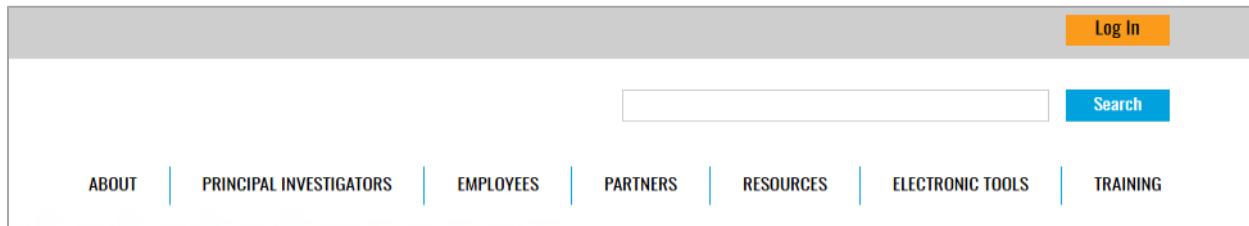


Directions on Logging into the RFCUNY Website and Accessing Legacy Systems

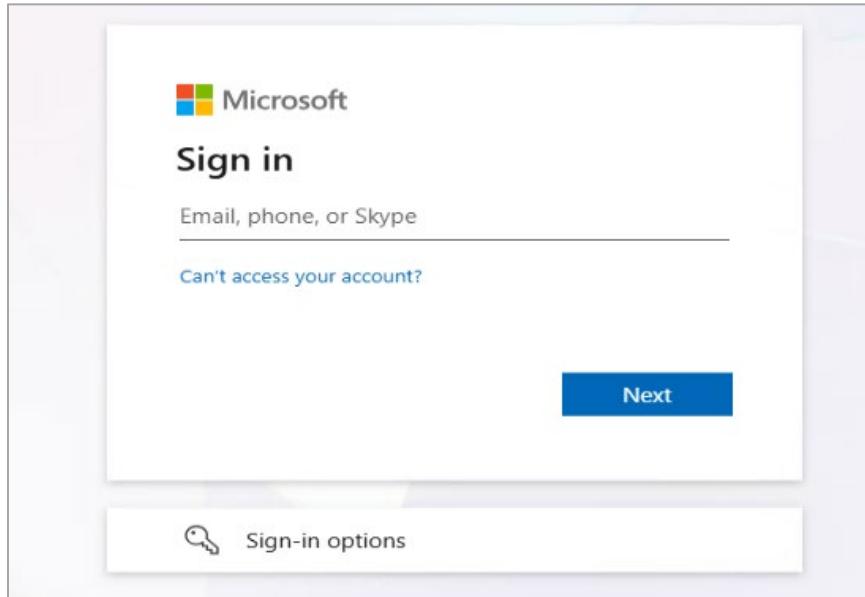
The instructions below are designed to guide users through the process of logging into the Research Foundation of the City University of New York (RFCUNY)'s website; accessing RFCUNY systems that have not migrated to OneRF, such as Contract Manager and to access Legacy systems to view historical data.

Instructions on Logging onto the RFCUNY Website

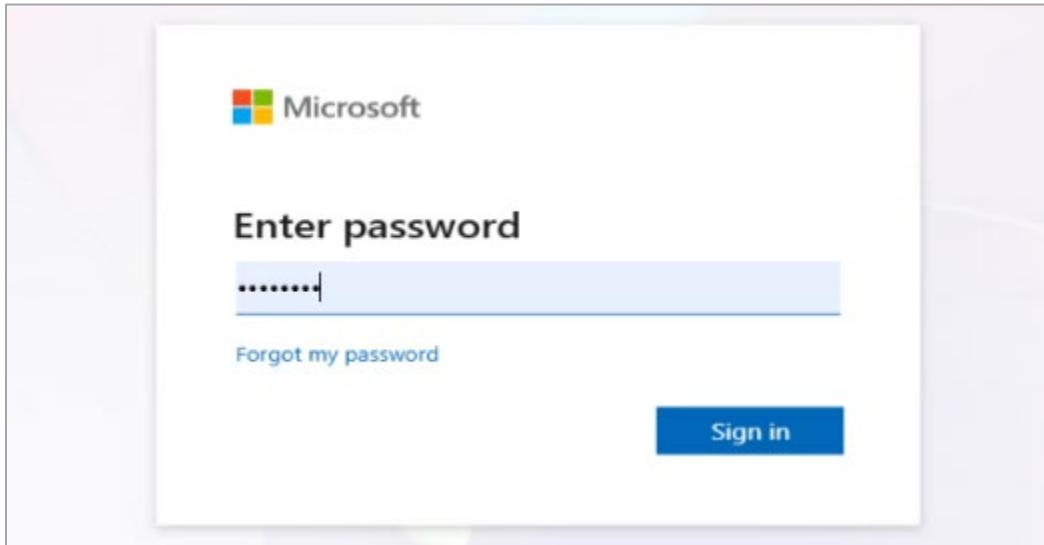
Step 1: Go to www.rfcuny.org. If you have already claimed your new OneRF ID, click on the Log In button on the top right corner of the website as shown below and log in with your new unique OneRF ID. If you have not yet claimed your OneRF ID, please follow our [step-by-step instructions](#).



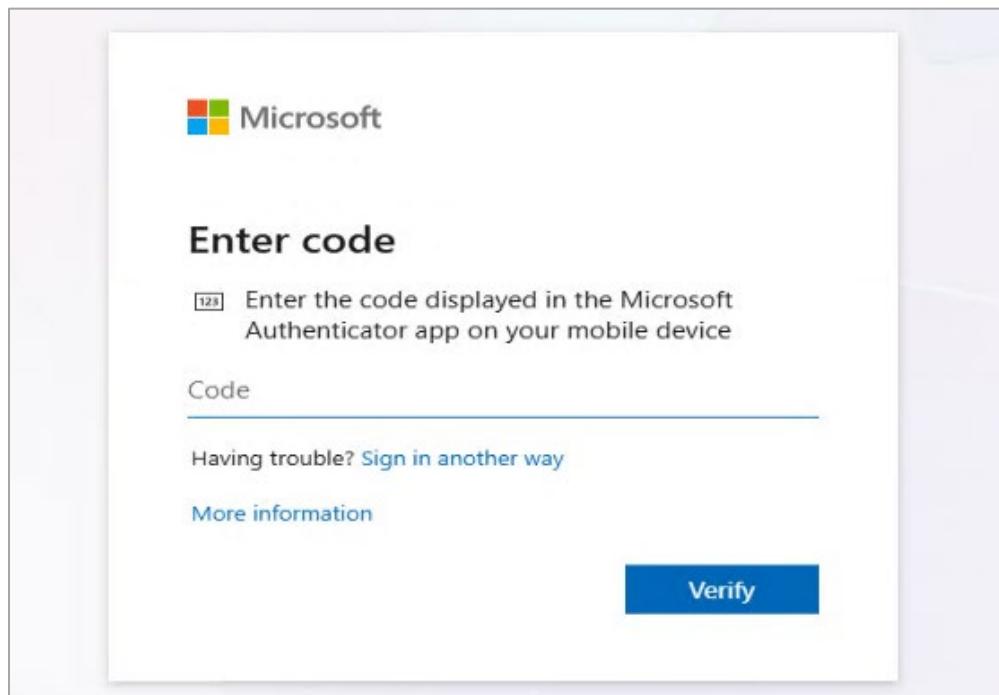
Step 2: You will be prompted to login using your account. Enter or choose the Microsoft account linked to your OneRF login.



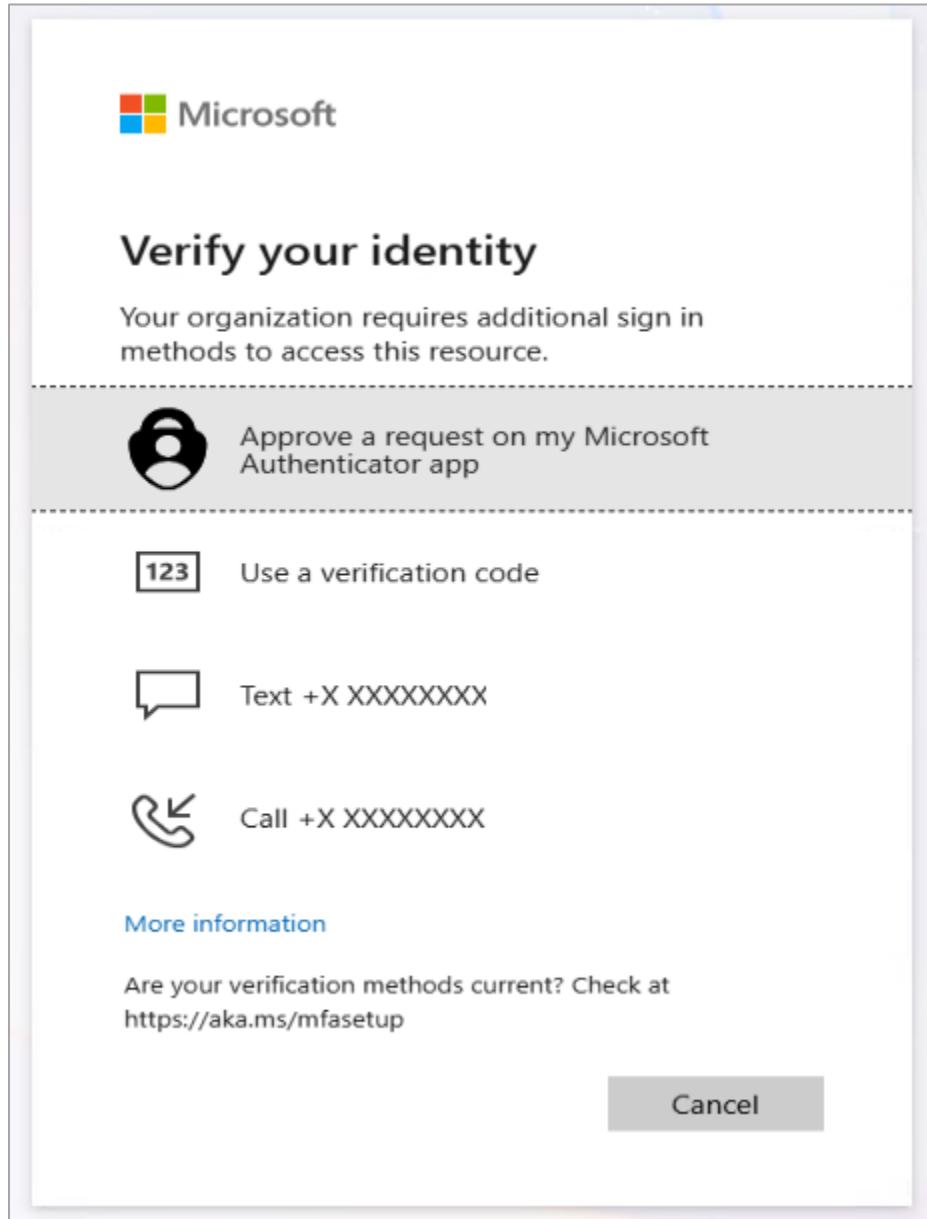
Step 3: Enter your password for the account you are using.



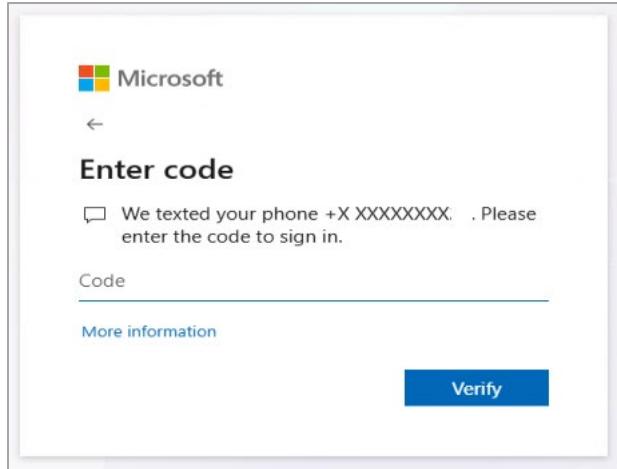
Step 4: You will be asked to enter the authenticator code as shown. If you do not have the Authenticator app on your phone, you can choose “Sign in another way”.



Step 4a: If you need to “Sign in another way”, select one of these choices as shown. You will receive a code via the method you choose.



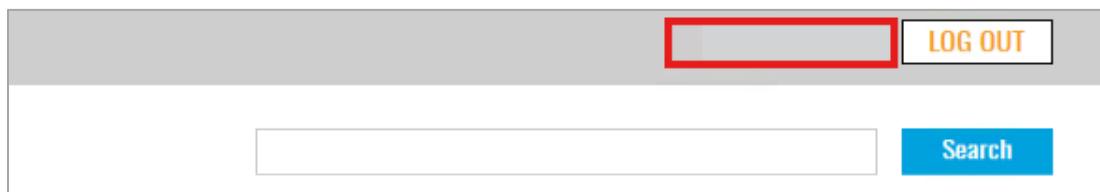
Step 4b: Enter the code you receive in the field marked “Code” and press Verify.



Step 5: Make a choice whether or not you would like to stay signed on with your account.



Step 6: If you have successfully logged in with your claimed OneRF login, you will see your name where the red rectangle is. You will also see the option to log out of the website.



Instructions to Access Active RFCUNY Systems such as Contract Manager

Step 1: Accessing active systems is largely unchanged from before the OneRF integration. Go to Electronic Tools and the list of systems will appear. **Note:** some systems are no longer available or will have Legacy versions of them (see below for more detail).



The screenshot shows a web-based interface for managing electronic tools. At the top, there is a navigation bar with tabs: ABOUT, PRINCIPAL INVESTIGATORS, EMPLOYEES, PARTNERS, RESOURCES, ELECTRONIC TOOLS (which is highlighted in blue), TRAINING, and FAVORITES. The main content area displays a list of systems, each with a brief description. A sidebar on the left contains a blue box with the text: "Make payments, process requests, and submit information instantly. Receive prompt receipt, services and responses in an electronic format." The systems listed are:

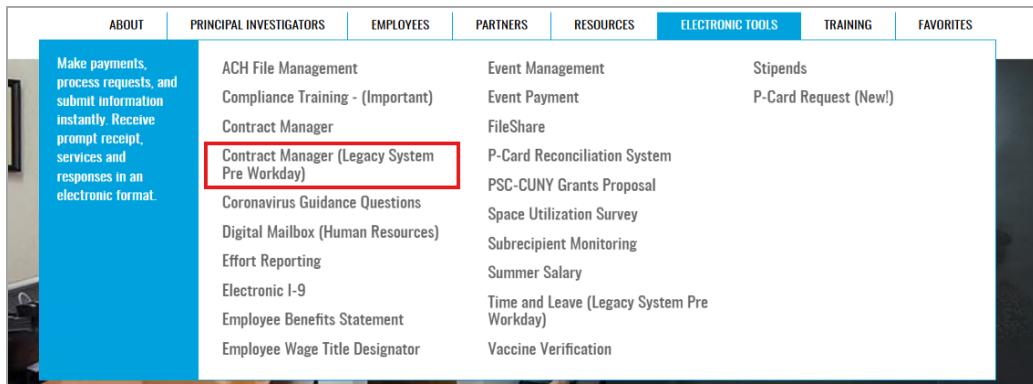
System	Description
ACH File Management	
Compliance Training - (Important)	
Contract Manager	
Contract Manager (Legacy System Pre Workday)	
Coronavirus Guidance Questions	
Digital Mailbox (Human Resources)	
Effort Reporting	
Electronic I-9	
Employee Benefits Statement	
Employee Wage Title Designator	
Event Management	
Event Payment	
FileShare	
P-Card Reconciliation System	
PSC-CUNY Grants Proposal	
Space Utilization Survey	
Subrecipient Monitoring	
Summer Salary	
Time and Leave (Legacy System Pre Workday)	
Vaccine Verification	
Stipends	
P-Card Request (New!)	

Step 2: Select the system you would like to access. The following RFCUNY systems have **active versions**:

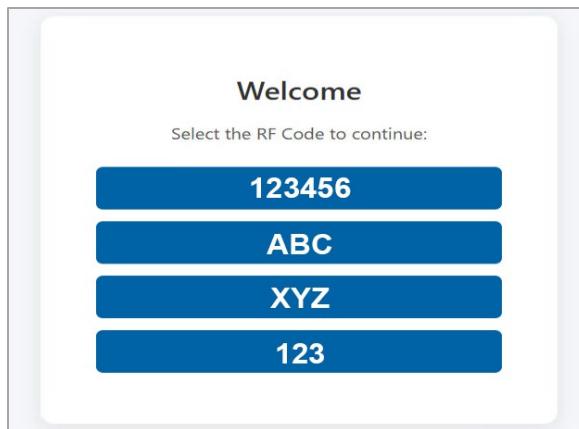
- Contract Manager
- Summer Salary
- Effort Reporting

Accessing RFCUNY Legacy Systems

Step 1: Some legacy systems that have been replaced with functionality in OneRF are now read-only. This allows you to view historical data that wasn't migrated to the new OneRF environment. To access them, select them from the Electronic Tools menu like you would any other system. For this example, we will choose Contract Manager Legacy. But another example could be Time and Leave Legacy to view a past timesheet.



Step 2: When the Legacy system is selected, the prompt shown below will appear. It has a list of IDs associated with your legacy RFCUNY accounts, which can include your employee ID as well as 3- or 2-character system IDs. Select the corresponding ID that has the required user rights to the system you are accessing.



The following RFCUNY systems are **being maintained as Legacy for historical purposes**:

- Personnel Vacancy Notice
- Onboarding
- Payment Request
- Web Procurement
- Time and Leave
- Personnel Action Form
- Accrual Management
- Stipend
- Contract Manager (Legacy System)
- Summer Salary (Legacy System)
- Effort Reporting (Legacy System)

For Other Questions

Answers many common questions about OneRF – our initiative to evolve and unify RFCUNY's systems and processes – are available on the [OneRF Information Hub](#). There you will find general information about OneRF, frequently asked questions, links to over 100 detailed Job Aids, and an archive of previous communications.

If you still have questions after reviewing these resources and the documents linked on our website, please contact us through one of the following methods:

- **If you are able to access OneRF:** please search for “Create Case” in OneRF’s Workday platform to use the Case Management function. This will ensure that your questions go directly to the correct subject matter experts within RFCUNY.
- **If you are unable to access OneRF:** please contact us using [our OneRF questions form](#). This form also routes questions to the appropriate subject matter experts at RFCUNY.
- **If you are unable to claim your OneRF login after following [our step-by-step instructions](#):** Please email HRPassword@rfcuny.org.