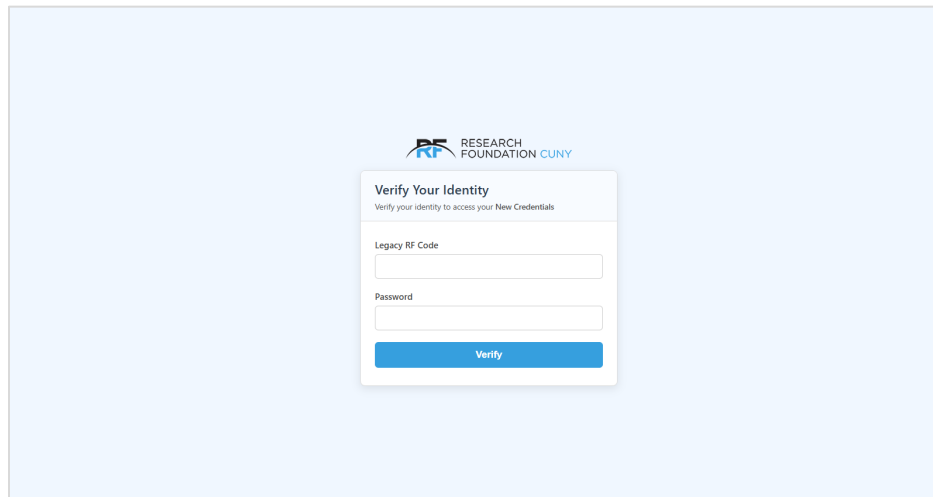


Directions on Claiming Your OneRF ID

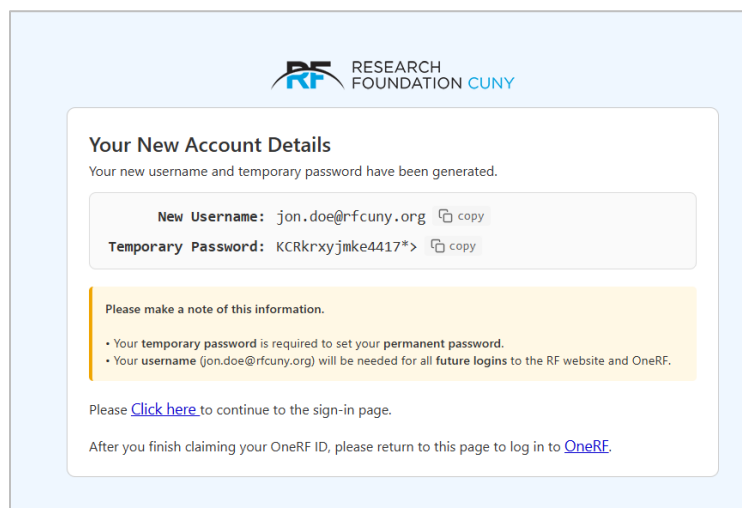
The instructions below are designed to guide users through the process of claiming a ID and password for the Research Foundation of the City University of New York (RFCUNY)'s OneRF (powered by Workday) platform.

How to Claim Your OneRF ID

Step 1: Go to <https://www.rfcuny.org/rflogonclaim>, where you can enter your 3-digit PI code or your 6-digit RFCUNY employee ID in the box below:

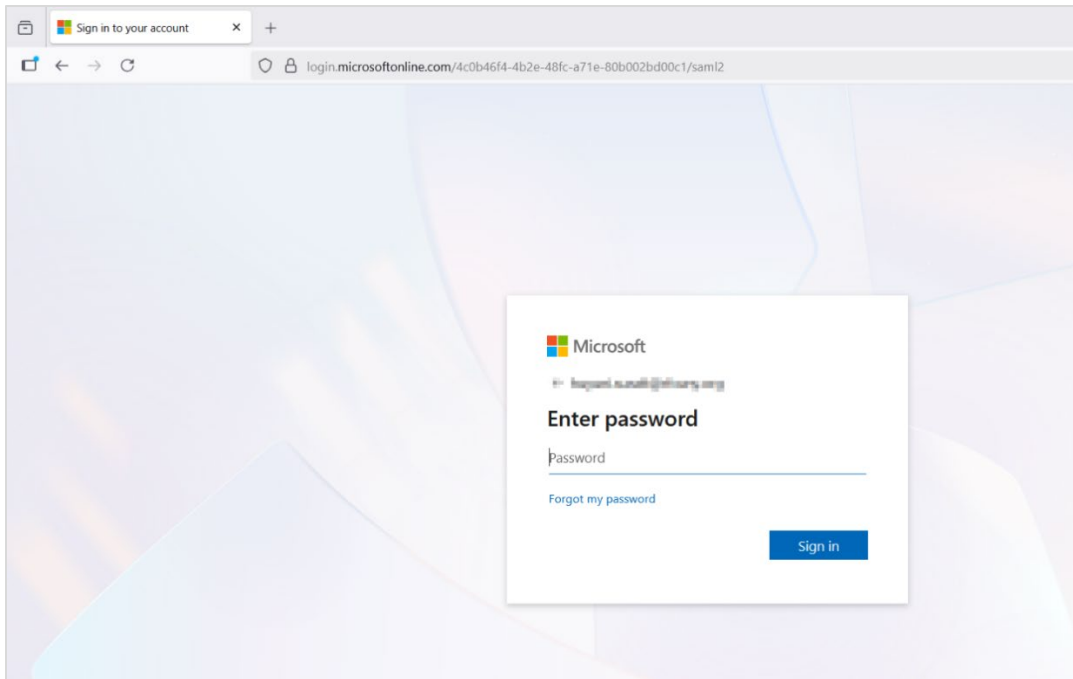


Step 2: Once you have done this, the following screen will appear showing your new OneRF username and a temporary password. Your new username will be in the following format: firstname.lastname.com. Copy this username for your records and copy the temporary password – you will need it for the rest of this process.

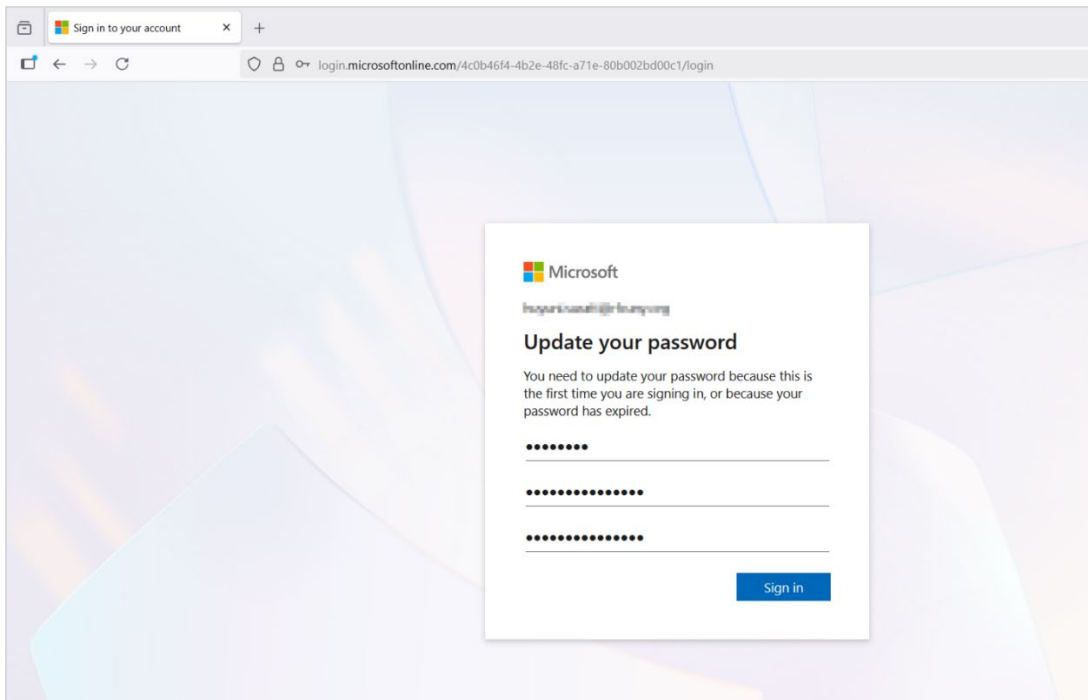


Step 3: Click on the “click here” link at the bottom of the box shown in the screenshot above to continue to Microsoft to set up the account. This will open a new tab in your browser.

Step 4: Once on Microsoft’s sign-in page, enter the temporary password provided on the previous page.



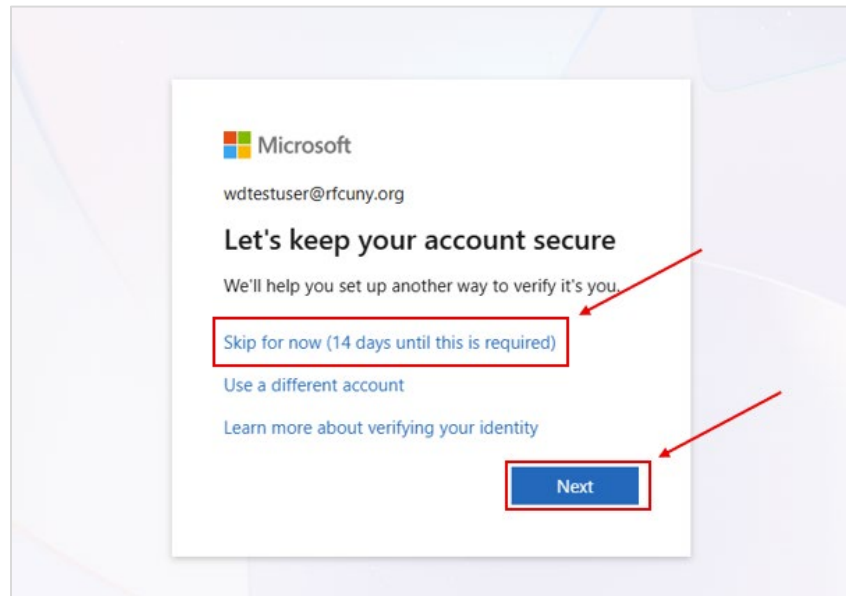
Step 5: Follow the prompt and change the password – the new password will be what you use to log into OneRF from now on. The old password is the temporary password shown in Step 2.



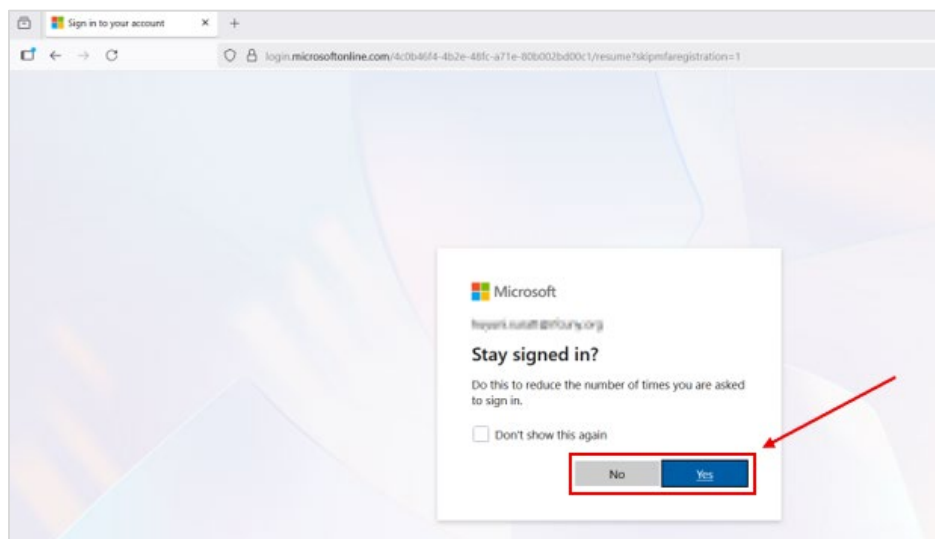
Step 6: The next step is to set up the multifactor authentication (MFA). You can either:

1. Skip for 14 days
or
2. Click “Next” to set up the added security on the account

Then click “Next” to move to the next step. **Please note:** While you can skip MFA now, it must be set up within 14 days as a security measure.



Step 7: Decide whether to stay signed in on the device you're using by choosing “No” or “Yes” (user preference).

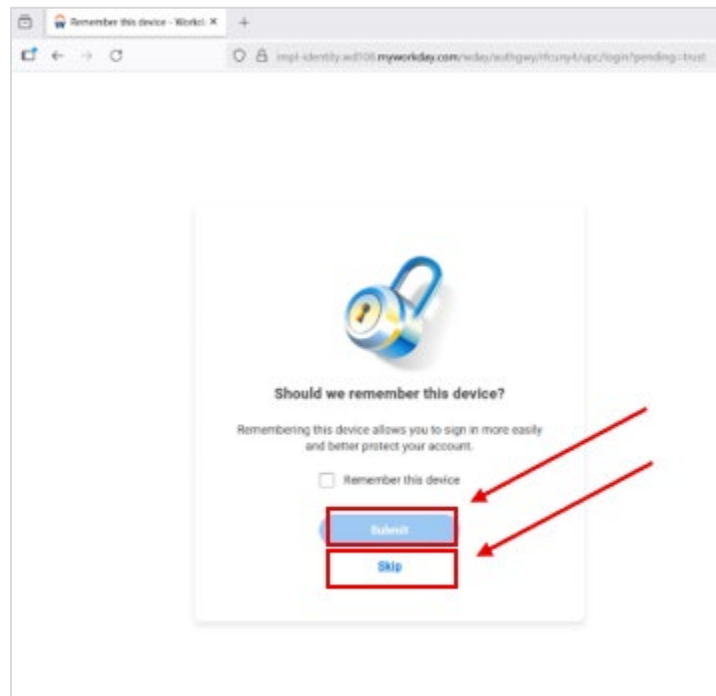


Step 8: This completes the process to claim and verify your OneRF ID. You can now access OneRF by any of the following methods:

- 1) Returning to the user credentials page and following the link there.
- 2) Using the direct URL: <https://wd108.myworkday.com/rfcuny/d/home.html>.
- 3) Accessing the link in the “Electronics Tools” section of rfcuny.org.

Step 9: When you log into OneRF for the first time, you can choose whether you would like OneRF’s Workday platform to remember the device you are using. You can either:

1. Click the box next to “Remember this device” and then click “Submit”.
- or
2. Click “Skip”.



After Step 9, you will be logged into OneRF.

If you are unable to claim your OneRF login after following [our step-by-step instructions](#), please email HRPassword@rfcuny.org. Our team will be in contact with you within 1-2 business days.