

## CUNY MFA Users Guide for York VPN Access

**If you previously setup the CUNY Login MFA, go to page 7, "Login to York VPN with MFA".**

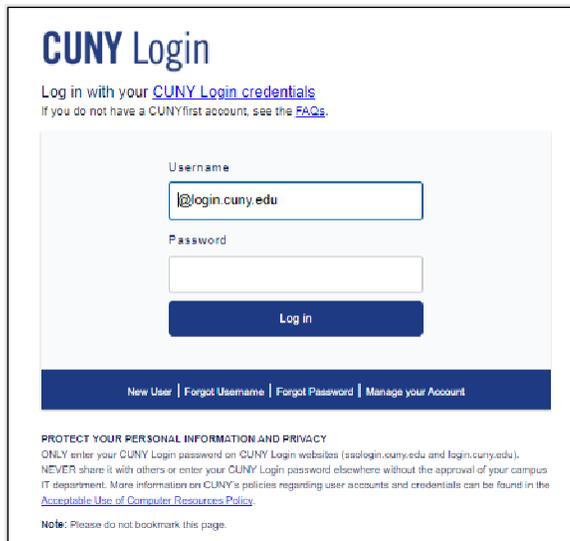
### Setting Up CUNY Login MFA

The following procedure provides instructions for a one-time procedure to set up CUNY Login MFA for use with the Microsoft Authenticator mobile app. The same general steps apply if you use the Google Authenticator or Oracle Mobile Authenticator app instead.

If you do not already have Microsoft Authenticator installed on your mobile phone, please download and install it from either the Apple [App Store](#) or [Google Play](#). See [Download and install the Microsoft Authenticator app](#) on the Microsoft website for instructions.

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

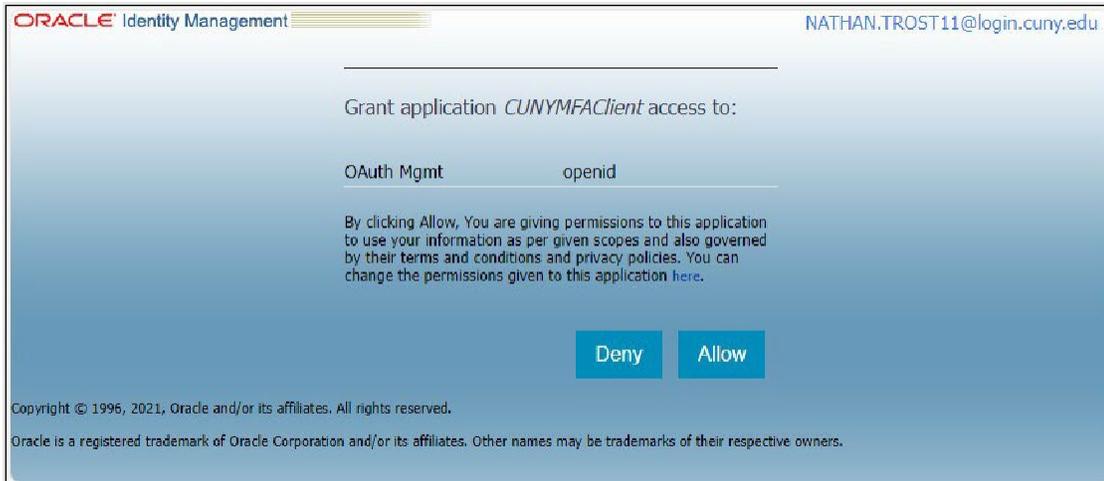
The CUNY Login page displays.



The screenshot shows the CUNY Login page. At the top, it says "CUNY Login" in large blue letters. Below that, it says "Log in with your [CUNY Login credentials](#)" and "If you do not have a CUNYfirst account, see the [FAQs](#)." There is a form with two input fields: "Username" with the text "@login.cuny.edu" and "Password" which is empty. Below the fields is a blue "Log in" button. At the bottom of the form area, there are links: "New User", "Forgot Username", "Forgot Password", and "Manage your Account". Below the form, there is a section titled "PROTECT YOUR PERSONAL INFORMATION AND PRIVACY" with several lines of text and a link to the "Acceptable Use of Computer Resources Policy". At the very bottom, there is a "Note: Please do not bookmark this page."

2. Enter your CUNY Login username and password.

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



3. Click **Allow** to continue.

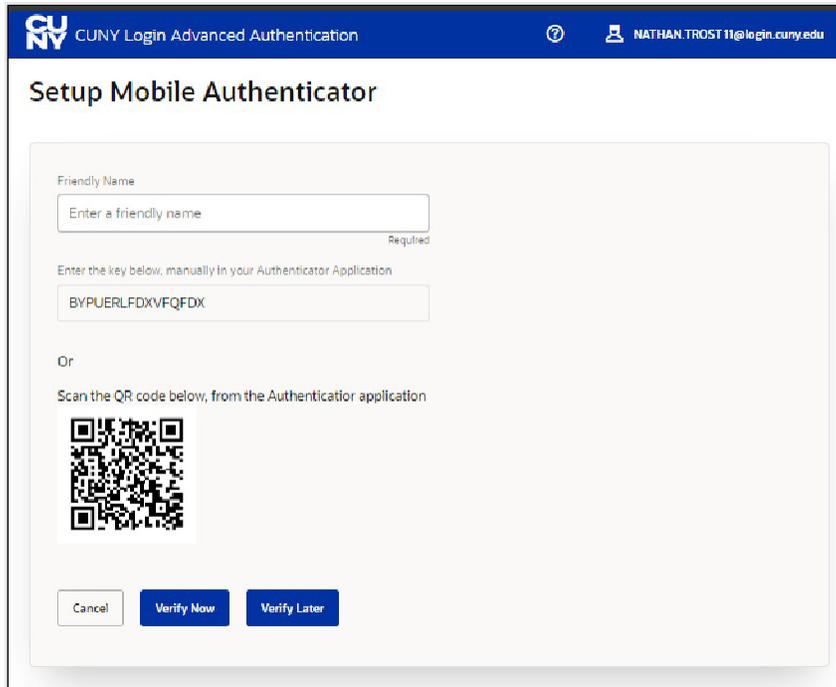
The CUNY Login Advanced Authentication - Manage your authentication page is displayed.



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

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

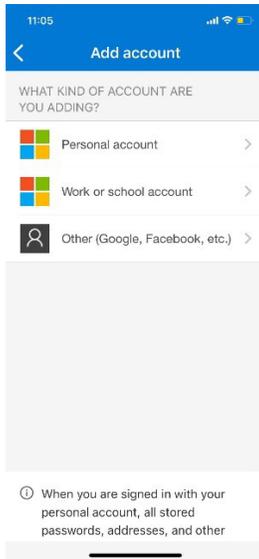
The CUNY Login Advanced Authentication - Setup Mobile Authenticator page is displayed.



6. 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.
7. Open **Microsoft Authenticator** on your **mobile phone**.
  - If you are using Microsoft Authenticator for the first time, select **Scan a QR Code** and skip to step 10 to scan the QR Code.
8. In Microsoft Authenticator, tap the plus sign (+) to add a new account.

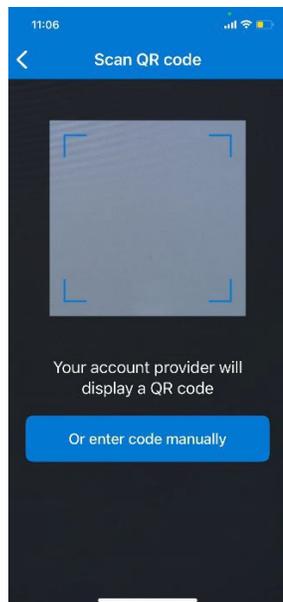


9. In Microsoft Authenticator, tap **Other account (Google, Facebook, etc.)**.



10. In Microsoft Authenticator, do **ONE** of the following:

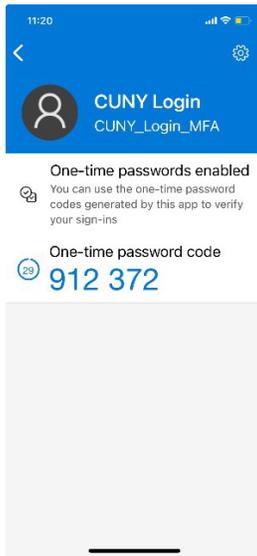
- Scan the QR code displayed on the CUNY Login Advanced Authentication - Setup Mobile Authenticator page.
- Tap **OR ENTER CODE MANUALLY**, type in the friendly name and key from the CUNY Login Advanced Authentication - Setup Mobile Authenticator page, then tap **FINISH**.



This sets up a new MFA account in Microsoft Authenticator having the friendly name you entered.

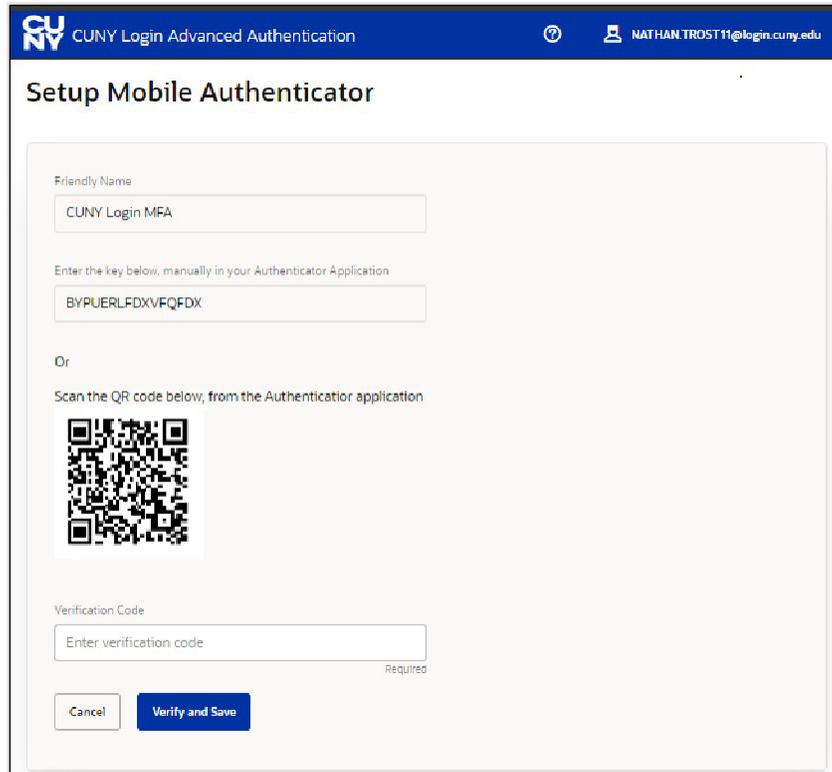
11. In Microsoft Authenticator, tap on the name of the MFA account you just added.

Microsoft Authenticator displays the MFA account with a one-time password code that changes every 30 seconds.



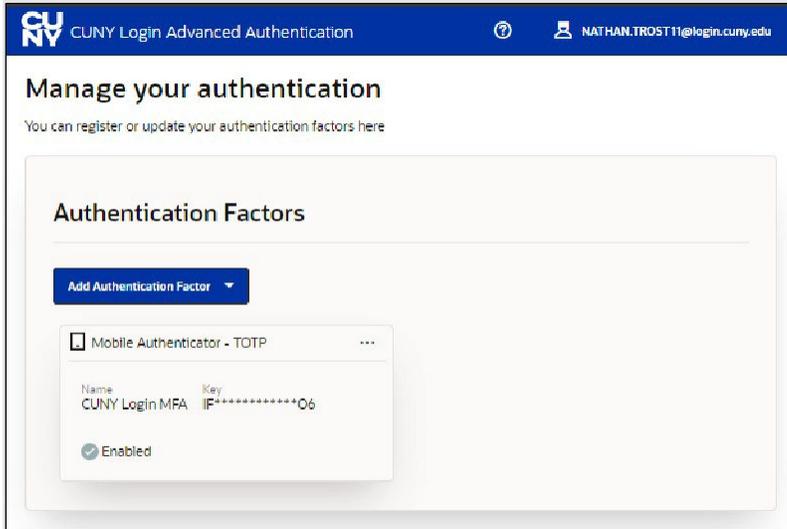
12. On the CUNY Login Advanced Authentication - Setup Mobile Authentication page, click **Verify Now**.

A Verification Code field is added to the CUNY Login Advanced Authentication - Setup Mobile Authenticator page.



13. In the **Verification Code** field on the CUNY Login Advanced Authentication - Setup Mobile Authenticator page, type the one-time password code from your Microsoft Authenticator app and click **Verify and Save**.

The CUNY Login Advanced Authentication - Manage your authentication page is displayed with an Authentication Factors window showing the Mobile Authenticator - TOTP MFA account just added.

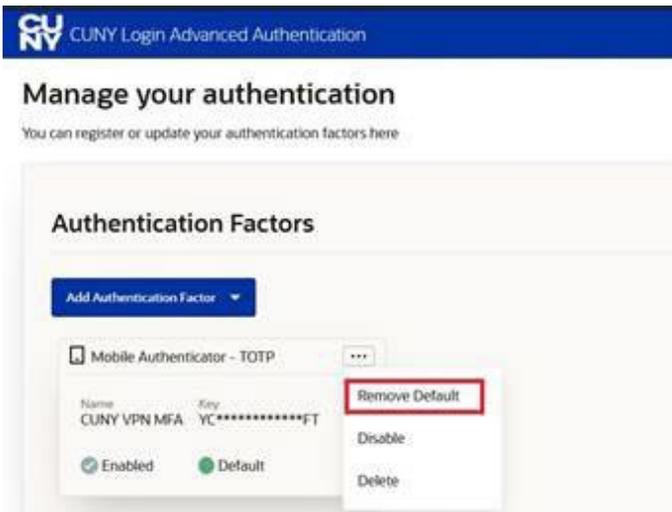


14. Click on your CUNY Login username in the top right corner of the page and choose **Logout**.

Your CUNY Login MFA method has been set up and the corresponding MFA account is now in Microsoft Authenticator.

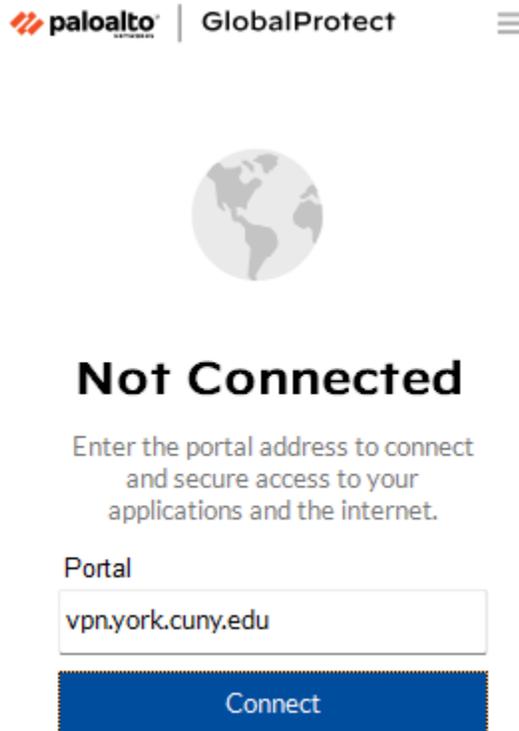
**Note:**

Unless you have set up multiple authentication factors in CUNY Login Advanced Authentication – Manage your authentication, **DO NOT** set up an authentication factor as a default.

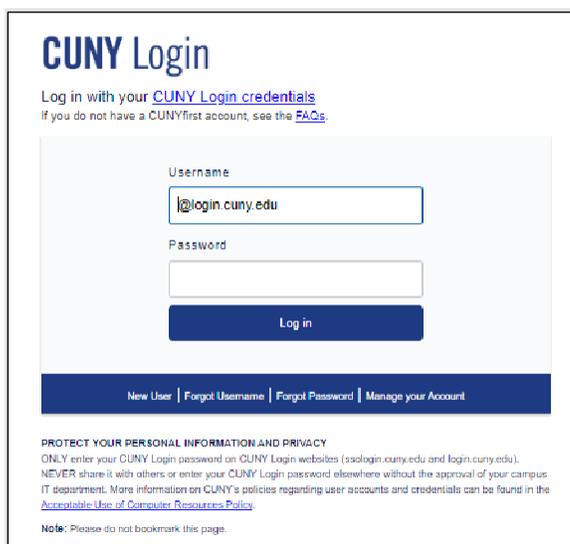


## Login to York VPN with MFA

1. Launch the GlobalProtect app and enter **vpn.york.cuny.edu** and click **Connect**.



2. A browser window pops up with the CUNY Login page.



3. Enter your **CUNY Login** username and password, then click **Log In**.
  - a. If you have not yet enabled MFA for remote access, an error message is displayed. Close the browser and follow the instructions in “**Setting Up CUNY Login MFA**” on page 1 before attempting remote access again.

- b. If you have already set up CUNY Login MFA, a window is displayed prompting you to choose your MFA login method from the displayed list of Mobile Authenticator devices.



Choose a method to login.  Remember Choice

 Mobile Authenticator - TOTP  
[Enter OTP from device CUNY\\_Login\\_MFA](#)

Not RUDDY.NIVAR72@login.cuny.edu? [Click Here](#)

If you are also prompted to share your location with ssologin.cuny.edu, click **Allow**.

4. Click on the link *Enter OTP from device*. Enter the **six digit** OTP from the Microsoft Authenticator app and click **Verify**



  
**TOTP**

Enter OTP from the registered phone CUNY\_Login\_MFA

Required

[Return to All Options](#)

Not RUDDY.NIVAR72@login.cuny.edu? [Click Here](#)

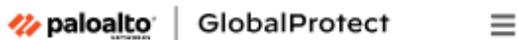
5. The GlobalProtect client will start the VPN connection.



## Connecting...

You are redirected to a default web browser to authenticate and connect.

6. After a few seconds, the VPN client is connected the York College network.



## Connected

vpn.york.cuny.edu  
Best Available Gateway

Disconnect

7. Begin your remote work.

When you are finished working remotely, log out from York College network and associated computer applications and services, then click **Disconnect** in the **GlobalProtect** client application.

## Getting Help

If you are having issues with your CUNY Login or setting up MFA for remote access, please contact York IT [campus help desk](#).

## For More Information

See the following for more information on multi-factor authentication and its use with remote access methods described in this document:

- a. The [Microsoft Multi-factor Authentication \(MFA\)](#) page on the CUNY website for general MFA information.
- b. Microsoft Multi-factor Authentication (MFA) [FAQs](#) in CUNY IT Help.
- c. [Setting Up CUNY Login MFA and Responding to MFA Requests](#) in CUNY IT Help.