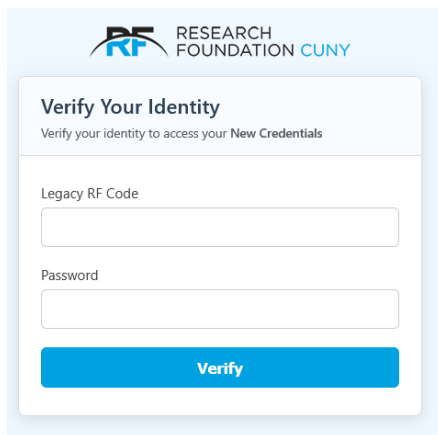


Claiming Your OneRF Login

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) 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.

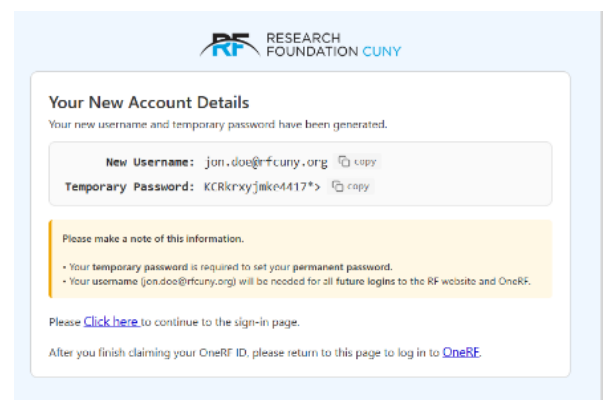
To Claim Your OneRF ID:



The screenshot shows a web form titled "Verify Your Identity" with the subtitle "Verify your identity to access your New Credentials". It features two input fields: "Legacy RF Code" and "Password". Below these fields is a blue button labeled "Verify". The form is set against a light blue background with the Research Foundation CUNY logo at the top.

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.

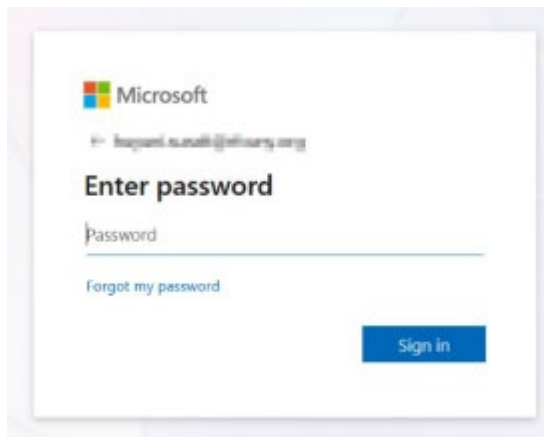
Step 2. Once completed, you'll see a screen showing **Your New Account Details**, including your new OneRF username (e.g., sydney.sweeney@rfcuny.org) and a temporary password. Copy the temporary password – you will need it for the next screen.



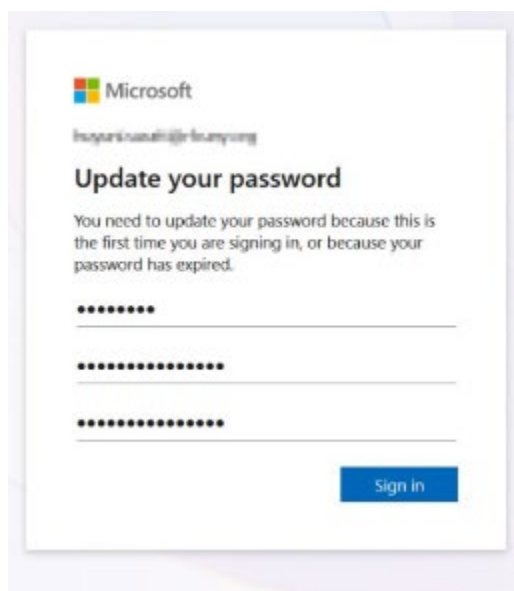
The screenshot shows a web page titled "Your New Account Details" with the subtitle "Your new username and temporary password have been generated." It displays the "New Username" as "jon.doe@rfcuny.org" and the "Temporary Password" as "KCRkrxyjmk417*>". Both fields have a "copy" icon. Below this, a yellow box contains instructions: "Please make a note of this information." and "Your temporary password is required to set your permanent password." and "Your username (jon.doe@rfcuny.org) will be needed for all future logins to the RF website and OneRF." At the bottom, it says "Please [Click here](#) to continue to the sign-in page." and "After you finish claiming your OneRF ID, please return to this page to log in to [OneRF](#)." The page has the Research Foundation CUNY logo at the top.

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**.



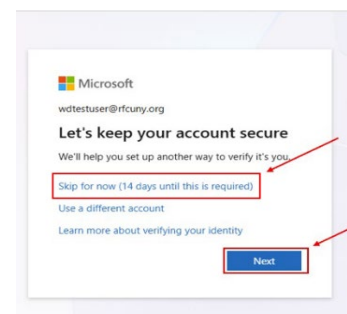
Step 5. You'll be prompted to **Update your password**. The temporary password is your "old password." You'll create and confirm a new password that you'll use in OneRF moving forward.



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 for assistance.

