

Setting Up and Using CUNY Login MFA

CUNY is adding multi-factor authentication (MFA) to CUNY Login. CUNY Login MFA will provide more secure access to CUNY applications and services and better protect your and CUNY's data from cyber-attack.

CUNY Login MFA is separate from the <u>Microsoft MFA implementation</u> required when using Microsoft 365 applications and services.

This document provides the following:

- A short video tutorial on setting up and using CUNY Login MFA
- Brief instructions on setting up CUNY Login MFA
- Brief instructions on responding to CUNY Login MFA prompts

Video Tutorial

Watch the following Streams video for a quick overview on setting up and using CUNY Login MFA:

Setting Up CUNY Login MFA

The remainder of this document provides step-by-step instructions on setting up and using CUNY Login MFA.

Setting Up for the First Time

<u>To set up CUNY MFA factors, you will need a mobile device</u> (preferably a smart phone) 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 mobile app when you have access to a computer as well as your phone.

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

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The CUNY Login page displays.





If prompted with the message above, click **"Allow"** to continue.

- 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**.

An Oracle Access Manager page is displayed with a confirmation message with the instruction to click OK to continue.

3. Click **OK** to acknowledge the message.

An Oracle Identity Management page is displayed asking you to grant access to continue.

ORACLE Identity Management				NATHAN.TROST11@login.cuny.edu
	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	
Copyright © 1996, 2021, Oracle and/or its affiliate	s. All rights reserved.			
Oracle is a registered trademark of Oracle Corpora	tion and/or its affiliates. Other	r names may be trademark	s of their respectiv	ve owners.

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.

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My Authentication Factors		
Add Authentication Factor 🔻		

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

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My A	uthentication Factors	
Add	Authentication Factor 🔻	
-	Mobile Authenticator - TOTP	
್	FIDO2 Challenge	
ď	Yubico OTP Challenge	

7. Choose Mobile Authenticator – TOTP (Time-based One-Time Password).

The CUNY Login Advanced Authentication - Setup Mobile Authenticator page is displayed.

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Setup Mobile Authenticator		
Friendly Name		
Enter a friendly name Required		
Enter the key below, manually in your Authenticator Application		
KJG5U63TDHYC634U		
Or		
Scan the QR code below, from the Authenticatior application		
Cancel Verify Now Verify Later		

- 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 the Microsoft Authenticator mobile app.

9. Open 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.

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Verified IDs					
Accept a Verifi v	ied ID for our ident	more contro	l of		
Some websites and organizations now offer Verified IDs. They make account setup simpler and safer, while giving you more visibility and control over your personal data.					
A website typically QR code. Sca	A website typically offers a Verified ID through a QR code. Scan the code to get started.				
	Scan a QR	code			
Learn about Verified IDs.					
Authenticator Passwords	Payments	O Addresses Ve	ified IDs		
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11. Tap Scan a QR code.

3:36 46 = 6 + S 4 € € C Scan QR Code

Vour account provider will display a QR code

Enter code manually

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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.

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Scan QR Code Your account provider will display a QR code.	Setup Mobile Authenticator		
	Friendly Name CUNY Login MFA		
	Enter the key below, manually in your Authenticator Application KJG5U63TDHYC6334		
	Or ~~de below, from the +tcation		
Enter code manually	Cancel Verify Now Verify Later		
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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.

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CUNY Login CUNY Login MFA 489 354 (2)		>
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Authenticator Passwords Payments Addres) ises Ver	ified IDs
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13. 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.

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

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Friendly Name CUNY Login MFA			Ř	CUNY				>
Enter the key below, manually in your Authenticator Application				CUNY	nin	ogin.cu	1	
KJG5U63TDHYC634U				489 ;	354	0)		>
Gr Scan the QR code below, from the Authentication application			1					
Verification Code							6	
Enter verification code								*
Enter verification code Cancel Verify and Save			Authentic	ator Passwords	Payments	© Address	ves Ver	ified IDs

15. Click Verify and Save.

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

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My Authentication Factors		
Add Authentication Factor		
Mobile Authenticator - TO ···		
Name Key CUNY Logi CO*********CF		
🖉 Enabled		

16. 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 Hostos's help desk 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 or using CUNY Login MFA