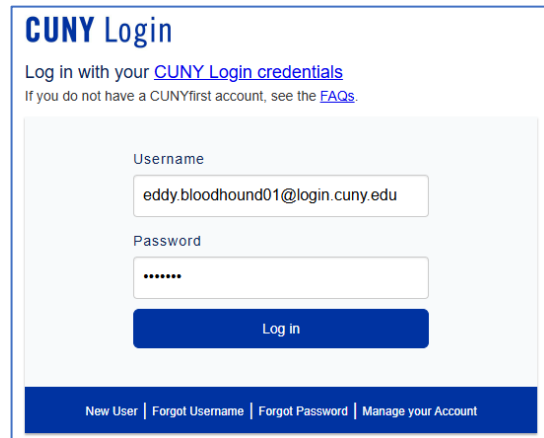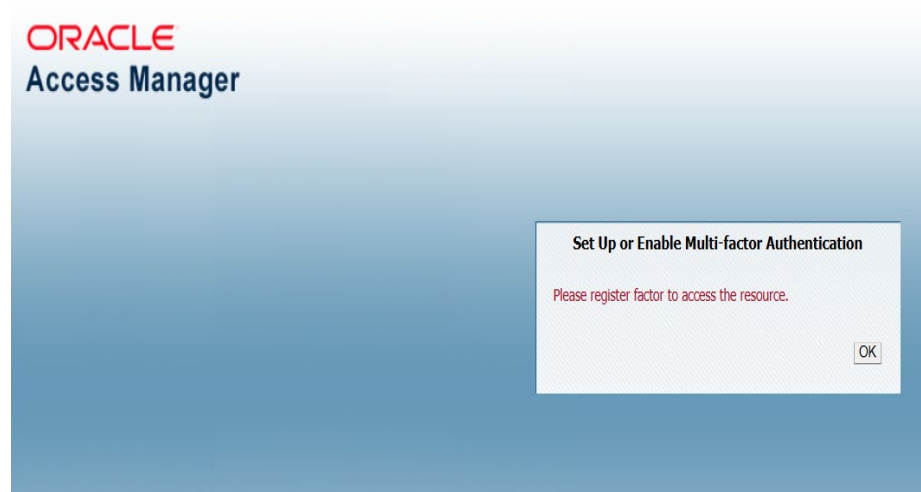# First-Time Setup (CUNY Login MFA TOTP with DUO App)

1. Open [CUNY MFA Self-Service](#).
2. Enter your **CUNY Login username and password**, then click **Log In**.
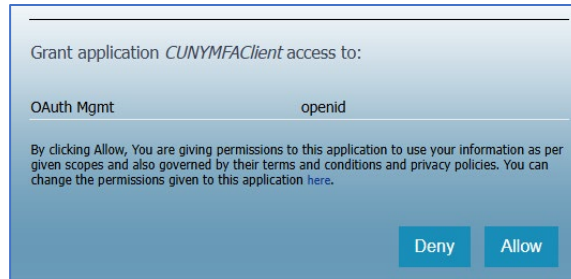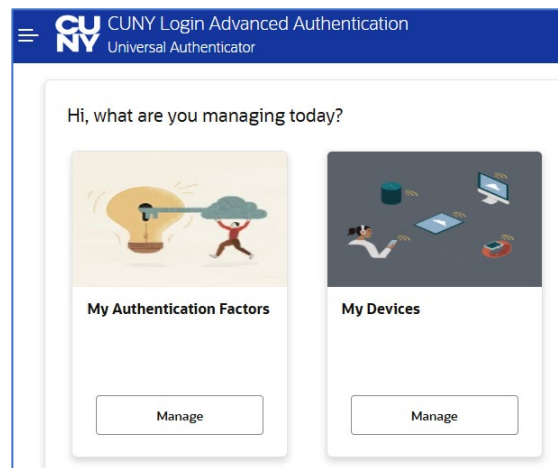

o If prompted to share your location, click **Allow**.
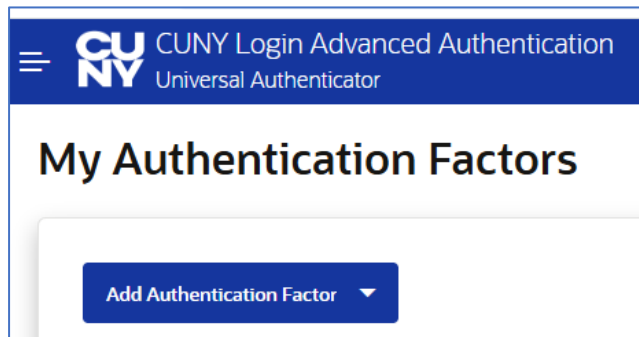
o An Oracle Access Manager page will display—click **OK**.

o On the Oracle Identity Management page, click **Allow**.

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

3. On the "Hi, what are you managing today?" page, click **Manage** under *My Authentication Factors*.

CUNY Login Advanced Authentication
Universal Authenticator

Hi, what are you managing today?

My Authentication Factors

My Devices

Manage   Manage

o Click **Add Authentication Factor**.

CUNY Login Advanced Authentication
Universal Authenticator

My Authentication Factors
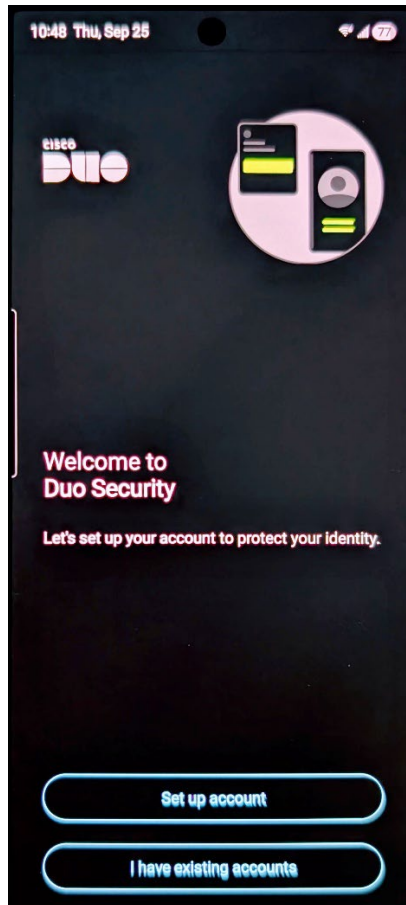
Add Authentication Factor ▼

4. Choose **Mobile Authenticator – TOTP**.
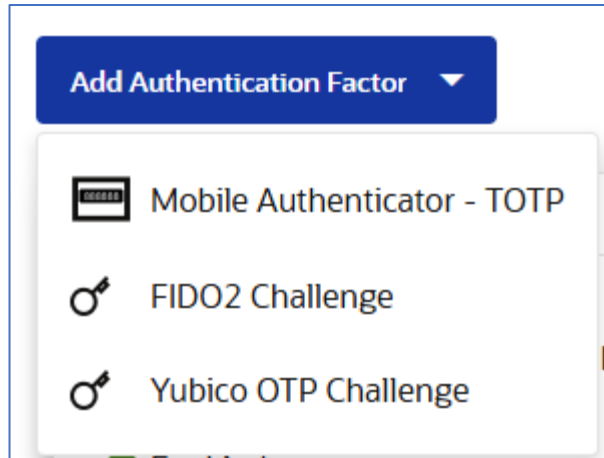
5. Enter a **Friendly Name** (e.g., "CUNY Login MFA").

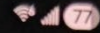o On iPhones, use hyphens/underscores instead of spaces.

6. Open **DUO** on your phone, then tap **Set up account**

7. Tap **USe a QR code**.

Link your account

Set up your account using a QR code or activation code.

Use a QR code

Use activation code

8. Scan the QR code shown on your computer (Read: It is like taking a picture with your phone. Move the phone until the box symbol on the screen shows on your phone)

o A new MFA account will be added to DUO, generating a code that refreshes every 30 seconds.
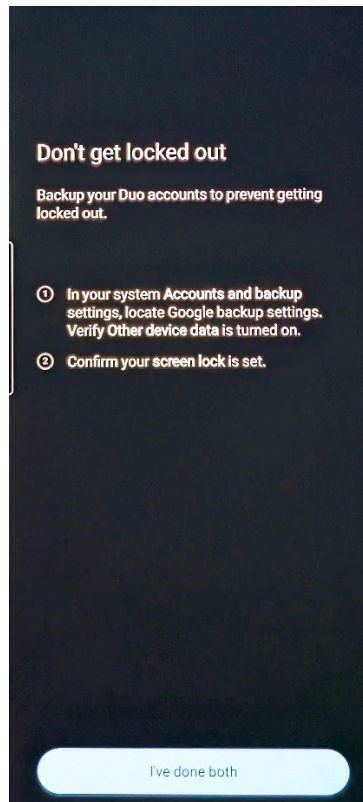
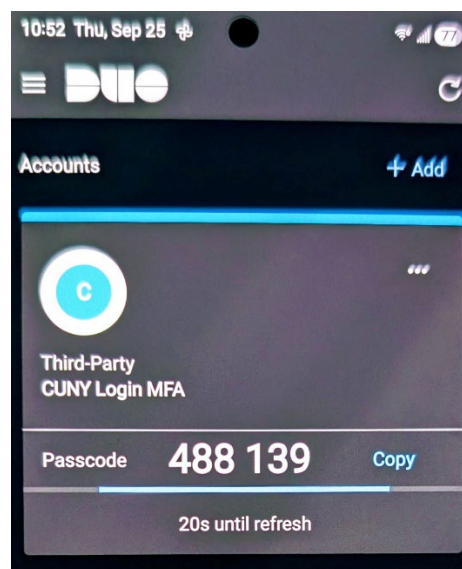9. Once scan completed, you will see the following confirmation screen in the DUO phone app:
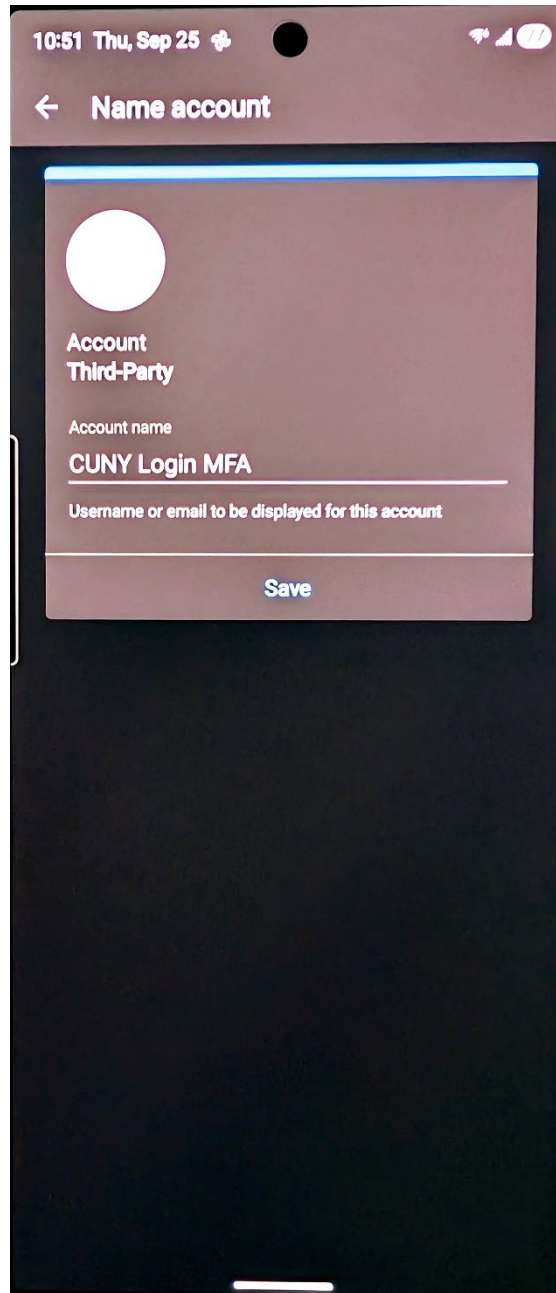
10. Tap **Save**

11. Follow the instructions to backup and secure your mobile phone. Then click **I've done both**.

o   You should see a screen similar to following with a passcode changing every 30 seconds.

12. Head back to the web browser setup page on your computer, click **Verify Now**.

Setup Mobile Authenticator

Friendly Name

CUNY Login MFA

Enter the key below, manually in your Authenticator Application

XHUVLTATZNZD2BMZ

Or

Scan the QR code below, from the Authenticatior application

| Cancel | Verify Now | Verify Later |

13. Enter the Passcode from DUO app into the Verification Code field.
(**Note:** If the code is about to expire wait for it to refresh)

Setup Mobile Authenticator

14. Click **Verify and Save**.

15. Log out of the CUNY Login portal and close your browser.

Your MFA setup is now complete.