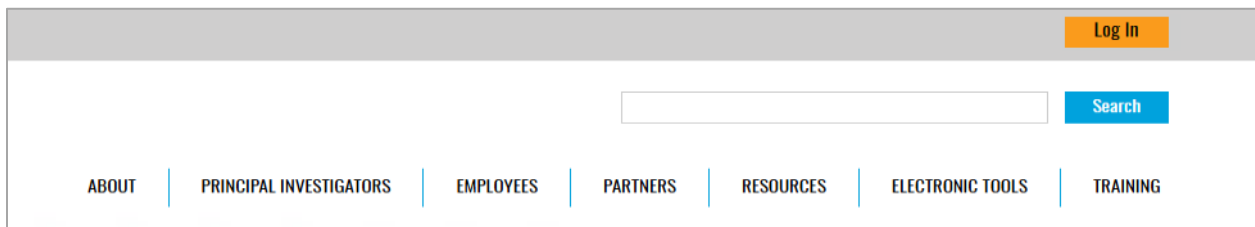


Directions on Logging into the RFCUNY Website and Accessing Legacy Systems

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.

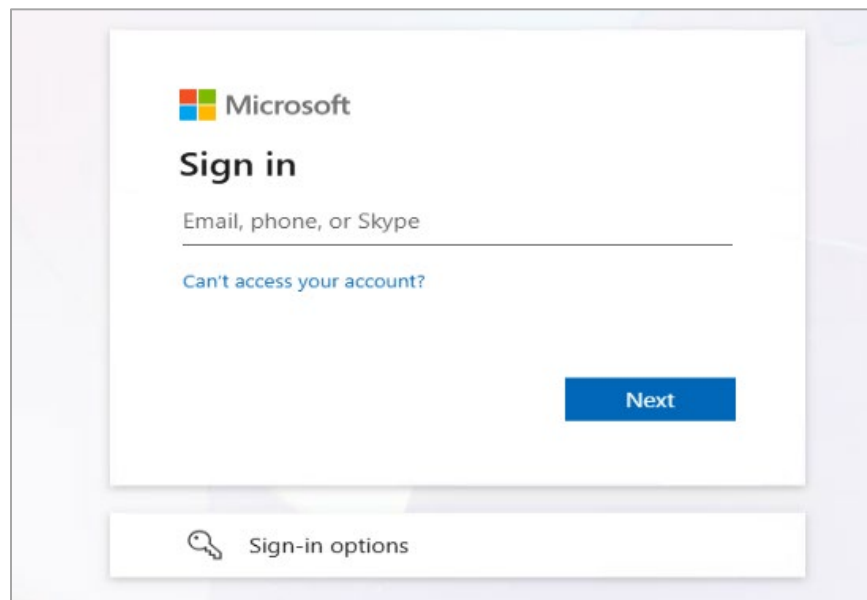
Instructions on Logging onto the RFCUNY Website

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](#).



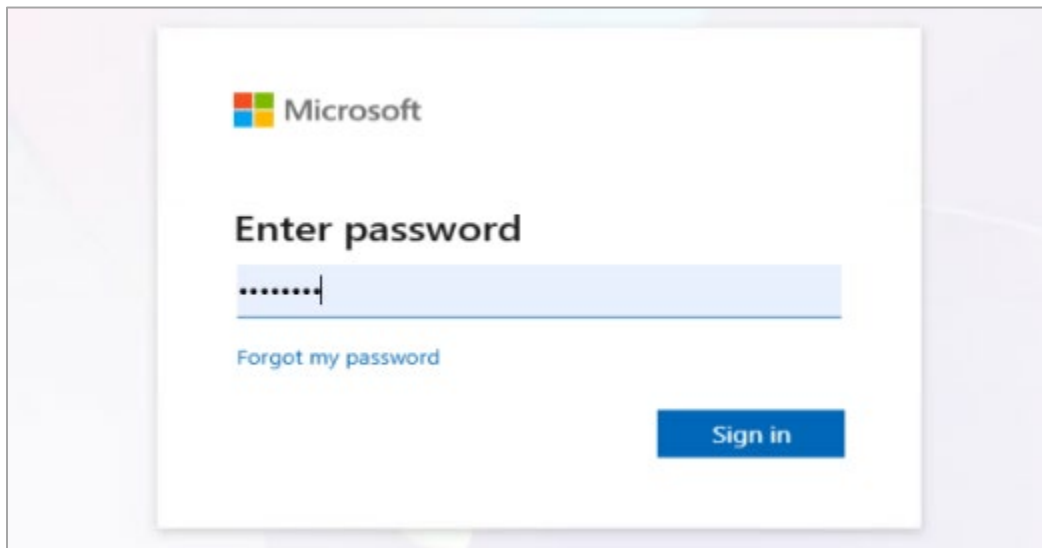
The screenshot shows the top navigation bar of the RFCUNY website. On the right side, there is an orange "Log In" button. Below the navigation bar is a search bar with a blue "Search" button. At the bottom of the header, there is a horizontal menu with the following links: ABOUT, PRINCIPAL INVESTIGATORS, EMPLOYEES, PARTNERS, RESOURCES, ELECTRONIC TOOLS, and TRAINING.

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



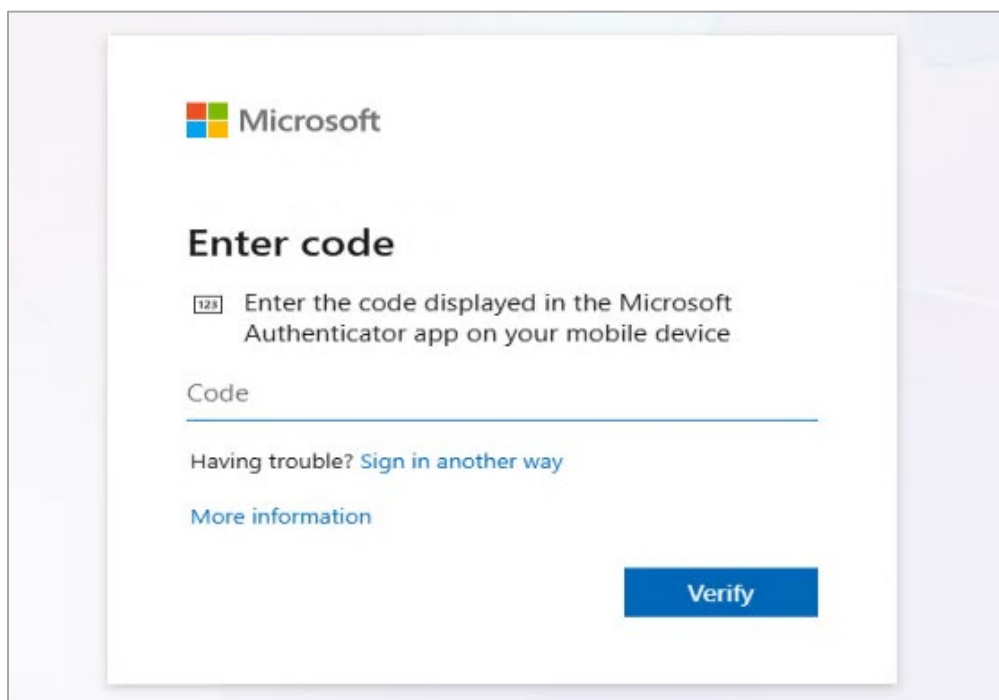
The screenshot shows the Microsoft Sign in page. At the top, there is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field labeled "Email, phone, or Skype". Below the input field, there is a link that says "Can't access your account?". At the bottom right of the sign-in area, there is a blue "Next" button. At the bottom of the page, there is a section titled "Sign-in options" with a key icon.

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



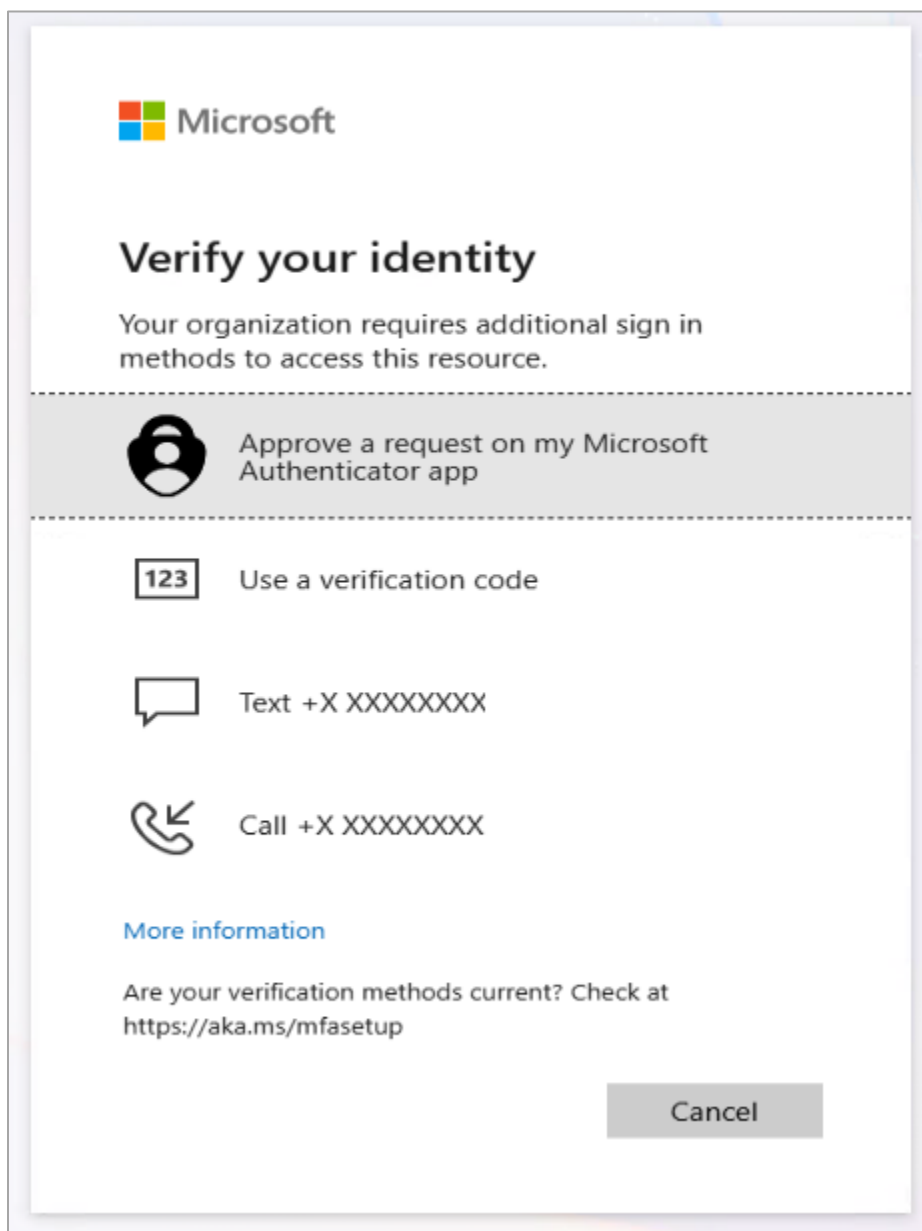
The image shows a Microsoft login interface. At the top is the Microsoft logo. Below it, the text "Enter password" is displayed. There is a password input field with a blue border and a blue cursor. Below the input field is a link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in".

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".



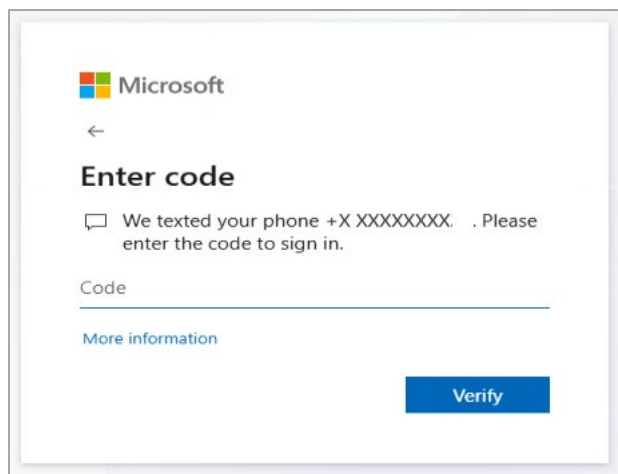
The image shows a Microsoft login interface for entering an authenticator code. At the top is the Microsoft logo. Below it, the text "Enter code" is displayed. There is a small icon of a mobile device and the text "Enter the code displayed in the Microsoft Authenticator app on your mobile device". Below this is a text input field labeled "Code". Below the input field is a link that says "Having trouble? Sign in another way". At the bottom left is a link that says "More information". At the bottom right is a blue button labeled "Verify".

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.



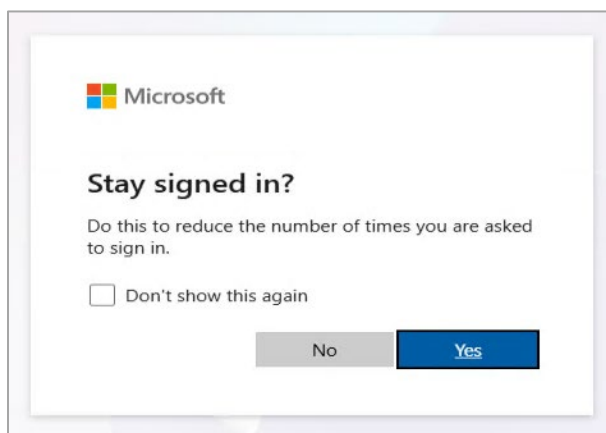
The image shows a Microsoft authentication window titled "Verify your identity". It states that the organization requires additional sign-in methods. A grey bar at the top offers the option to "Approve a request on my Microsoft Authenticator app" with a person icon. Below this, three options are listed: "Use a verification code" (with a box containing '123'), "Text +X XXXXXXXX" (with a speech bubble icon), and "Call +X XXXXXXXX" (with a phone icon). A link for "More information" is provided, along with a URL to check verification methods: <https://aka.ms/mfasetup>. A "Cancel" button is located at the bottom right.

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



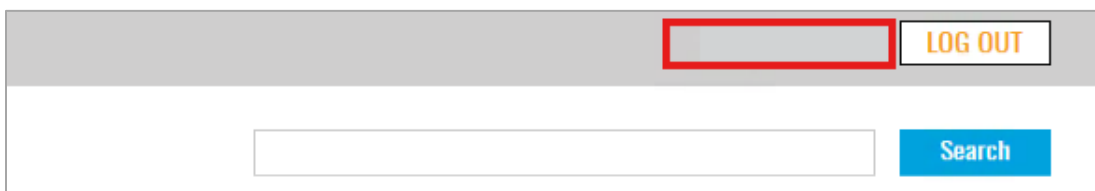
A screenshot of a Microsoft verification screen. At the top is the Microsoft logo. Below it is a back arrow. The title is "Enter code". A message says: "We texted your phone +X XXXXXXXX. . Please enter the code to sign in." There is a text input field labeled "Code". Below the field is a link "More information". At the bottom right is a blue button labeled "Verify".

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



A screenshot of a Microsoft "Stay signed in?" screen. At the top is the Microsoft logo. The title is "Stay signed in?". A message says: "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again". At the bottom are two buttons: "No" (grey) and "Yes" (blue).

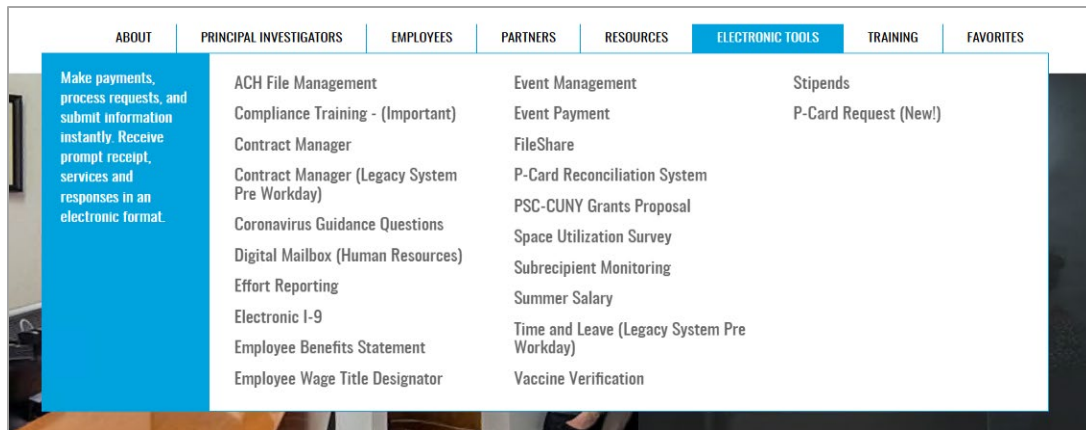
Step 6: If you have successfully logged in with your claimed OneRF login, you will see your name where the red rectangle is. You will also see the option to log out of the website.



A screenshot of a user profile bar. It has a grey background. On the right side, there is a red rectangle, a "LOG OUT" button, and a search bar with a "Search" button.

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).

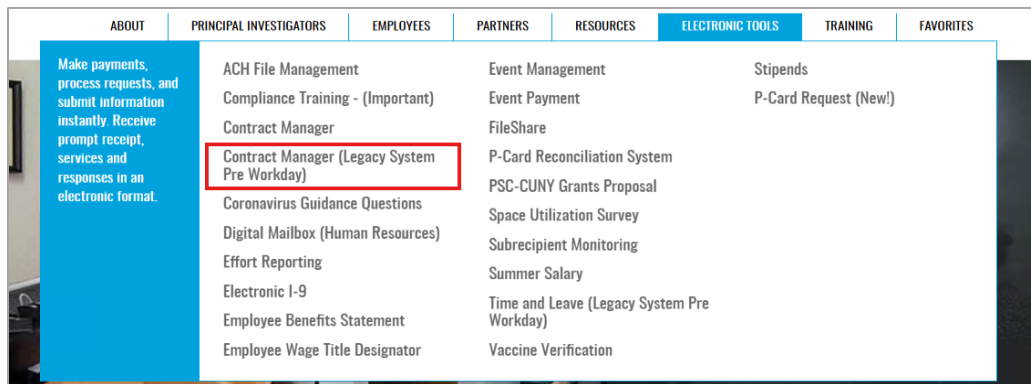


Step 2: Select the system you would like to access. The following RFCUNY systems have **active** versions:

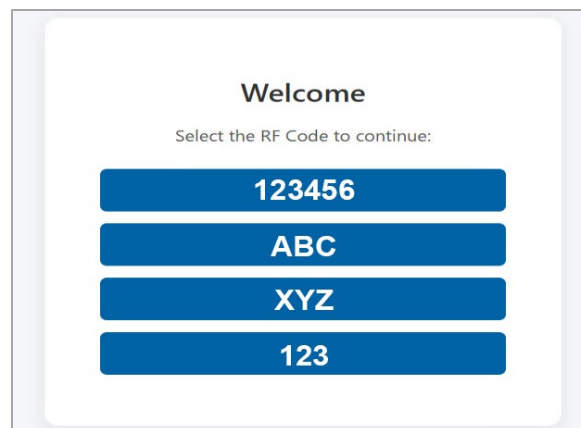
- Contract Manager
- Summer Salary
- Effort Reporting

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.