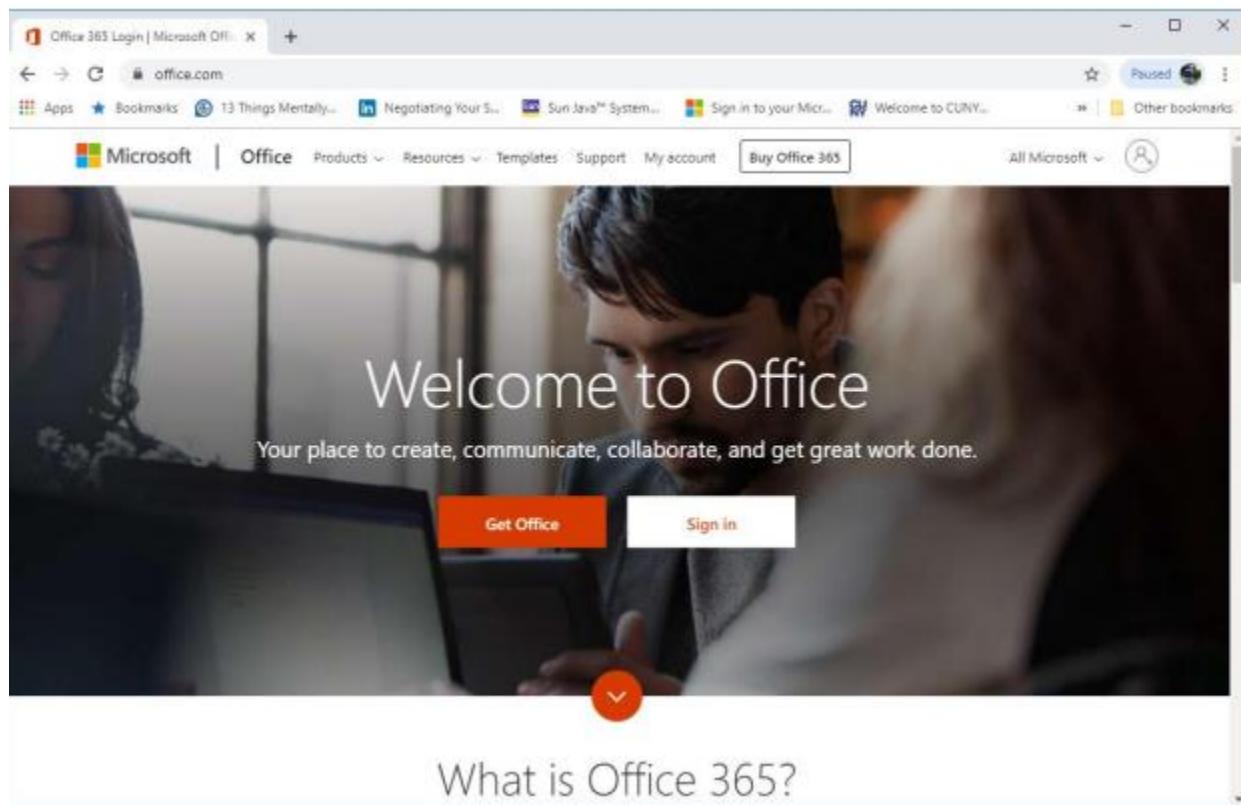
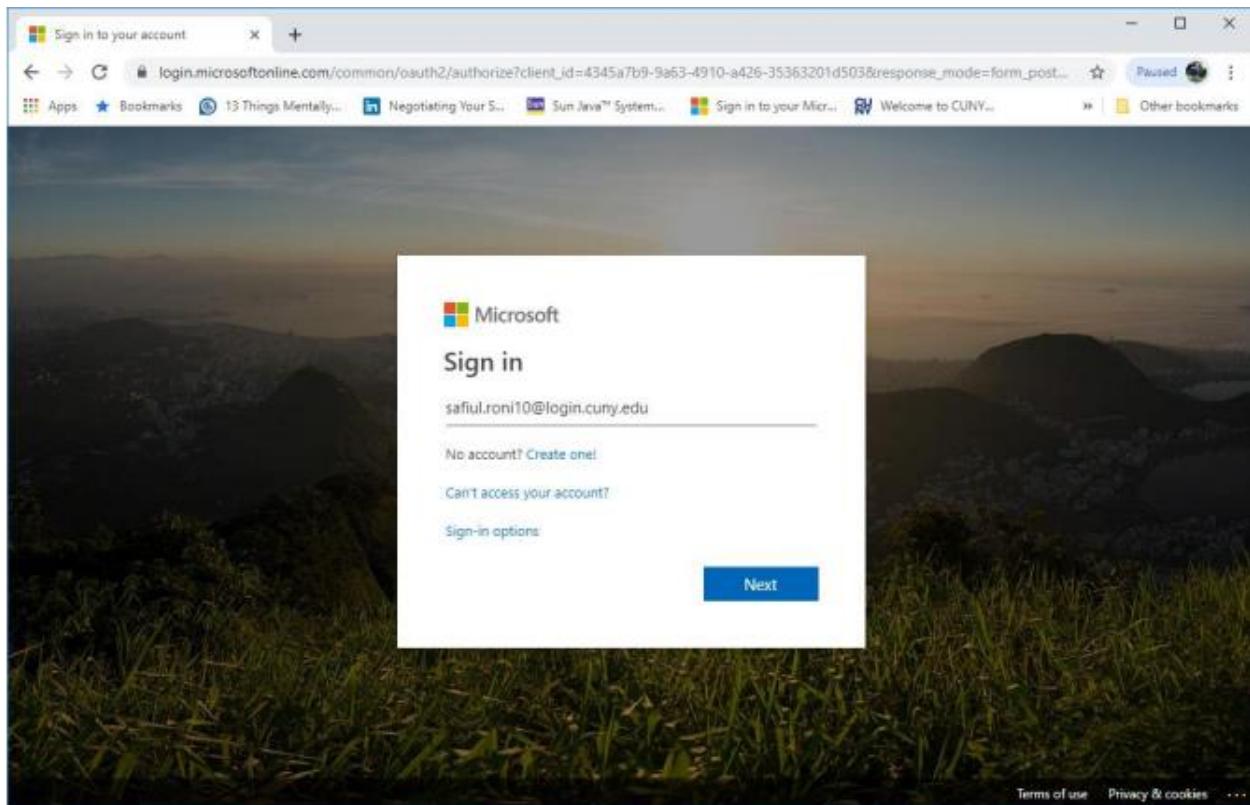


## How to Configuring the Microsoft Authenticator

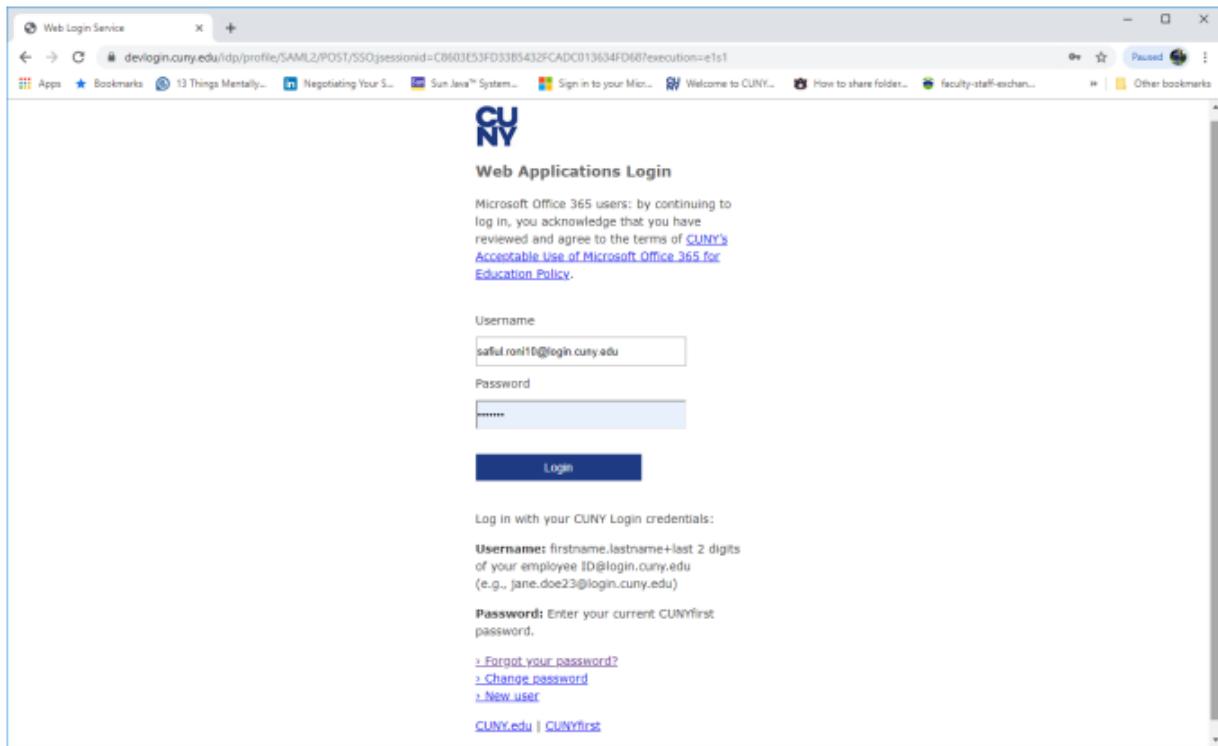
**STEP 1:** Go to [www.office.com](http://www.office.com) and click on Sign In.



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



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



Microsoft Office 365 users: by continuing to log in, you acknowledge that you have reviewed and agree to the terms of [CUNY's Acceptable Use of Microsoft Office 365 for Education Policy](#).

Username

Password

**Login**

Log in with your CUNY Login credentials:

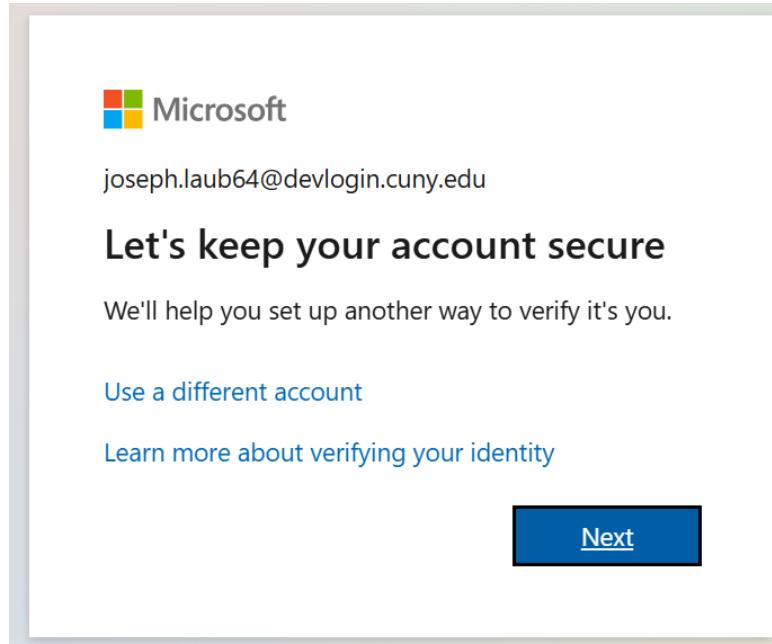
**Username:** firstname.lastname+last 2 digits of your employee ID@login.cuny.edu  
(e.g., jane.doe23@login.cuny.edu)

**Password:** Enter your current CUNYfirst password.

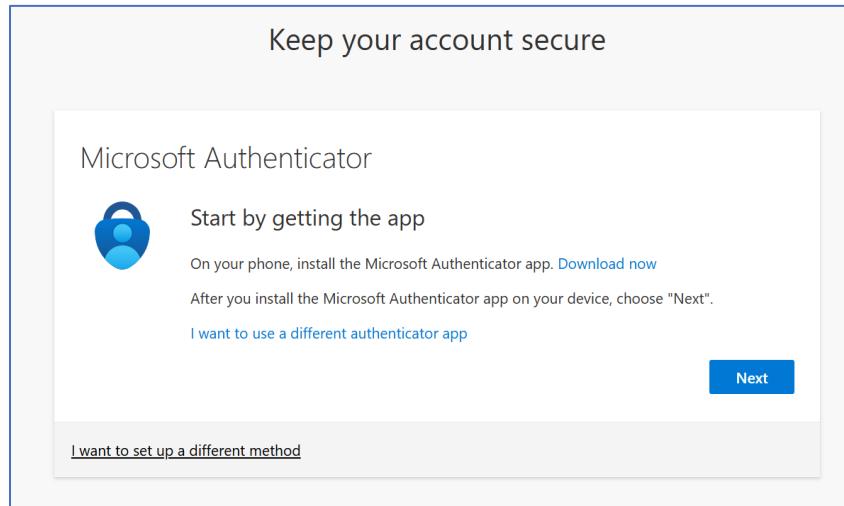
[Forgot your password?](#)  
[Change password](#)  
[New user](#)

[CUNY.edu](#) | [CUNYfirst](#)

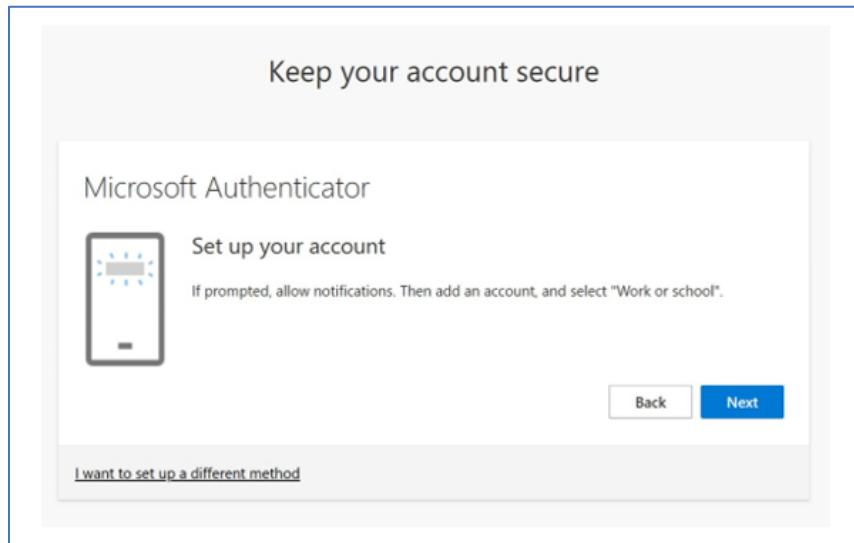
**STEP 4:** Click “Next”



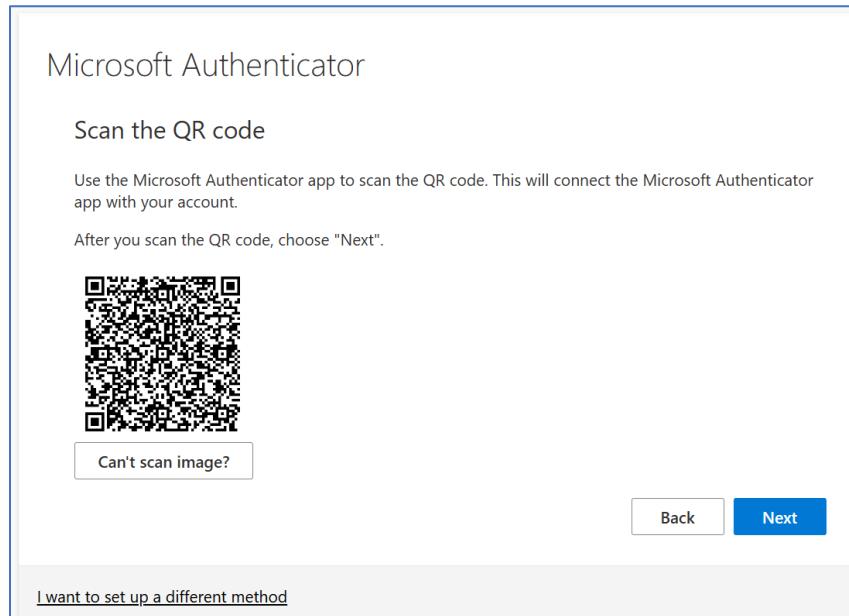
**STEP 5:** If you have Not Already Done so, Download the Microsoft Authenticator from the Apple App or Google Play Store and click “Next”



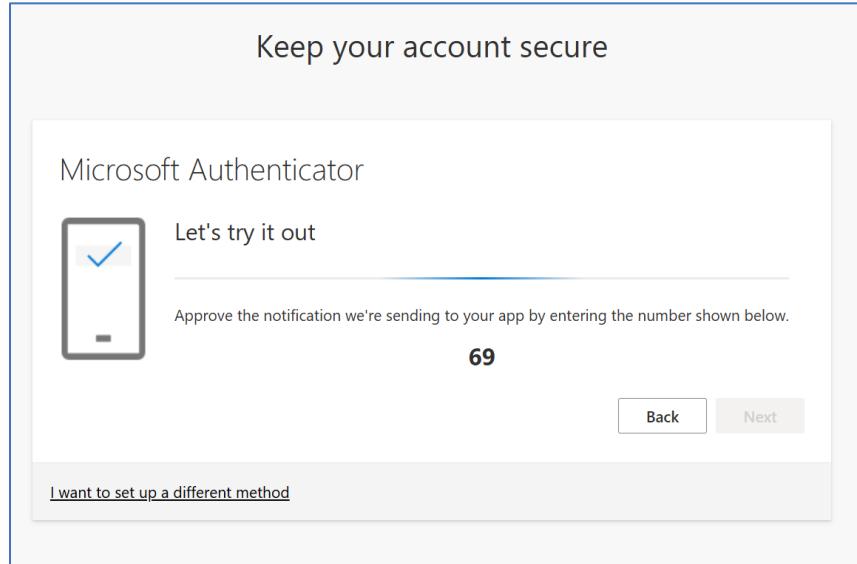
**STEP 6:** Click “Allow Notifications” and then “Add Account” in the App:



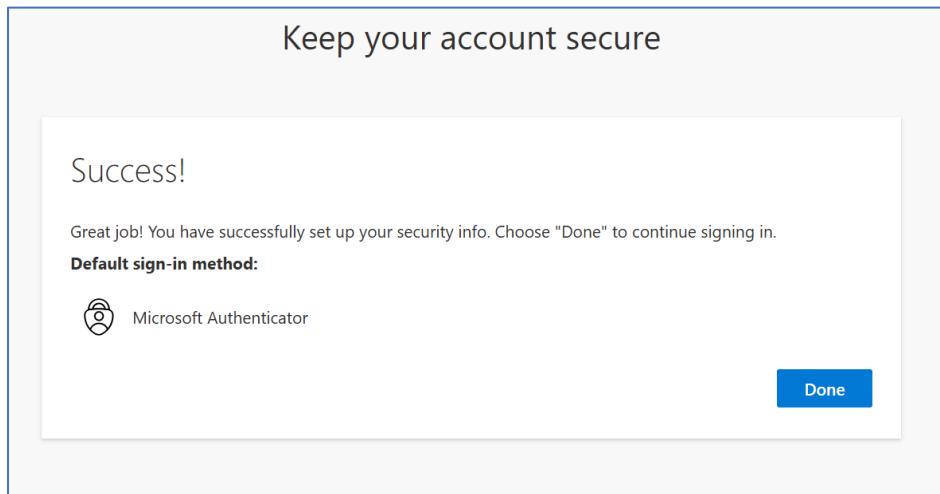
## STEP 7: Scan the QR Code with the App



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



**Step 8:** Closet the Authenticator App when you are Done



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

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