

# Setting Up CUNY MFA

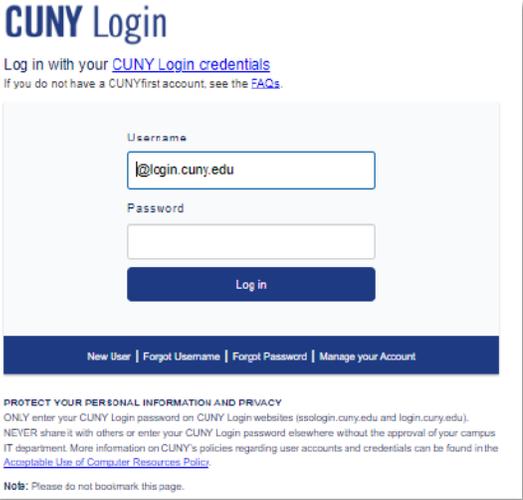
CUNY has introduced multi-factor authentication (MFA) for CUNY Login to enhance security. This added layer of protection helps safeguard both your personal information and CUNY's data from potential cyber threats while ensuring secure access to CUNY systems and services.

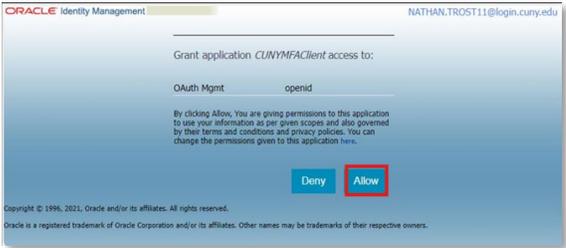
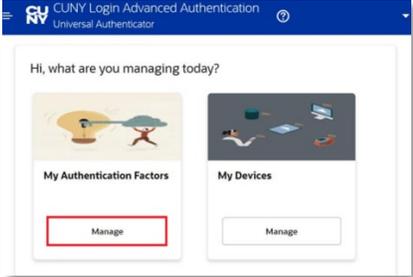
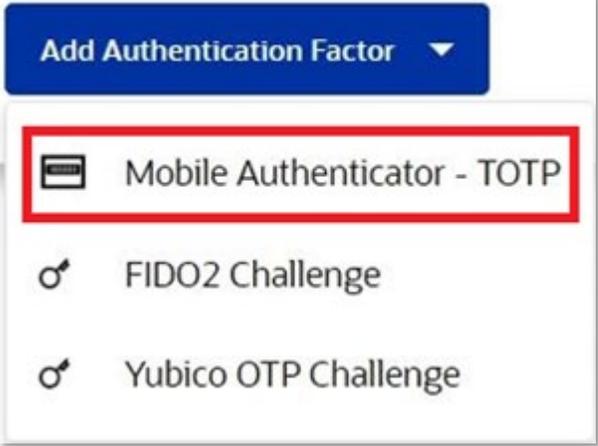
This MFA applies specifically to CUNY Login services such as CUNYfirst, CUNYBuy, Brightspace, and Blackboard. Please note it is separate from the MFA used for Microsoft 365 (M365).

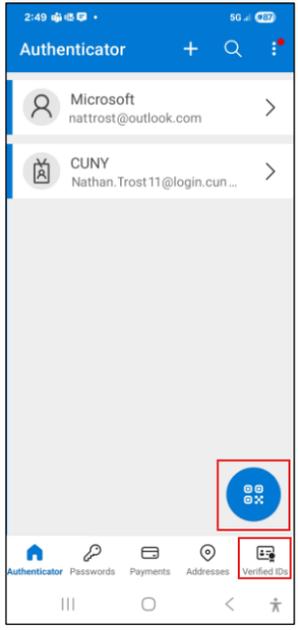
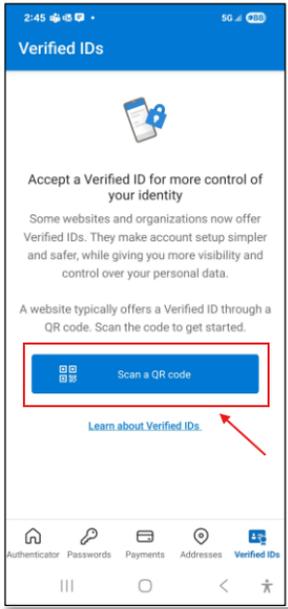
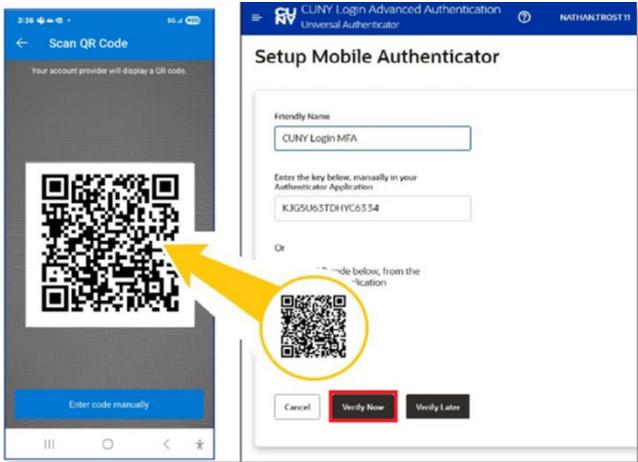
## Requirements:

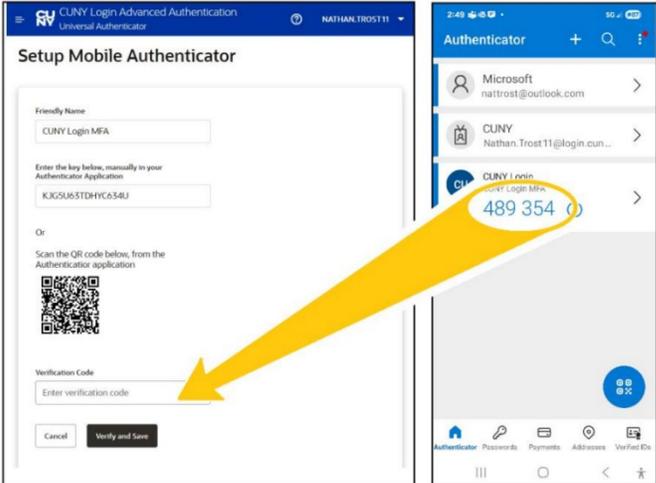
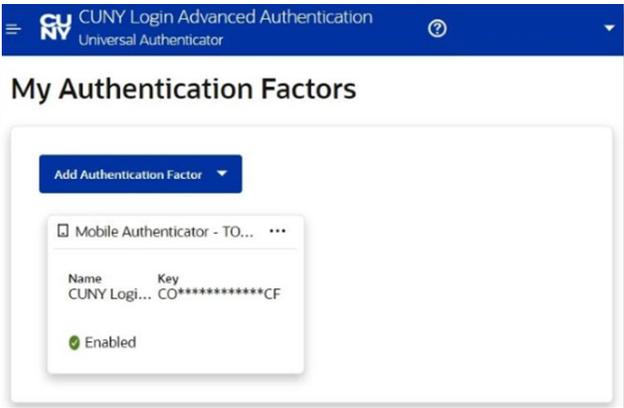
- A mobile phone and a secondary internet-connected device (e.g., computer or tablet)
- Your CUNYfirst username and password
- The Microsoft Authenticator app installed on your mobile device
- At least **20 minutes of uninterrupted time** to complete the setup process.
- If you are attempting to do this from your home computer, check the following:
  - make sure your location services are on and allowed in the browser
  - in the browser, permit pop ups from the web address listed in step one

*Please note: If the process is not completed on the first attempt, you may receive an error on the second attempt to set it up.*

<p><b>1.</b></p>	<p><b>ON SECONDARY DEVICE:</b></p> <p>In the browser go to CUNY MFA Self-Service (<a href="https://ssologin.cuny.edu/oa/rui">https://ssologin.cuny.edu/oa/rui</a>). Log on using your CUNYFIRST credentials.</p> <p><b>DO NOT</b> Interrupt the setup process until it is completed.</p> <p><b>Do</b> keep in mind it may take <b>12 – 20 minutes</b>.</p>	 <p>The screenshot shows the CUNY Login page. At the top, it says 'CUNY Login' and 'Log in with your CUNY Login credentials'. Below that, there are two input fields: 'Username' with the text '@login.cuny.edu' and 'Password'. A blue 'Log in' button is below the password field. At the bottom of the form, there are links for 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'. Below the form, there is a privacy notice: '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 Accessible Use of Computer Resources Policy.' A note at the bottom says 'Note: Please do not bookmark this page.'</p>
<p><b>2.</b></p>	<p>Click <b>Allow</b> to share your location with ssologin.cuny.edu if prompted to do so.</p>	 <p>The screenshot shows a location sharing prompt from ssologin.cuny.edu. It says 'ssologin.cuny.edu wants to Know your location'. There are three buttons: 'Block', 'Just this time', and 'Allow'. The 'Allow' button is highlighted with a red border.</p>

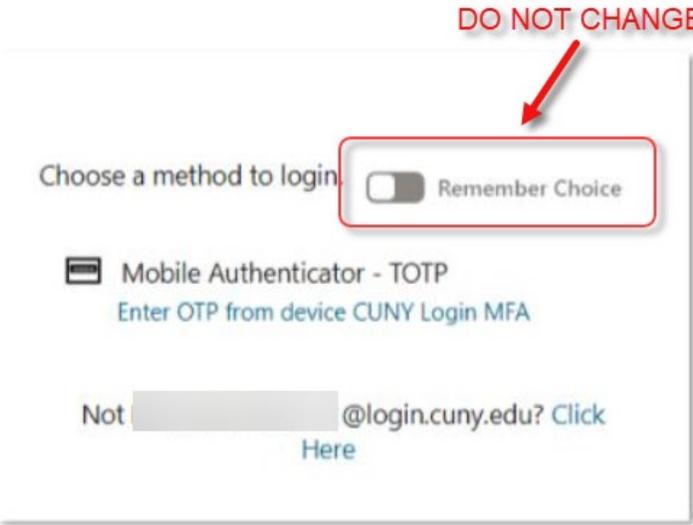
<p><b>3.</b></p>	<p>Click <b>Allow</b> to continue on the Oracle Identity Management page.</p>	 <p>The screenshot shows the Oracle Identity Management consent page. At the top, it says 'ORACLE Identity Management' and 'NATHAN.TROST11@login.cuny.edu'. The main heading is 'Grant application CUNYMFAClient access to:'. Below that, it shows 'OAuth Mgmt' and 'openid'. A paragraph explains that clicking 'Allow' grants permissions. At the bottom, there are two buttons: 'Deny' and 'Allow', with 'Allow' highlighted by a red box.</p>
<p><b>4.</b></p>	<p>Click <b>Manage</b> in the <b>My Authentication Factors</b> tile.</p>	 <p>The screenshot shows the CUNY Login Advanced Authentication dashboard. It has a blue header with the CUNY logo and the text 'CUNY Login Advanced Authentication Universal Authenticator'. Below the header, it says 'Hi, what are you managing today?'. There are two main tiles: 'My Authentication Factors' and 'My Devices'. Each tile has a 'Manage' button, with the 'Manage' button under 'My Authentication Factors' highlighted by a red box.</p>
<p><b>5.</b></p>	<p>Click <b>Add Authentication Factor</b>, choose <b>Mobile Authenticator – TOTP</b> (Time-based One-Time Password).</p> <p>A page containing a QR code will load. You will need this page open for step 8.</p>	 <p>The screenshot shows a dropdown menu titled 'Add Authentication Factor'. The menu is open, showing three options: 'Mobile Authenticator - TOTP', 'FIDO2 Challenge', and 'Yubico OTP Challenge'. The 'Mobile Authenticator - TOTP' option is highlighted with a red box.</p>

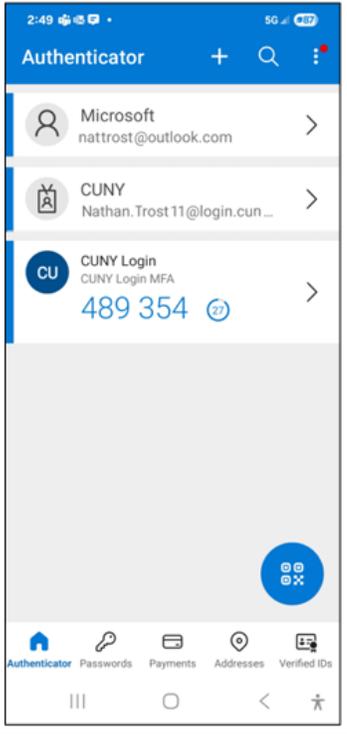
<p><b>6.</b></p> <p><b>ON YOUR MOBILE DEVICE:</b></p> <p>Open <b>Microsoft Authenticator</b>, Tap <b>Verified IDs</b> at the bottom of the page or the circular button above it.</p>	
<p><b>7.</b></p> <p>Tap <b>Scan QR code.</b></p>	
<p><b>8.</b></p> <p>The camera will open on the mobile device within the Microsoft Authenticator App. <b>Scan the QR code DISPLAYED ON THE SECONDARY DEVICE screen mentioned in previous step 5.</b></p> <p><b>ON THE SECOND DEVICE, click Verify Now.</b></p>	

<p><b>9.</b></p>	<p>In the <b>Friendly Name</b> field, type a name (such as “<b>CUNYFirst MFA</b>”). Click on <b>Verify Now</b>.</p> <p><b>ON YOUR MOBILE DEVICE</b>, the new MFA entry will appear with a number.</p> <p><b>ON THE SECOND SCREEN</b>, enter that number onto the box for Verification Code within 30 seconds.</p> <p>Every thirty seconds, a new number will appear.</p> <p><b>HINT:</b> If the time shown is less than 15 seconds you can wait for the 30 second timer to restart so you can have a full 30 seconds to enter the code.</p>	
<p><b>10.</b></p>	<p><b>ON THE SECOND SCREEN:</b> The <b>My Authentication Factors</b> page will show your newly added Mobile Authenticator. Click your CUNY Login username at the top right, select <b>Logout</b>, and close your browser.</p> <p>Your CUNY MFA is now set up.</p>	

## Signing onto CUNY Applications Using MFA

The following procedure demonstrates how to log onto CUNY using the Microsoft Authenticator TOTP (Time-based One-Time Password).

<p><b>1.</b> On the CUNY Login page, enter your CUNYfirst username and password, then click <b>Log In</b>.</p> <ul style="list-style-type: none"><li>• If asked to share your location with <a href="https://ssologin.cuny.edu">ssologin.cuny.edu</a>, click <b>Allow</b>.</li></ul> <p>You'll then see a window asking you to choose your MFA login method created from your previously set options.</p> <p><b>Do Not Turn on the option on to "Remember Choice" at this window.</b></p> <p><b>Note:</b> If this window doesn't appear, your MFA setup might be incomplete. Try clearing your browser cache, closing the browser, and attempt the setup instructions again.</p>	
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<p><b>2.</b></p>	<p>When prompted, select "<b>Enter OTP from device</b>" associated with the name you assigned during your CUNY Login MFA setup.</p>	
<p><b>3.</b></p>	<p><b>ON YOUR MOBILE PHONE:</b> Open the Microsoft Authenticator app to display the <b>one-time password (OTP)</b>.</p>	

4.

*On the device where you are attempting to log onto CUNYfirst:*

In the **Enter OTP from the registered phone field**, enter the one-time password code from Microsoft Authenticator that appears on your phone. Click, **Verify**.

