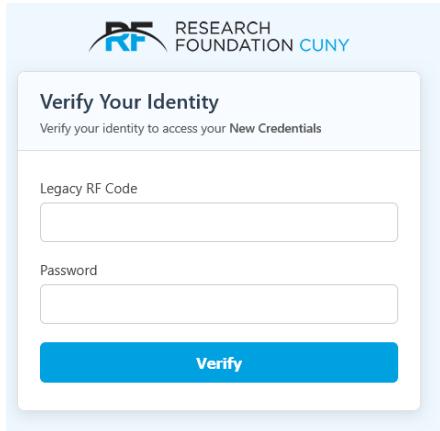


## Claiming Your OneRF Login

First, some context:

- In the One RF system you will have only one login, even if you had two, three, or more PI codes in the old system.
- You will be given a new RFCUNY email address (e.g., [sydney.sweeney@rfcuny.org](mailto:sydney.sweeney@rfcuny.org)) to connect to the OneRF system. The Legacy RFCUNY system was connected to your college (BMCC) email. If you have trouble logging in, check which email you're trying to login under: BMCC for the old, RFCUNY for the new.
- OneRF uses the same Microsoft Authentication system that BMCC uses. If you have trouble logging in, check which email you're using: BMCC for the old, RFCUNY for the new.

### To Claim Your OneRF ID:



**Step 1.** Go to <https://www.rfcuny.org/rflogonclaim>. You'll be asked to **Verify Your Identity**, which you will by entering your Legacy RFCUNY PI Code and Password.

**Step 2.** Once completed, you'll see a screen showing **Your New Account Details**, including your new OneRF username (e.g., [sydney.sweeney@rfcuny.org](mailto:sydney.sweeney@rfcuny.org)) and a temporary password. Copy the temporary password – you will need it for the next screen.

Step. 3. At the bottom of the **Your New Account Details** screen, click on **Please Click here** to continue to the sign-in page.

Step 4. The sign-in page has a Microsoft logo and this headline: **Enter password**. Paste or retype the password you saw in Step 2. Then, press **Sign in**.



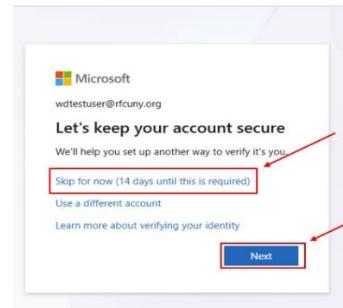
Step 5. You'll be prompted to **Update your password**. The temporary password is your "old password." You'll create and confirm a new password that you'll use in OneRF moving forward.



#### Setting up the Multifactor Authentication (MFA):

First, you have an option to skip this function for 14 days from your first sign-in. When you're ready,

Step 1. When you're ready to **keep your account secure**, press next.



Step 2. Opt to **Stay signed in?** by selecting the **Yes** button.

If you are unable to claim your OneRF login after following these steps, email [HRPassword@rfcuny.org](mailto:HRPassword@rfcuny.org) for assistance.

