

(<https://brightspace.journalism.cuny.edu/>).

# SETTING UP CUNY LOGIN MFA

## Setting Up CUNY Login MFA

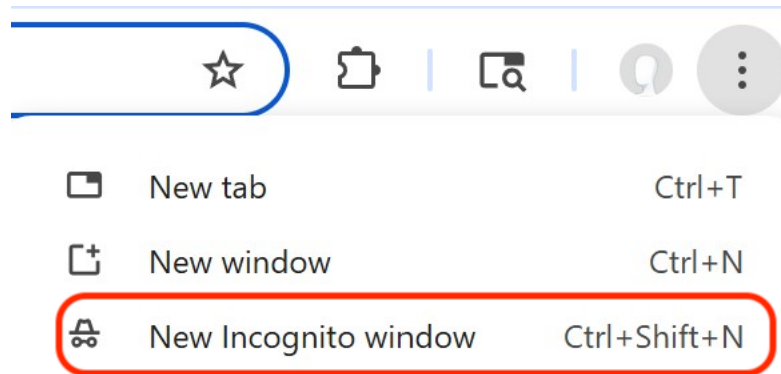
The following one-time procedure provides instructions on setting up **CUNY Login MFA** for use with the Microsoft Authenticator mobile app.

**Important Note:** This process **must** be completed from a computer. The Microsoft Authenticator App **must** be downloaded and completed from a mobile device.

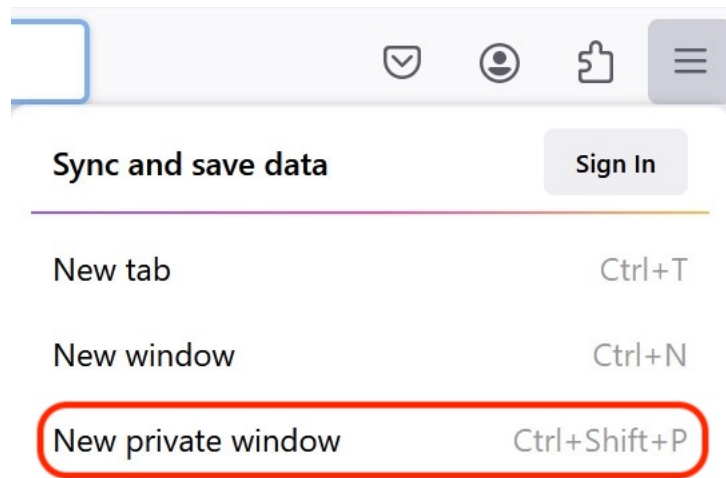
### Before You Begin

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

- Chrome – New Incognito Window:

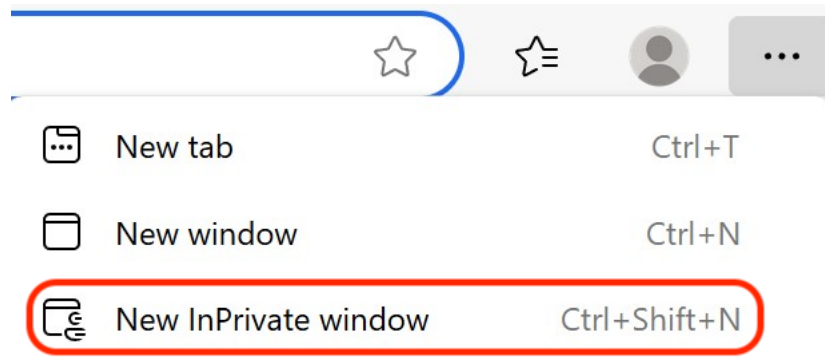


- Firefox – New Private Window:



Firefox – New Private Window

- Edge – New InPrivate Window:



Edge – New InPrivate Window

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

**Note:** Please be aware and install the proper authenticator app. Do not install any 3rd party authenticator app.

APP

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 private browser window, go to the CUNY Login MFA Self Service (<https://ssologin.cuny.edu/aaa/rui> (<https://ssologin.cuny.edu/aaa/rui>)).

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

Login Credentials

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

Factor

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

Allow

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

Manage

8. Click on **Add Authentication Factor** and then click on **Mobile Authenticator – TOTP:**

9. Next enter a **Friendly Name**, for example CUNY Apps MFA.

Friendly Name

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

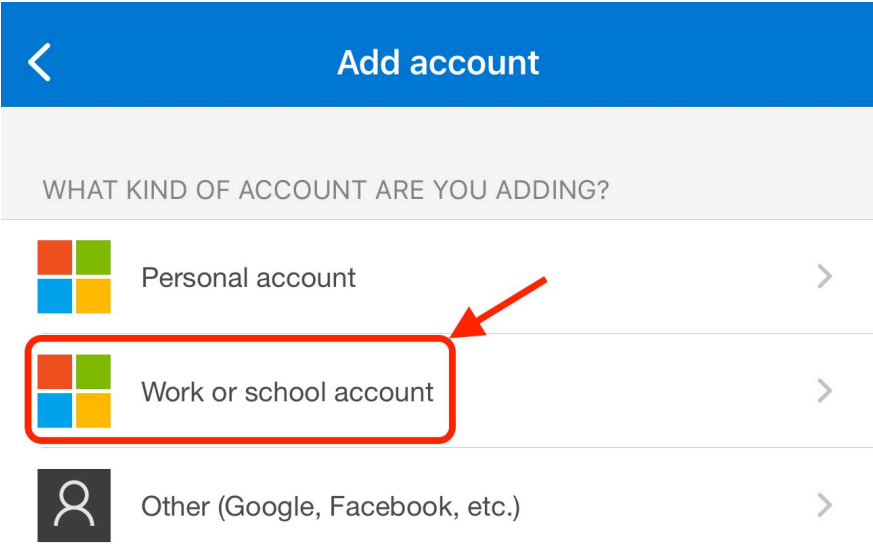
10. A **QR Code** is visible on the same page, click on **Verify Now**.

Verify

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

11. In the Microsoft Authenticator App, click on the “+” and choose **Work or school account**.

Add



Account

12. Click on **Scan QR Code**. **Note:** If you mobile device prompts for camera access during this step, please click on **Allow**.

Scan

Code

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** you entered earlier. Enter the **6 digit code** in the **Verification Code** field and click **Verify and Save**.

Scan

Code

Friendly Name

CUNY Apps MFA

Enter the key below, manually in your Authenticator Application

\*\*\*\*\*

Or

Scan the QR code below, from the Authenticator application



Enter 6 digit code from  
Microsoft Authenticator App

Verification Code

Enter verification code

Cancel

Verify and Save

Verify

**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.

Factors

Congrats, the CUNY Login MFA is set up, you can now utilize it to access CUNYfirst, CUNYbuy, Brightspace, Navigate, Zoom, Campus VPN, etc.

**Important Note:** Please be aware, don't confuse this CUNY Login MFA with the other Microsoft MFA (M365 MFA), which is used strictly to verify all Microsoft 365 applications (Outlook, Teams, etc)

View the next article on how to respond to [MFA Requests/Prompts \(https://support.qc.cuny.edu/support/solutions/articles/15000100856-Responding-to-MFA-Requests-Prompts\)](https://support.qc.cuny.edu/support/solutions/articles/15000100856-Responding-to-MFA-Requests-Prompts)

## 1 Attachment (Scanned for viruses)

Setting up MFA.mp4  
(10.51 MB)

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