Introducing

SUNY Suffolk Login Portal

Eliminate the need to recall dozens of passwords and access all your Suffolk apps through a single secure portal from anywhere on any device.

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SUNY Suffolk Login Portal

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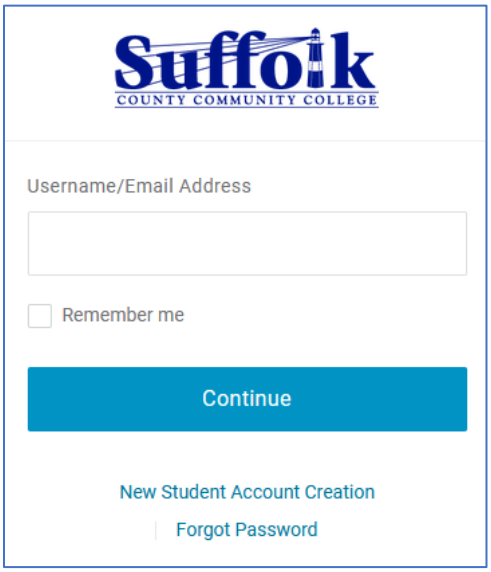
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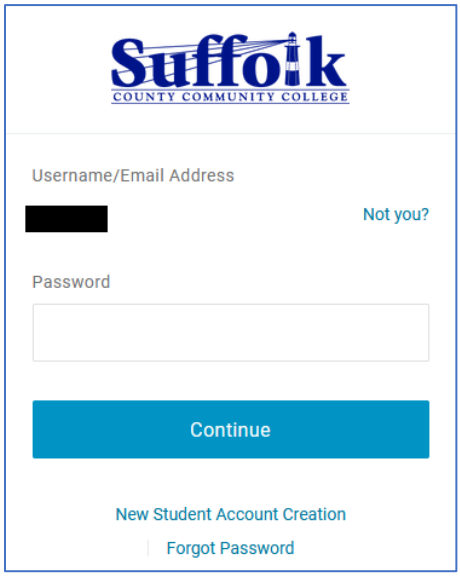
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Accessing the SUNY Suffolk Login Portal

1. Go to sunysuffolk.edu/login
2. Put in your **Suffolk username** and click **Continue**



3. Put in your **Suffolk password** and click **Continue**



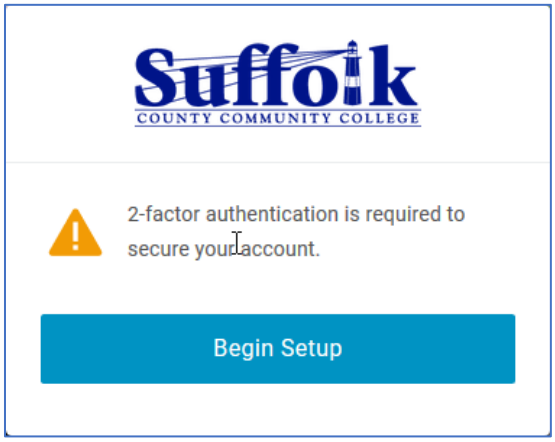
4. If this is your first time logging in, you will be prompted to set up 2-factor authentication.

Setting Up Authentication Factors

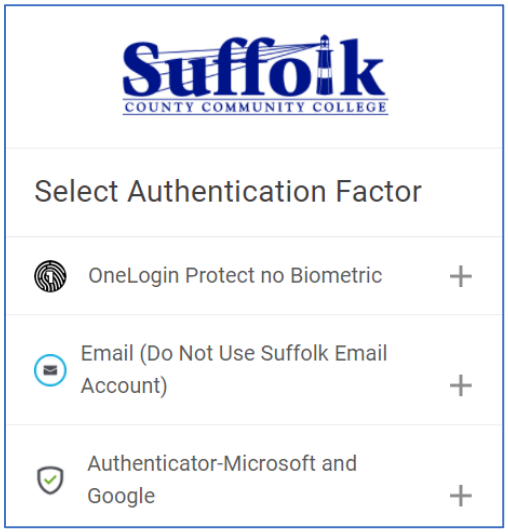
When you first log into the SUNY Suffolk Login Portal, you will be prompted to set up an authentication factor. This will secure your Suffolk login by requiring a secondary method of authentication via an app on your phone or a personal email. There are multiple methods you can use. **It is recommended that the OneLogin Protect mobile app be set up as the primary Multi-Factor Authentication factor.**

These authentication factors will also be used if you ever need to reset your password. Follow the instructions below to register one or more Authentication Factors.

1. Click on **Begin Setup**



2. Select the Authentication Factor you wish to configure as your primary security factor.

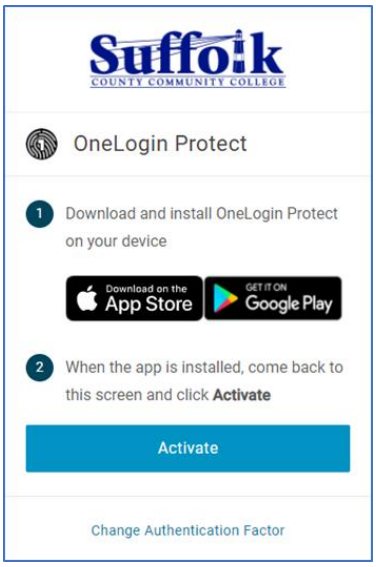


Refer to the specific instructions below to continue setting up your primary Authentication Factor (OneLogin Protect, Authenticator or Email).

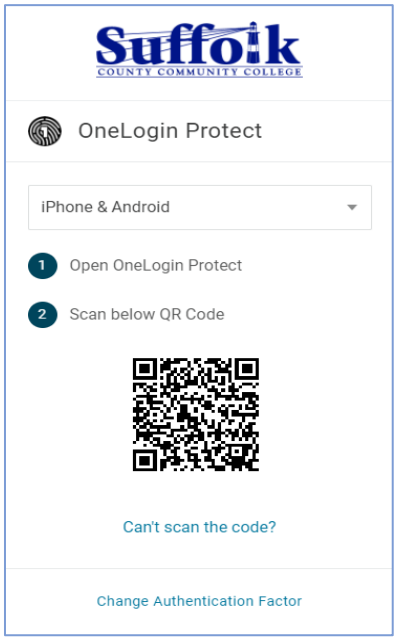
OneLogin Protect

It is recommended that the OneLogin Protect mobile app be set up as the primary Multi-Factor Authentication factor.

Before you begin, install the OneLogin Protect app on your smart phone from either the Android Play Store or the Apple App Store. When following the instructions below allow your device to use the camera and send push notifications when prompted.



1. In the OneLogin Protect app, tap on the + (bottom right corner or top right corner, depending on the device) to add an account.
2. When ready, click on **Activate** to display the QR code
3. Scan the QR code displayed on the screen with your smart phone



4. You should see a green notification if it is successful and you will be signed in. A code will appear in your app you do not need to use it at this time.

Authenticator -Microsoft and Google

Before you begin, install the Microsoft Authenticator app on your smart phone from either the Android Play Store or the Apple App Store.

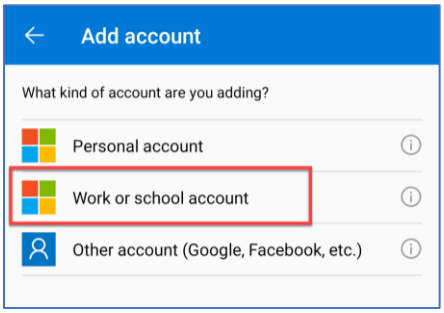
1. Open **Authenticator**



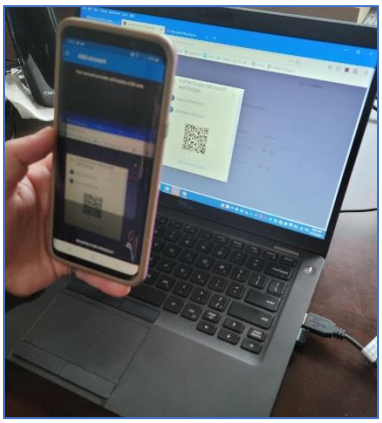
2. Click on the three dots menu on the right



3. Select **+ Add account**
4. Select **Work or school account**



5. Select **Scan a QR code**
6. Scan the QR code displayed on the screen with your smart phone

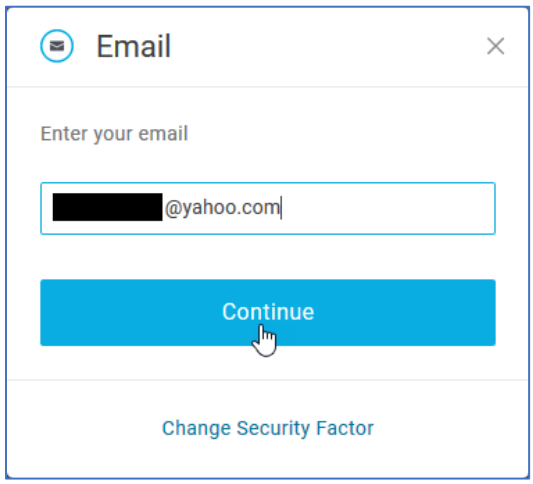


7. Your sunysuffolk account should be added to Authenticator
8. Click on your Suffolk account in Authenticator
9. Enter in the **One-time password code** into the OneLogin textbox and click **Continue**
10. You should see a green notice informing you if it was successfully added and you will be signed in.

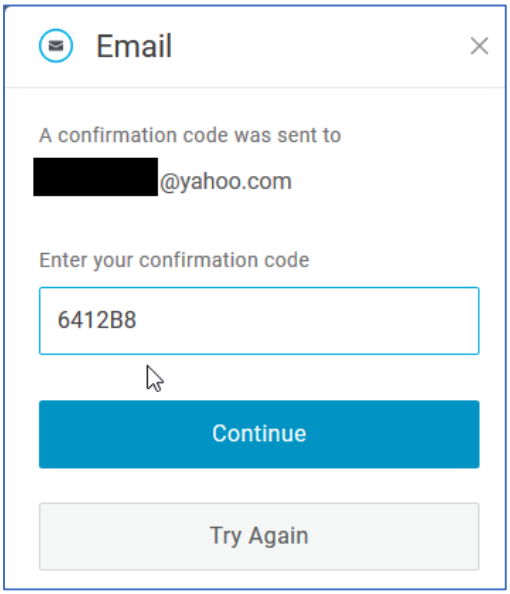
Email

PLEASE NOTE THAT YOU SHOULD NOT USE YOUR SUFFOLK EMAIL ADDRESS. For this step, you will need a **personal email** that you can access.

1. Enter your non-Suffolk email address into the text box
2. Click **Continue**



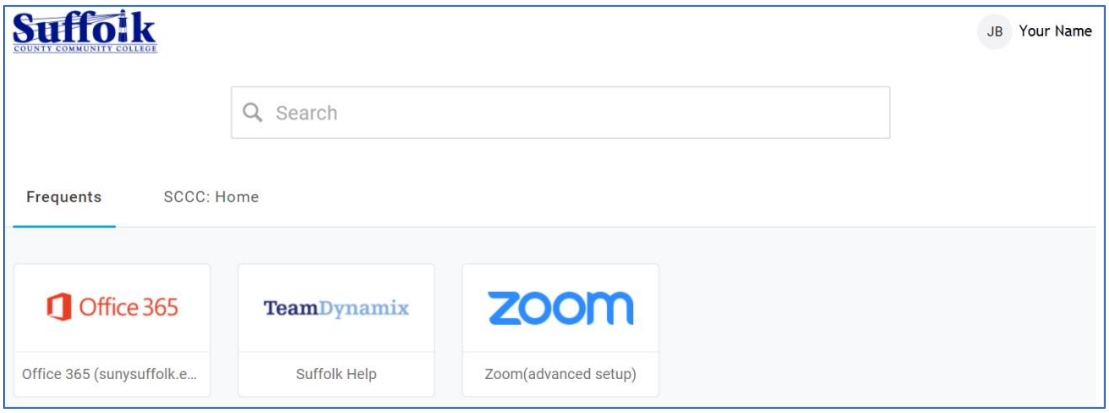
3. Check your non-Suffolk email for a message from noreply@onelogin.com that will contain **Your Login Code**
4. Enter the code into the textbox and click **Continue**



5. You should see a green notice informing you if it was successfully added and you will be signed in.

SUNY Suffolk Login Portal: sunysuffolk.edu/login

Once you set up your authentication factor, you will be signed in to the SUNY Suffolk Login portal (sunysuffolk.edu/login). From there you'll have access to the College Applications available to you and will be able to do things such as manage your security factors (add, remove, set primary factor) and change your password. You can visit the Login Portal anytime.

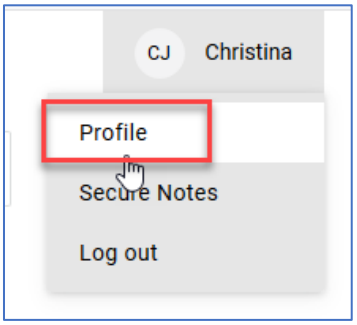


When navigating the portal as described below click on the top left Suffolk logo to go to the main portal page.

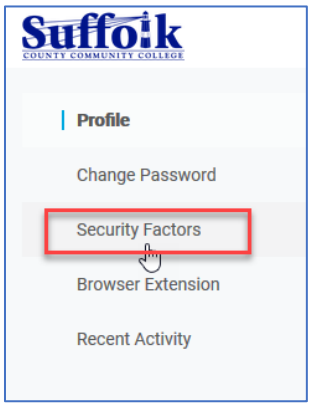
Adding Security Factors

Once you have registered your primary security factor it is advised that you set up other alternative security factors.

1. Log into the SUNY Suffolk Login Portal at sunysuffolk.edu/login
2. Click on your name in the top right corner and select **Profile**



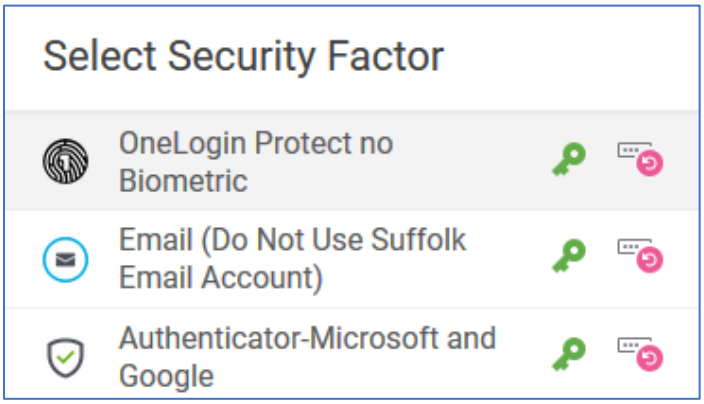
3. Click on **Security Factors** in the left side menu



4. Click on **Add Factor**



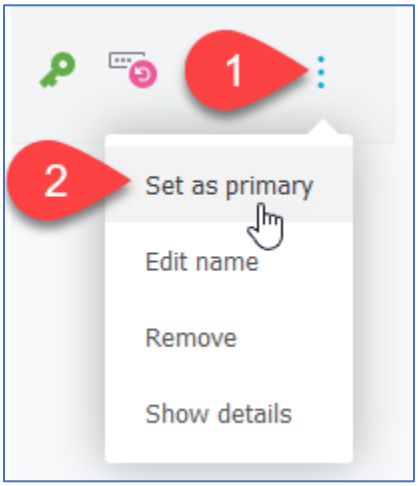
5. Select a **Security Factor** and refer to the specific instructions for each option



Setting a Primary Security Factor

Your primary security factor is what will be used as your 2-factor authenticator whenever logging into the SUNY Suffolk Login Portal. You can change it to your preference.

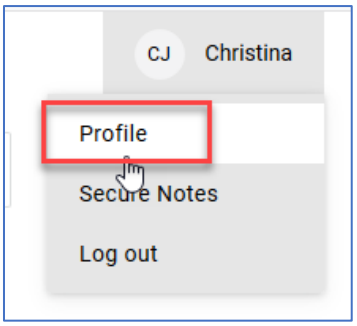
1. While viewing your Security Factors, click on the three dots next to the security factor you would like to set as your Primary.
2. Click on **Set as primary**



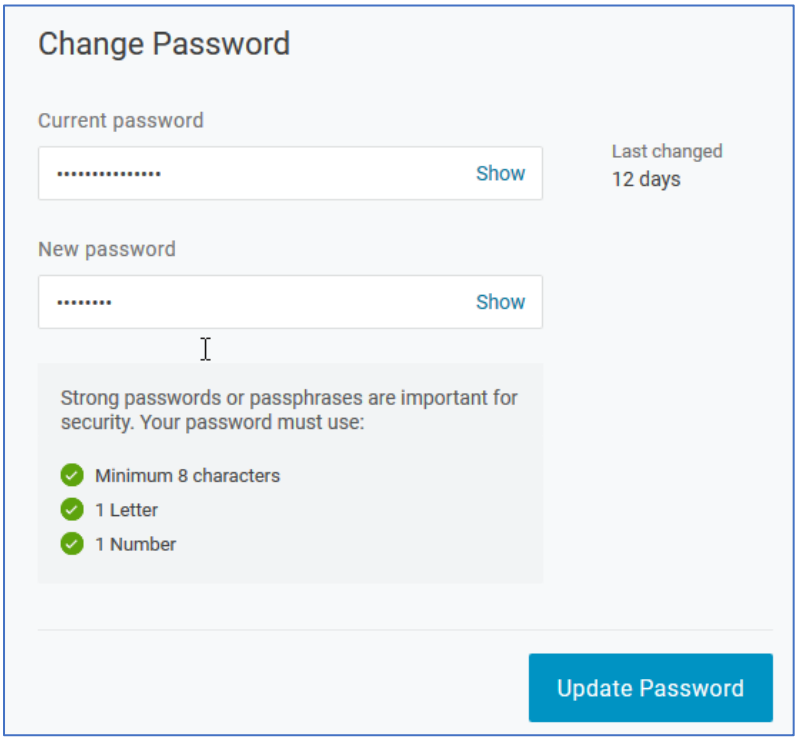
Change Password

If you need to change your password, you can do so in the SUNY Suffolk Login Portal.

1. Log into sunysuffolk.edu/login
2. Click on your name in the top right corner and select **Profile**



3. Click on **Change Password** in the left side menu
4. Enter in your **Current password**
5. Enter in your **New password** being sure to meet all the password requirements



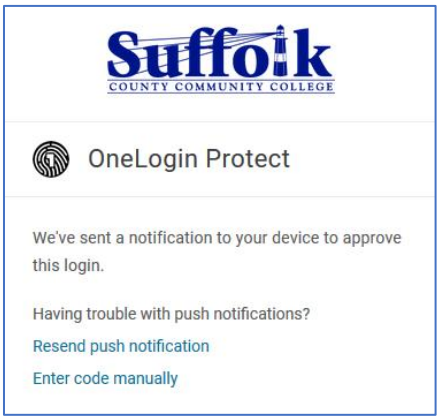
6. Click on **Update Password**
7. You should see a green notice letting you know if it was successful

Using SUNY Suffolk Login Portal's Multi-Factor Authentication (MFA)

Once you have successfully set up your MFA, after you enter your Suffolk username and password you will need to use a second authentication method. This will use the authentication factor you set as primary.

OneLogin Protect App

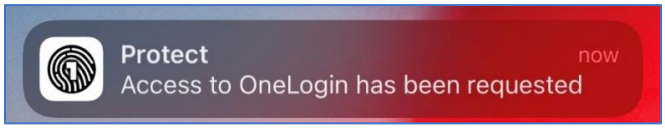
The OneLogin Protect App is designed to send a push notification to your device. If you miss the push notification, you can either resend it or enter the code manually.

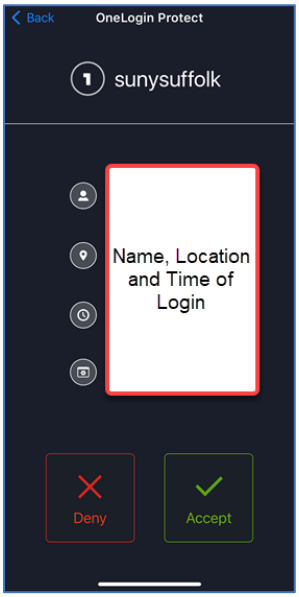


Push Notifications

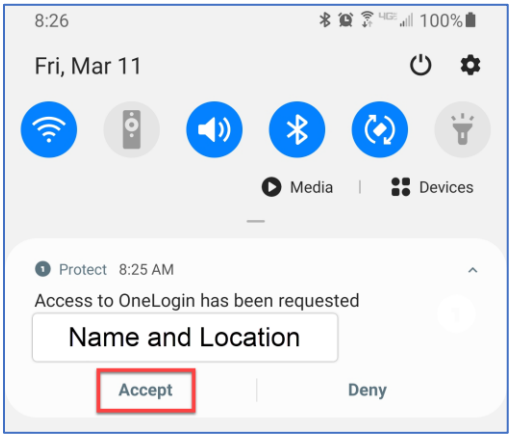
The push notification will be different depending on if it's an iOS or Android device. Below are example screenshots you may see.

Example of iOS notification. **Tap the notification** to open the OneLogin Protect app and then tap **Accept** to login. You will then see a code on your mobile device screen. There is no need to do anything with that code if you use the push notification to accept (See Enter Code Manually section below)





On Android devices, you are able to tap **Accept** directly on the notification you receive.

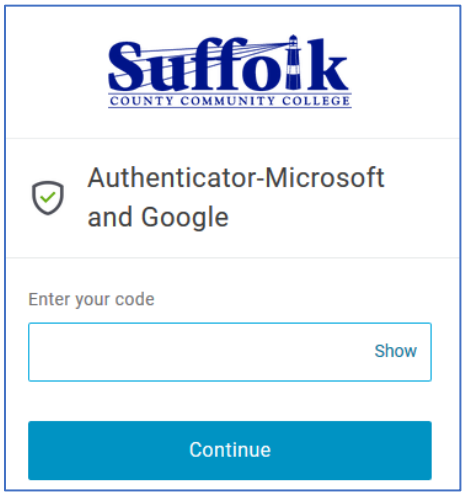


Enter Code Manually

If you do not want to use push notifications, you will need to enter the code manually. First open the OneLogin Protect app on your device. You should see a six-digit number under **sunysuffolk** that will change every 30 seconds. This is the code to be entered when prompted.

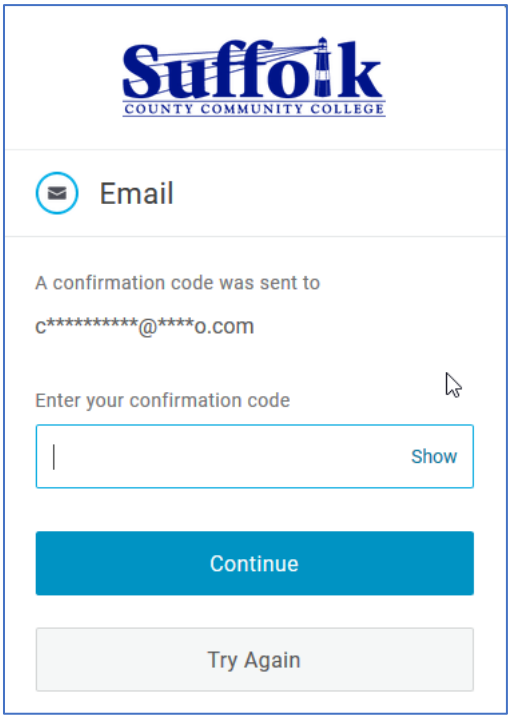
Microsoft or Google Authenticator

To get your code, first open your Authenticator app. Locate and tap on your account for sunysuffolk. You should see a six-digit One-time password code that will change every 30 seconds. This is the code to be entered when prompted.

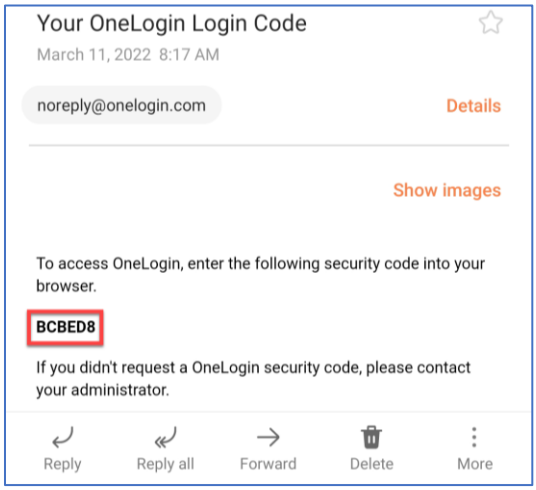


Email

An email will be sent containing your code to your personal email address. A partly hidden email address will be displayed to you to let you know what email address it sent the code to.



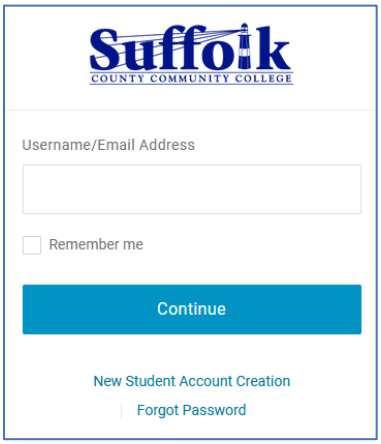
Below is an example email from noreply@onelogin.com containing the code to be entered into the dialog box above. If you have requested several codes, make sure you are using the code sent in the most recently received email. The codes are valid only for a limited time.



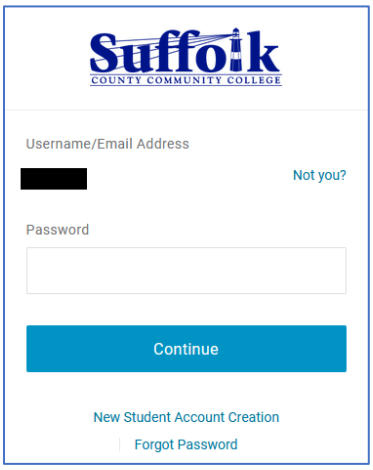
Using an Alternate Authentication Factor

If you don't have access to your primary Authentication Factor but have previously set up an alternate security factor:

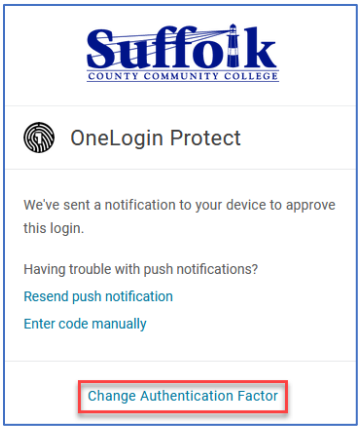
1. Go to sunysuffolk.edu/login
2. Put in your **Suffolk username** and click **Continue**



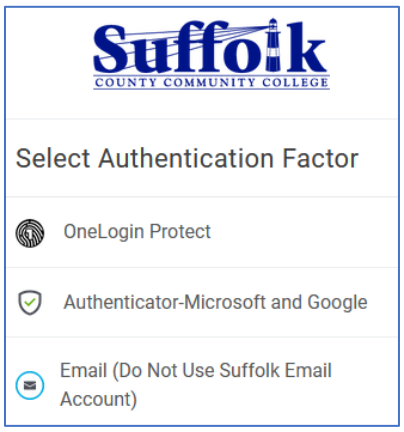
3. Put in your **Suffolk password** and click **Continue**



4. Click on the "Change Authentication Factor" link at the bottom of the screen



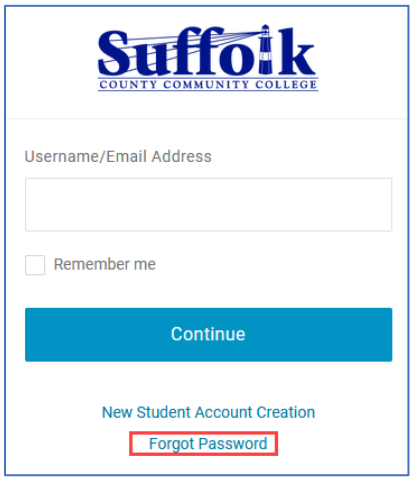
5. Select your alternate Security Factor



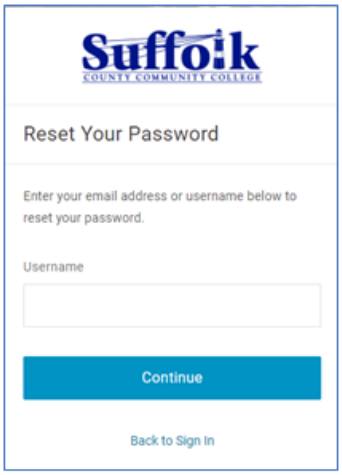
Forgot/Reset Password

If you've forgotten your password, or if it has expired, you can reset your password by using the **Forgot Password** link

1. Click on the **Forgot Password** link.

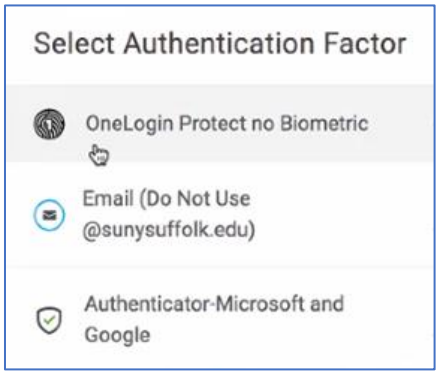


2. Enter your **Suffolk email address or username** and click **Continue**

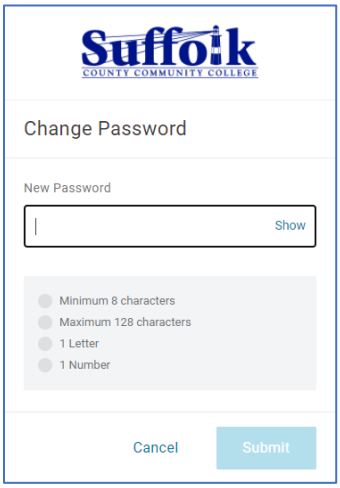


3. Complete the reCAPTCHA to proceed

4. Select one of the Authentication Factors you previously set up



5. Complete the second authentication according to the factor you selected. Check the App or email, according to your selection, to find the push notification or the code (See Using SUNY Suffolk Login Portal's MFA section above).
6. You will be presented with a screen to create a password. Create a New Password and click **Submit**



Help with the SUNY Suffolk Login Portal

If you need help Logging in your SUNY Suffolk Login Portal, contact the Academic Computing Center:

Academic Computing Center (ACC) Help Desks

Email: ACC-Help@sunysuffolk.edu

Phone: (631) 451-4357

Online Chat: Go to https://www.sunysuffolk.edu/acc and click on the icon at the bottom right of the page to start chatting with a member of our team.

Website: sunysuffolk.edu/acc

Locations: ACCs are located in the Learning Resource Centers/Libraries on each campus. Check out locations and detailed hours at sunysuffolk.edu/acc