

Setting Up CUNY Login MFA

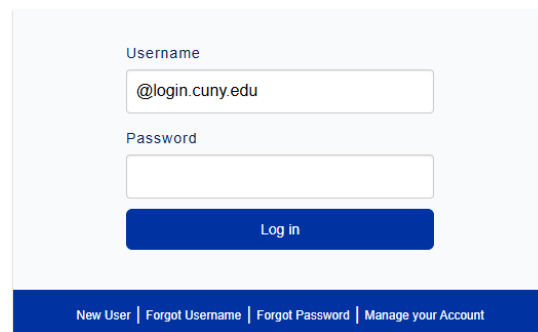
To set up CUNY MFA, you will need a mobile device (preferably a smartphone) and a computer (laptop or desktop). The following one-time procedure provides instructions on setting up CUNY Login MFA TOTP (Time-based One-Time Password) for use with the Microsoft Authenticator mobileapp.

1. In a new web browser window, open [CUNY MFA Self-Service](https://ssologin.cuny.edu/oaa/rui) (<https://ssologin.cuny.edu/oaa/rui>).

The CUNY Login page displays 

CUNY Login

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



2. Enter your CUNY Login username and password, then click **Log In**.
 - If you are also prompted to share your location with ssologin.cuny.edu, click **Allow**.

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY
ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).
Note: Please do not bookmark this page.

3. Click **OK** to acknowledge the message.
An Oracle Identity Management page is displayed asking you to grant access to continue.



4. Click **Allow** to continue.
The Hi, what are you managing today? Page is displayed.



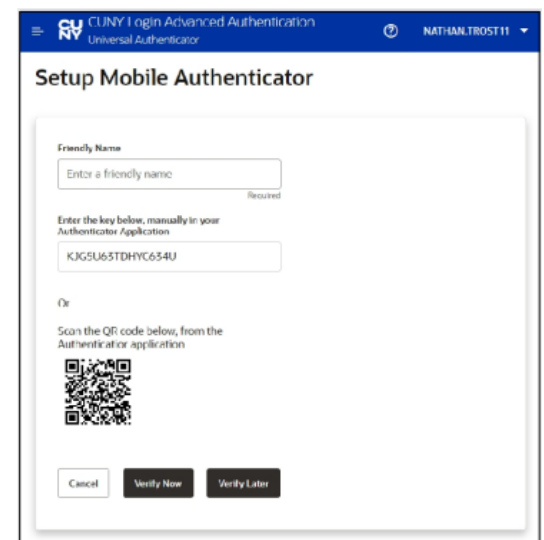
5. Click **Manage** in the My Authentication Factors tile.
The CUNY Login Advanced Authentication – My Authentication Factors page is displayed.



6. Click on **Add Authentication Factor** to display the list of authentication factor methods.



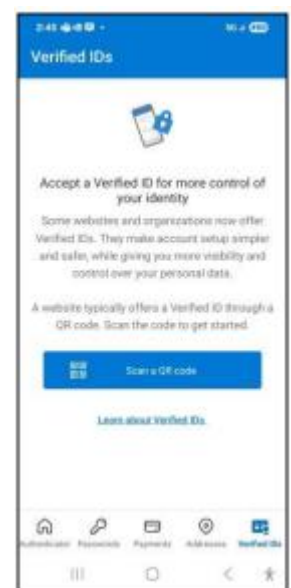
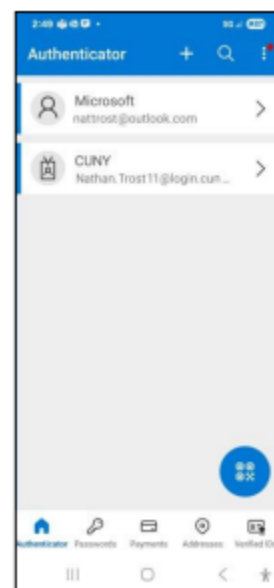
7. Choose **Mobile Authenticator – TOTP** (Time-based One-Time Password).
The CUNY Login Advanced Authentication – Setup Mobile Authenticator page is displayed.



8. In the **Friendly Name** field, type a name (such as “CUNY Login MFA”) to easily distinguish CUNY Login MFA from any other accounts in Microsoft Authenticator.
- If you are using Microsoft Authenticator on an iPhone, consider using hyphens or underscores instead of spaces in the Friendly Name field. Some older iPhones may replace the spaces in the friendly name with %20 when the Friendly Name is added to Microsoft Authenticator mobile app.

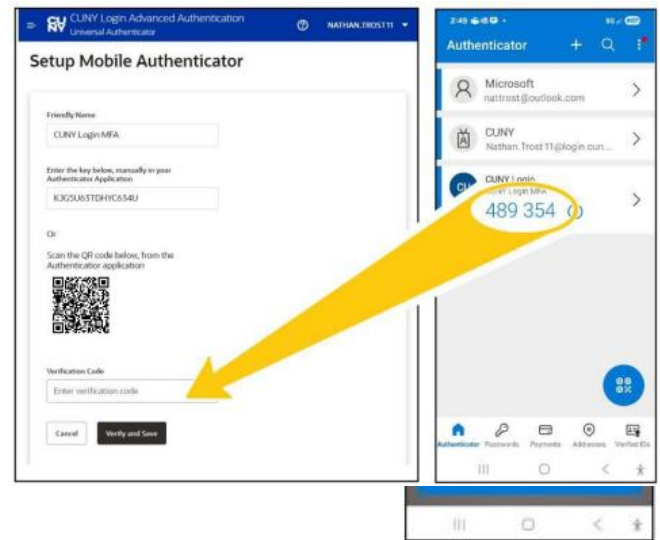
9. Open the Microsoft Authenticator on your mobile phone.

10. Tap **Verified IDs** at the bottom of the page or the circular button above it.
The Microsoft Authenticator Verified IDs page is displayed.

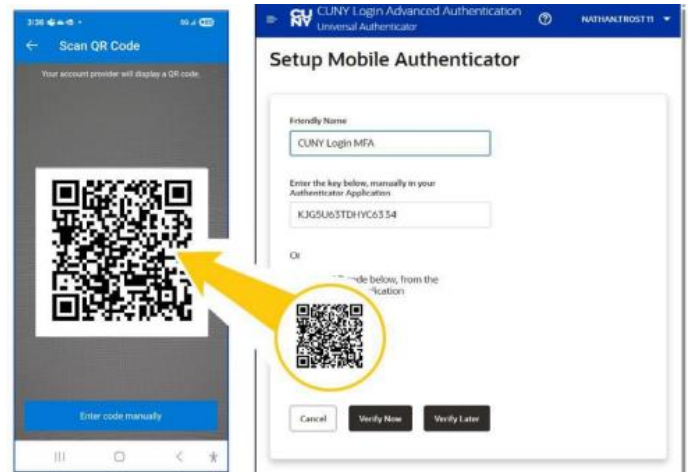


11. Tap **Scan a QR code**.

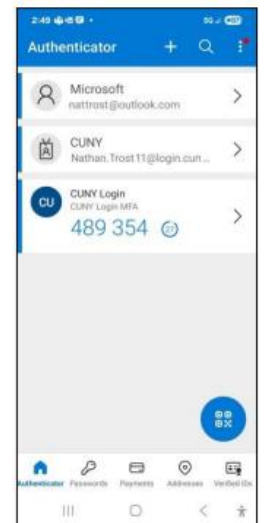
The Microsoft Authenticator Scan QR Code page is displayed.



12. Use the camera window on the Scan QR Code page to capture the QR code displayed on the CUNY Login Advanced Authentication – Setup Mobile Authenticator page on the computer.



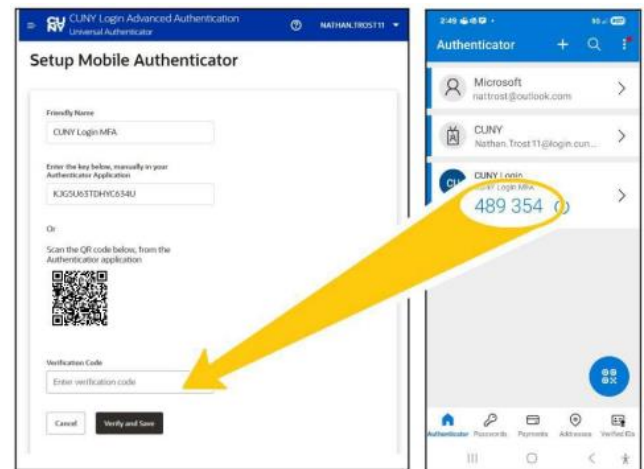
13. This sets up a new MFA account in Microsoft Authenticator having the friendly name you entered with a time-based one-time password (TOTP) code that changes every 30 seconds. A count-down timer indicates how much longer the password code remains valid for authentication.



14. On the CUNY Login Advanced Authentication – Setup Mobile Authenticator page on the computer, click **Verify Now**.
A Verification Code field is added to the CUNY Login Advanced Authentication – Setup Mobile Authenticator page.



15. In the **Verification Code** field, type the password code from the Microsoft Authenticator app on the phone.



16. Click **Verify and Save**.

The My Authentication Factors page displays showing the Mobile Authenticator – TOTP MFA account just added.



17. Click on your CUNY Login username in the top right corner of the page, choose **Logout**, and close your browser. Your CUNY Login MFA TOTP method has been set up, and the corresponding MFA account is now in your mobile phone's Microsoft Authenticator app.

Getting Help

Contact the Student Computing Helpdesk for assistance if:

- You lost or are replacing the mobile phone used for CUNY Login MFA
- Having issues with your CUNY Login
- Having issues setting up or using CUNY Login MFA

Email: StudentHelpdesk@citytech.cuny.edu

Phone: 718-260-4900

Room: L-114