticator or Oracle Mobile Authenticator app instead.
- ✓ Please be aware and install the proper authenticator app. Do not install any 3rd party authenticator app.
- ✓ If possible, you should configure and maintain separate CUNY Login MFA authentication factors on different devices—such as your mobile phone and tablet— to ensure continued access in case one is replaced or lost.

Microsoft Authenticator

Microsoft Corporation

2. Open the **Microsoft Authenticator App** on your mobile device and pause. We will return to this later on in this article.

≡ Authenticator   🔍 +

3. In your browser window, go to the CUNY Login MFA Self Service (https://ssologin.cuny.edu/oaa/rui). If you receive a login error using a regular browser window, try using a *private/incognito window* instead. Instructions for accessing private/incognito windows are provided at the end.
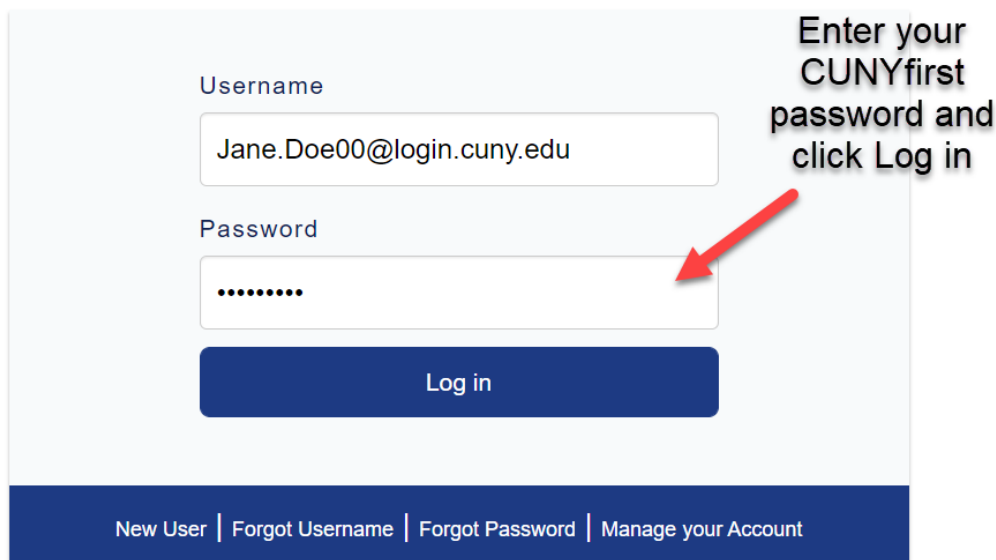
Important Note: For security purposes, if you visit the CUNY Login MFA Self-Service page **more than three times without successfully setting up at least one MFA factor,** your account will be **locked**. If this happens, you will need to contact the Help Desk.

4. At the CUNY Login page, enter your CUNY Login username and password, then click **Login:**

CUNY Login

Log in with your CUNY Login credentials
If you do not have a CUNYfirst account, see the FAQs.

Username

Jane.Doe00@login.cuny.edu

Password

••••••••

Enter your CUNYfirst password and click Log in
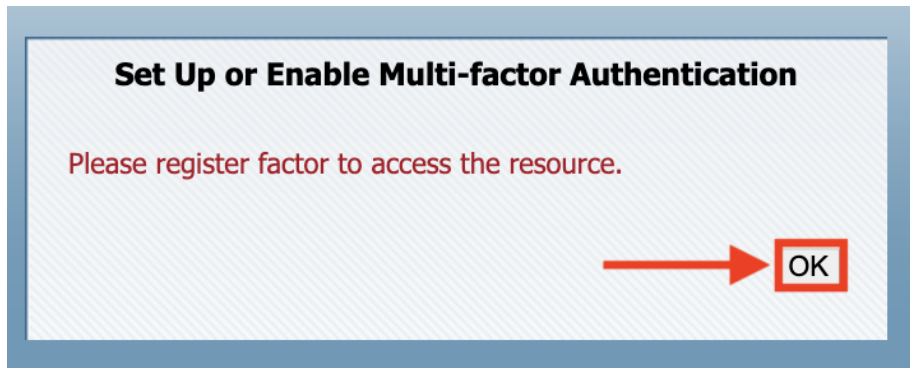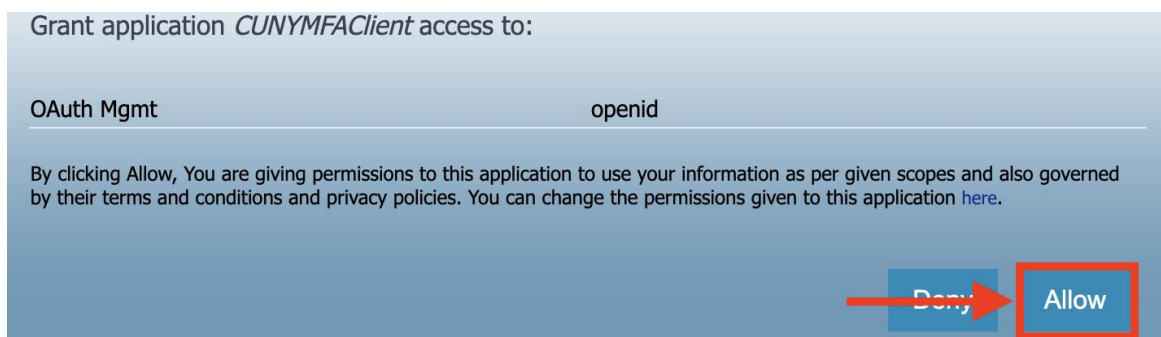
Log in

New User | Forgot Username | Forgot Password | Manage your Account

5. Click **OK** on the next page:

Set Up or Enable Multi-factor Authentication

Please register factor to access the resource.

OK

6. Click **Allow** on the next page:

Grant application *CUNYMFAClient* access to:

OAuth Mgmt   openid

By clicking Allow, You are giving permissions to this application to use your information as per given scopes and also governed by their terms and conditions and privacy policies. You can change the permissions given to this application here.

Deny   Allow

7. On the next page under **My Authentication Factors** click on **Manage:**

My Authentication Factors

Manage
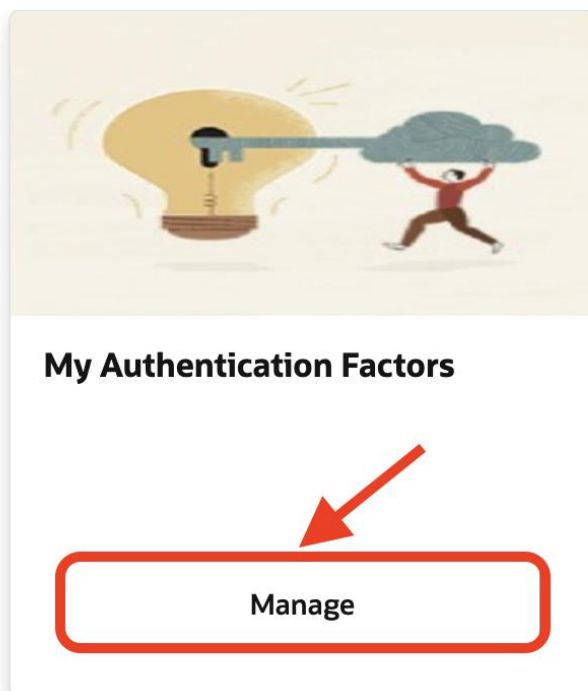
8. Click on **Add Authentication Factor** and then click on **Mobile Authenticator - TOTP:**
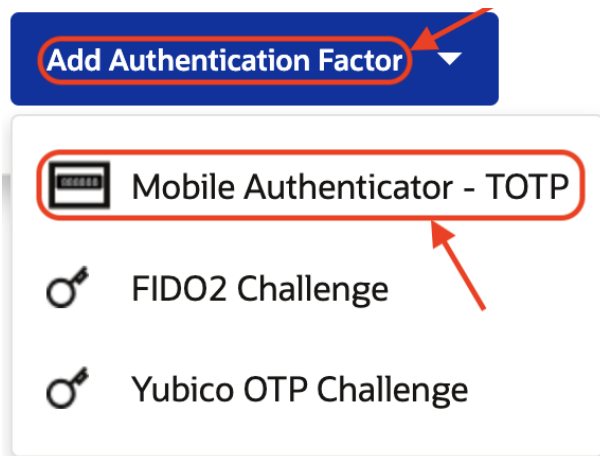
9. Next enter a **Friendly Name**, for example CUNY_Login_MFA.

Note: Be sure to use a unique name to avoid confusion with other MFA accounts.

10. A **QR Code** is visible on the same page, click on **Verify**

Friendly Name

CUNY_Login_MFA

Enter the key below, manually in your Authenticator Application

****

Or

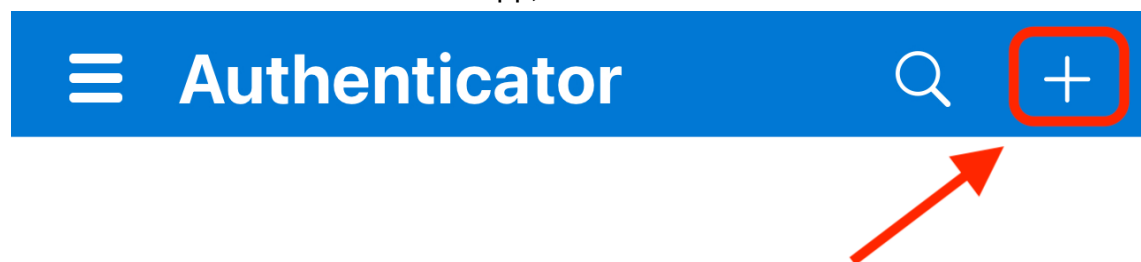Scan the QR code below, from the Authenticatior application
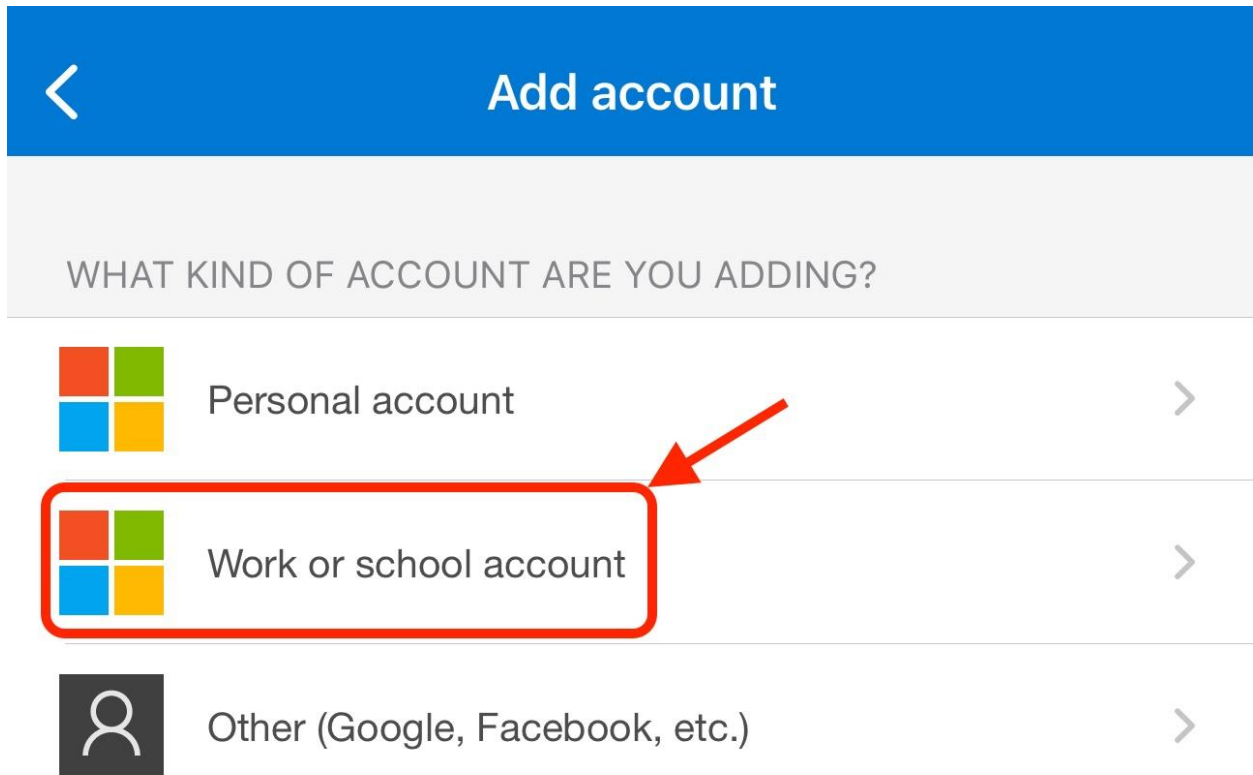

Cancel   **Verify Now**   **Verify Later**

Now.

Pause and return to the **Microsoft Authenticator App** on your mobile device.

11. In the Microsoft Authenticator App, click on the "+"

☰ **Authenticator**   🔍   **+**

and choose **Work or school account.**

12. Click on **Scan QR Code. Note:** If your mobile device prompts for camera access during this step, please click on **Allow.**
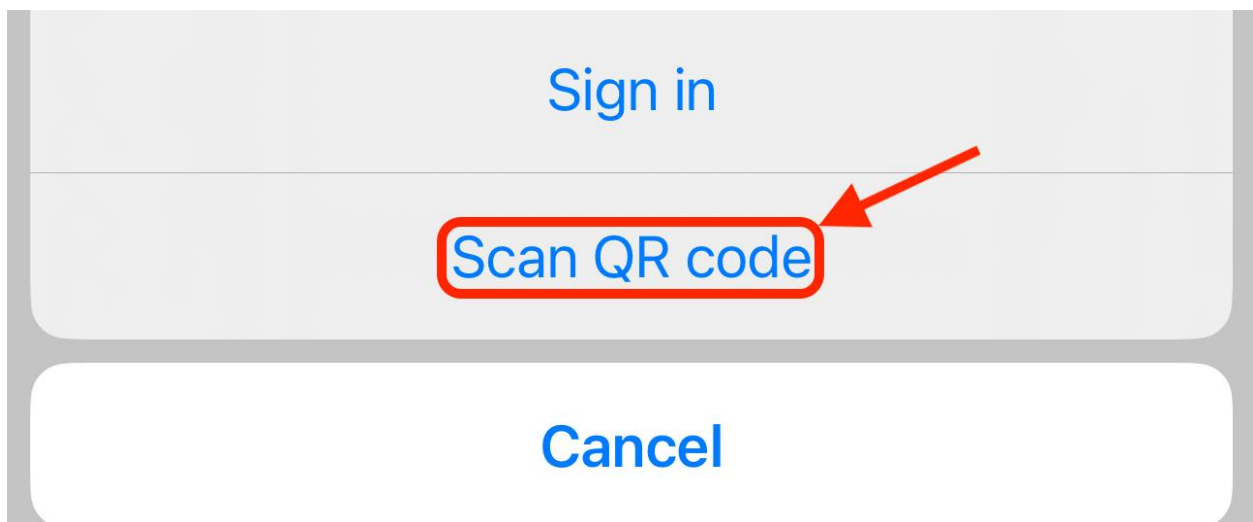
"Authenticator" Would Like to Access the Camera

May be needed to scan QR code to add a new account

| Don't Allow | Allow |

13. Point your mobile device to your computer screen to capture the **QR Code**. When successful you will see an entry added to the Microsoft Authenticator App displaying a **6 digit code** and the same **Friendly name** (CUNY-Login-MFA) you entered earlier. Enter the **6 digit code** in the **Verification Code** field and click **Verify and Save**.

≡ Authenticator   Q   +

CUNY Login
CUNY_Login_MFA   **6 Digit Code**

697 753 ⑮   >

Scan the QR code below, from the Authenticatior application

Enter 6 digit code from
Microsoft Authenticator App

Verification Code

Enter verification code

Cancel   Verify and Save

Note: Please be aware a 6-digit code is randomly generated every 30 seconds.

14. You should automatically be brought back to the **My Authentication Factors** page and will see an Enabled Mobile Authenticator - TOTP entry with the Friendly name.

My Authentication Factors

Add Authentication Factor ▼

Mobile Authenticator - TOTP   ...

Name
CUNY_Login_MFA

Key
*************

✓ Enabled   ● Default

Congrats, the CUNY Login MFA is setup, you can now utilize it to access CUNYfirst, CUNYbuy, Brightspace, Navigate, Zoom, Campus VPN, Lehman 360, Lehman Electronic Forms (ePAF, ePRF, iDeclare, etc.)

Important Note: Do not confuse CUNY Login MFA with Microsoft 365 MFA (M365 MFA), which is used exclusively to verify access to Microsoft 365 applications such as Outlook, Teams, and others.
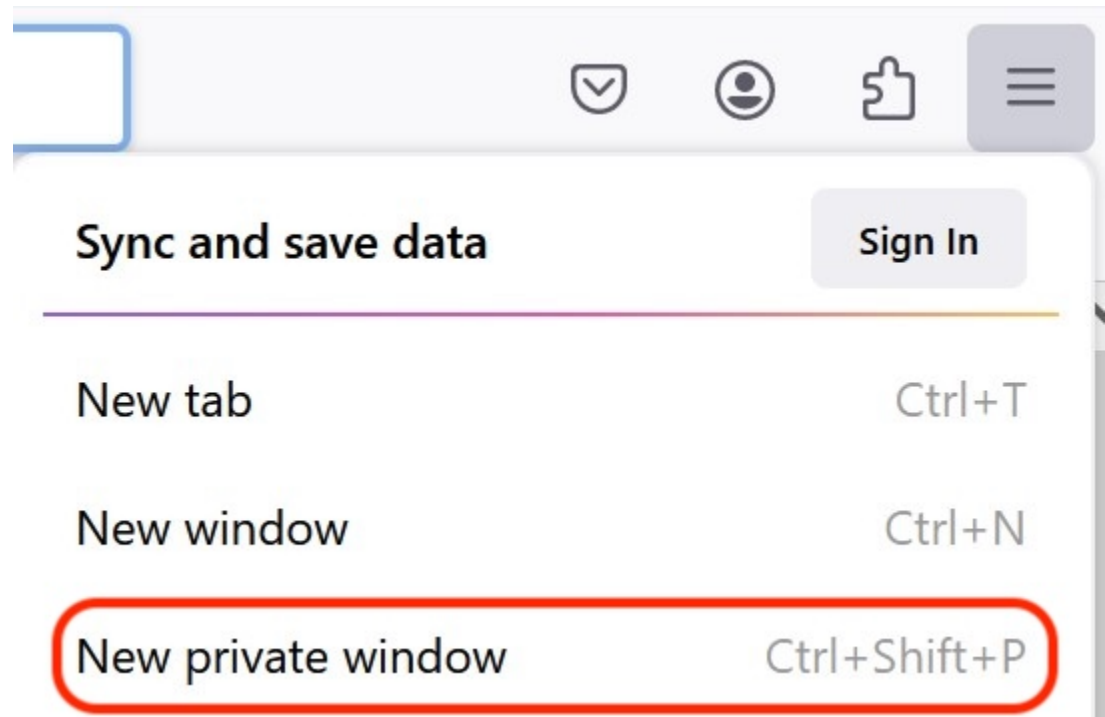
[End of Instructions]

Using Private/Incognito Browser Windows

- Please utilize your default web browser's *Private Browser Window* to complete this process:

  - **Chrome - New Incognito Window**:
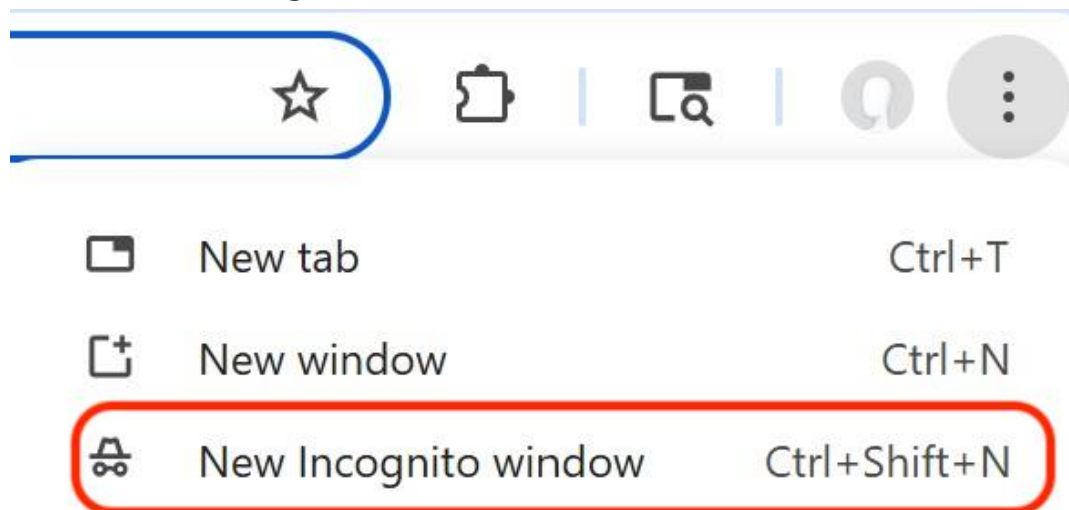
Firefox - New Private Window:

- **Edge - New InPrivate Window:**