

Quick Start: 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</u> <u>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 York College CUNY Login MFA (1:58)

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

Setting Up for the First Time

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).

The CUNY Login page displays.

a Conveniest account, see the <u>PAGS</u> .
Username
Mologin cupy edu
Reform our y out
Password
Log in
w User Forgot Username Forgot Password Manage your Account
RSONAL INFORMATION AND PRIVACY VY Login password on CUNY Login websites (ssologin.cunv.edu and login.cunv.edu).

- 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 ac	cess to:	
	OAuth Mgmt	openid		
	By clicking Allow, You and to use your information by their terms and cond change the permissions	re giving permissions to t as per given scopes and itions and privacy policie given to this application	his application also governed 5. You can here.	
		Deny	Allow	
Copyright © 1996, 2021, Oracle and/or its affiliates	s. All rights reserved.			
Oracle is a registered trademark of Oracle Corporat	tion and/or its affiliates. Othe	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.

CUNY Login Advanced Authentication Universal Authenticator	0	NATHAN.TROST11 🔻
My Authentication Factors		
Add Authentication Factor 🔻		

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

= {	₹∀	CUNY Login Advanced Authentication Universal Authenticator
My	A N	uthentication Factors
	Add A	Authentication Factor 🔻
ч	(Mobile Authenticator - TOTP
	O*	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.

E SW CUNY Login Advanced Authentication	?	NATHAN.TROST11 🔻
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.



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.

3:36 ශ්) ⇔ @ • 56 // ඒව	⇒ SW CUNY Login Advanced Authentication ⊘ NATHANTROST11 ▼
← Scan QR Code	Setup Mobile Authenticator
Your account provider will display a QR code.	
	Friendly Name
	CUNY Login MFA
m#22/92/m	Enter the key below, manually in your Authenticator Application
	KJG5U63TDHYC6334
	Or
■ 1 2550366 	
Enter code manually	Cancel Verify Now Verify Later
III O < i	

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.



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.

Universal Authenticator	0	NATHAN.TROST11
tup Mobile Authenticator		
Friendly Name		
CUNY Login MFA		
Enter the key below, manually in your Authenticator Application		
KJG5U63TDHYC634U		
Scan the QR code below, from the Authenticatior application		
Verification Code		

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

CUNY Login Advanced Authentication	⑦ NATHAN.TROST 11 -	🛫 2:49 藤磁草 + 59	G al (987)
etup Mobile Authenticator		Authenticator + C	< : *
		A Microsoft nattrost@outlook.com	>
Friendly Name CUNY Login MFA		CUNY Nathan, Trost 11@login.cun	>
Enter the key below, manually in your Authenticator Application			
KJG5U63TDHYC634U		489 354	>
Or Scan the QR code below, from the Authenticatior application			
Verification Code			00
Enter verification code			0x
Cancel Verify and Save		Authenticator Passwords Payments Addresses	Verified IDs
		III O <	$\dot{\pi}$

15. Click Verify and Save.

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

= RV CUNY Login Advanced Authentication Universal Authenticator	0	NATHAN.TROST11 🔻
My Authentication Factors		
Add Authentication Factor		
Mobile Authenticator - TO		
Name Key CUNY Logi CO*********CF		
Ø 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.

See "Responding to CUNY Login MFA TOTP Prompts" that follows for instructions on responding when presented with CUNY Login MFA prompts for an authentication method and one-time password.

Responding to CUNY Login MFA TOTP Prompts

The following procedure tells you how to enter the password code from Microsoft Authenticator when CUNY Login MFA prompts you to enter a TOTP (time-based onetime password):

- 1. In the CUNY Login window, 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**.

A window is displayed prompting you to choose your MFA login method from the displayed list of your previously established CUNY Login MFA authentication factors.

Choose a method to login Remember Choice
Mobile Authenticator - TOTP Enter OTP from device CUNY Login MFA
Not NATHAN.TROST11@login.cuny.edu? Click Here
l

Note:

If you do not see a window prompting you to choose your MFA login method, your CUNY Login MFA setup may be incomplete. Clear the browser cache, close the browser window, and then follow the instructions in "Setting Up for the First Time."

 Click on the Enter OTP from device link corresponding to the friendly name you set up for CUNY Login MFA.

тотр
Enter OTP from the registered phone CUNY Login MFA
Enter OTP
Required
Verify
Return to All Options
Not NATHAN.TROST11@login.cuny.edu? Click Here

- 3. Open the Microsoft Authenticator app on your mobile phone to display the one-time password code.
 - Make sure to open the account you set up for use with CUNY Login MFA.
 - Consider waiting for the one-time password (OTP) code to refresh if the countdown timer gets close to zero.



4. In the **Enter OTP from the registered phone** field, enter the one-time password code from Microsoft Authenticator.



5. Click Verify.

The CUNY application or service opens for your use.

Getting Help

Contact York Campus 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