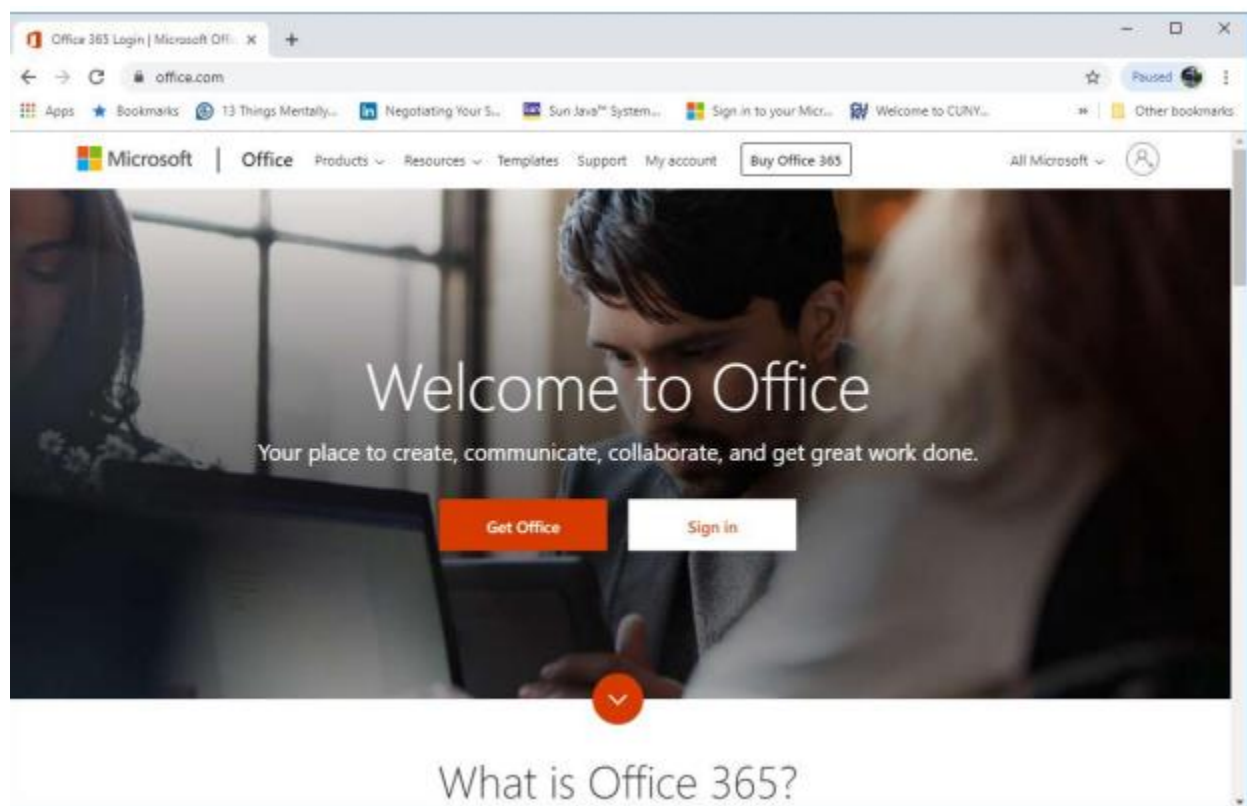


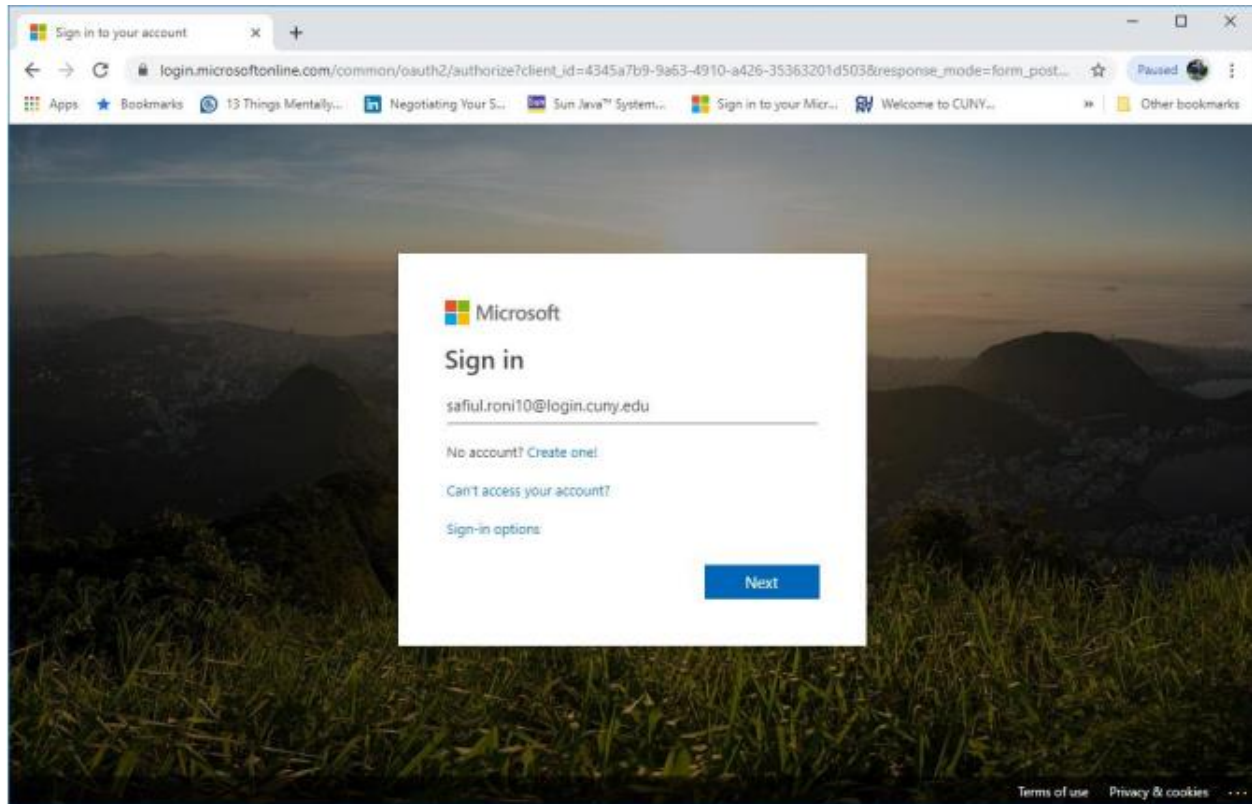


How to Configuring the Microsoft Authenticator

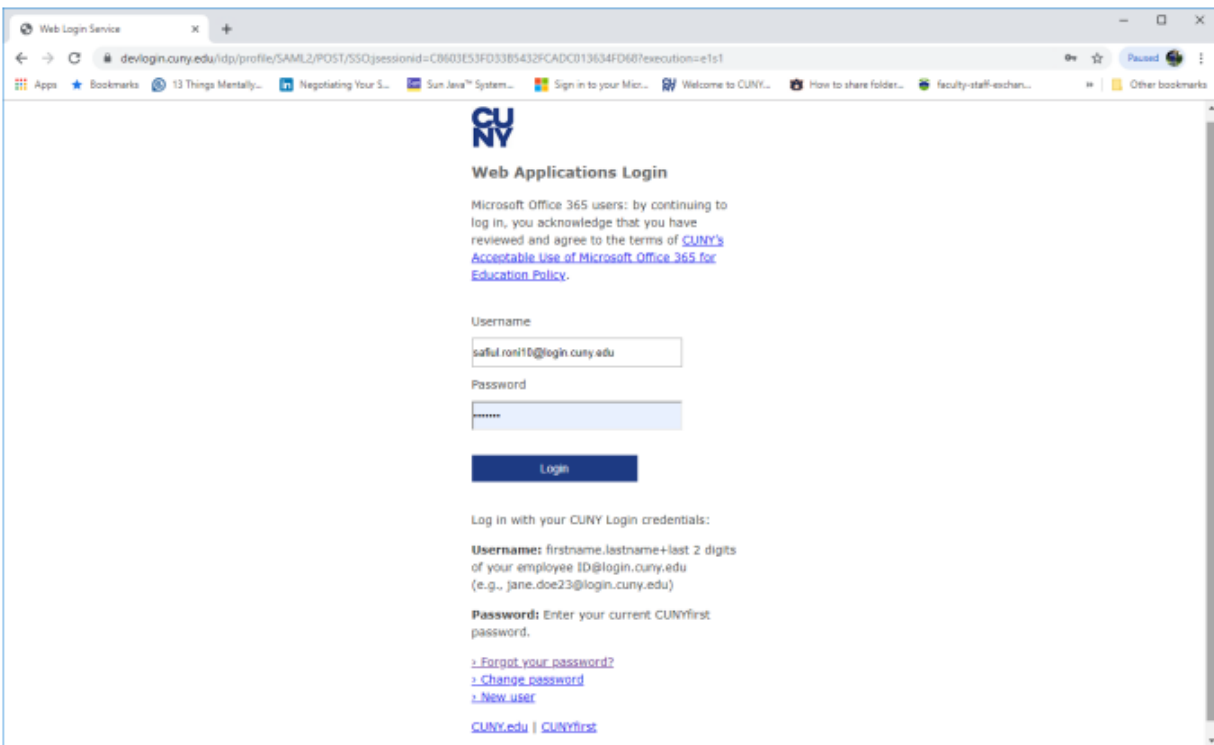
STEP 1: Go to www.office.com and click on Sign In.



STEP 2: Type in your CUNY login username (yourfirstname.yourlastname## - last two digits from your emplid@login.cuny.edu (i.e – John.doe84@login.cuny.edu)) and then click “Next”

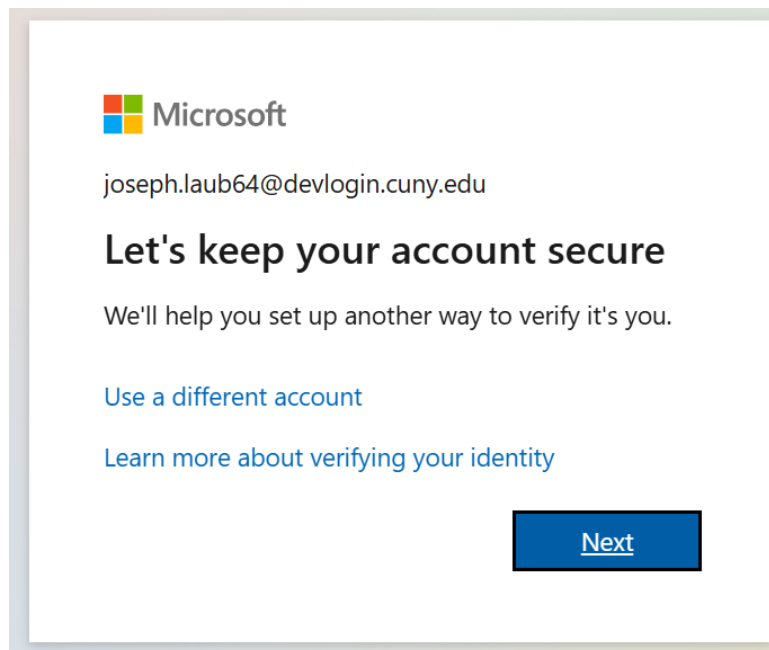


STEP 3: Type in your CUNY login credential with your CUNYfirst account password. Click **“Login”**.



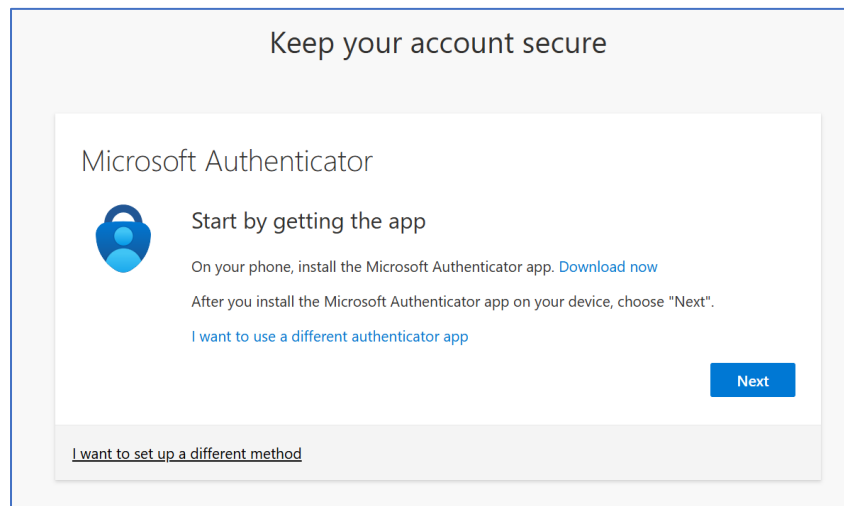
The screenshot shows a web browser window with the URL `devlogin.cuny.edu/idp/profile/SAML2/POST/SSO?sessionid=C8603E53FD33B5432FCADC013634FD60?execution=e1s1`. The page title is "Web Applications Login". It features the CUNY logo and a message for Microsoft Office 365 users. Below this, there are input fields for "Username" (containing `safut.roni10@login.cuny.edu`) and "Password" (masked with dots). A blue "Login" button is positioned below the password field. At the bottom, there are links for "Forgot your password?", "Change password", and "New user", along with the CUNY.edu and CUNYfirst logos.

STEP 4: Click **“Next”**

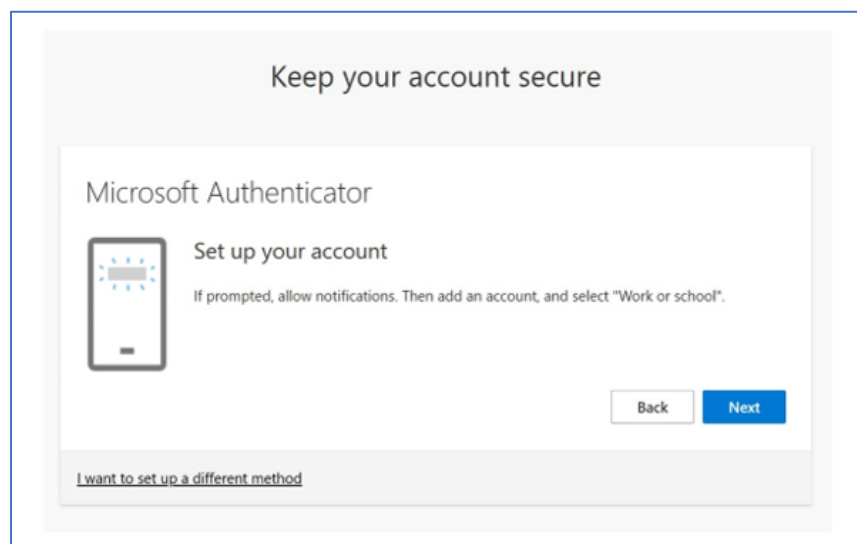


The screenshot shows a Microsoft security verification screen. It features the Microsoft logo and the email address `joseph.laub64@devlogin.cuny.edu`. The main heading is "Let's keep your account secure", followed by the text "We'll help you set up another way to verify it's you." Below this, there are two blue links: "Use a different account" and "Learn more about verifying your identity". A blue "Next" button is located at the bottom right of the screen.

STEP 5: If you have Not Already Done so, Download the Microsoft Authenticator from the Apple App or Google Play Store and click “Next”



STEP 6: Click “Allow Notifications” and then “Add Account” in the App:




STEP 7: Scan the QR Code with the App

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

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[I want to set up a different method](#)

STEP 7: Test the Authenticator App is Work by Following the Prompts

Keep your account secure

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

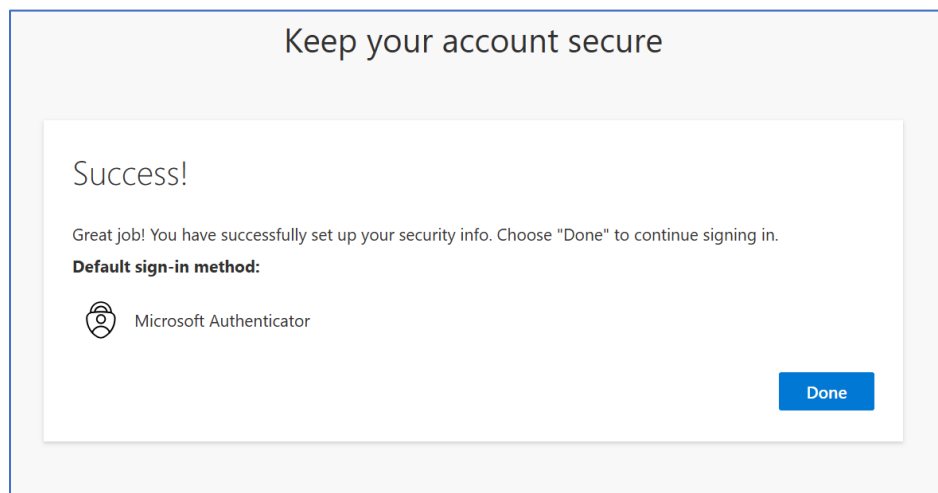
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[I want to set up a different method](#)

Step 8: Closet the Authenticator App when you are Done



NOTE: Please contact the DoIT Help Desk (L2 in the New Building or (212)237-8200 or helpdesk@jjay.cuny.edu) if further assistance is needed.
