

How to...

Install PingID for Multi-Factor Authentication on a Windows device

Introduction

Multi-factor authentication (MFA) is a way to ensure our accounts are highly-secured with multiple layers of security. PingID is the tool Griffith uses to enable MFA. This guide will show you how to install PingID on a Windows device.

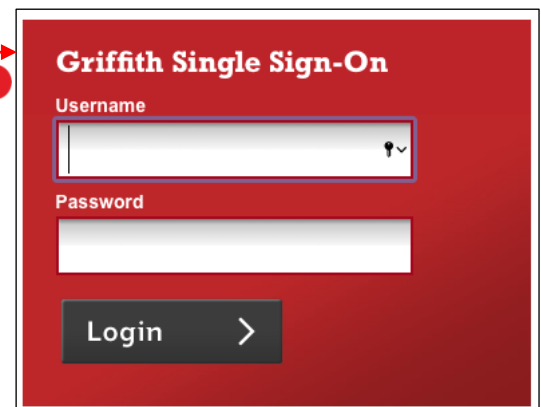
Please download the PingID app from <https://www.pingidentity.com/en/resources/downloads/pingid.html> if you are using a personal device.

Step 1: Installation on a Griffith device

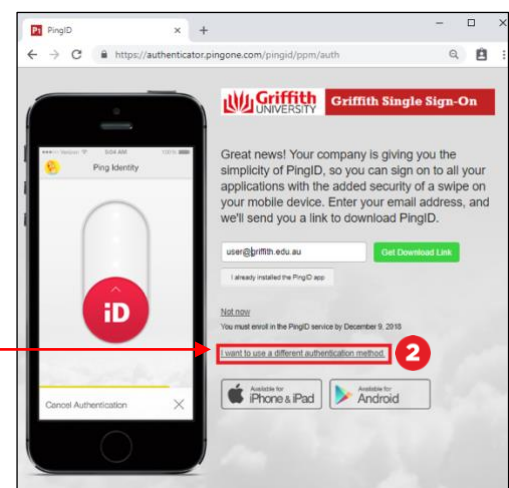
1 Login to the staff portal using your Griffith credentials.

2 At the PingID registration screen, select **I want to use a different authentication method**.

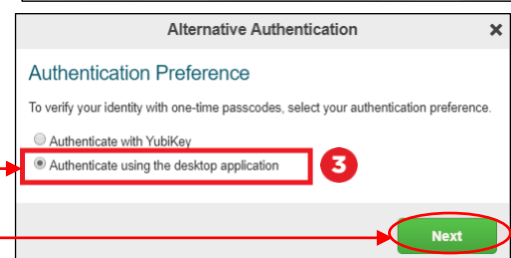
3 Select **Authenticate** using the desktop application and then **Next**.



The image shows the Griffith Single Sign-On login screen. It has a red header with the text 'Griffith Single Sign-On'. Below the header, there are two input fields: 'Username' and 'Password'. A 'Login' button with a right-pointing arrow is at the bottom.

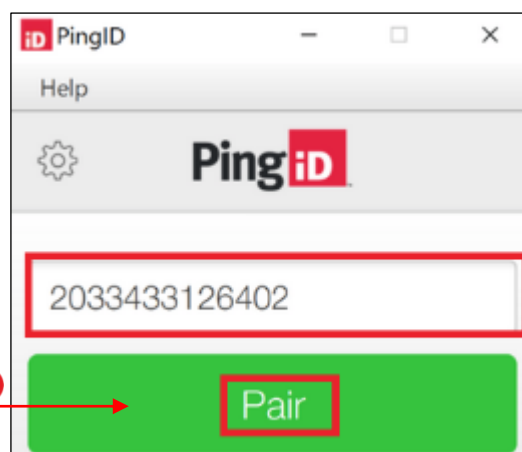
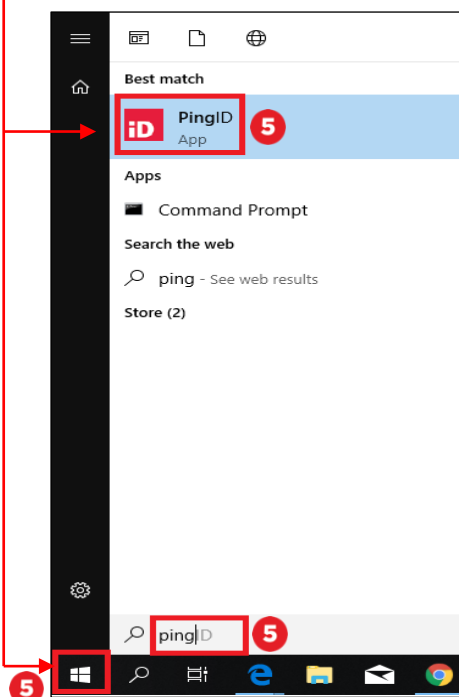
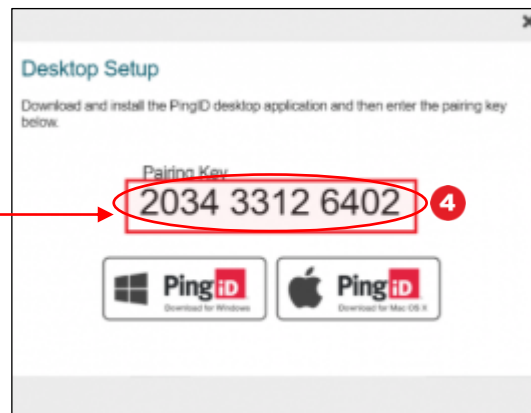


The image shows the PingID registration screen. On the left, there is a smartphone displaying the PingID app. On the right, there is a text area with the following content: 'Great news! Your company is giving you the simplicity of PingID, so you can sign on to all your applications with the added security of a swipe on your mobile device. Enter your email address, and we'll send you a link to download PingID.' Below this text is an input field for an email address and a 'Get Download Link' button. At the bottom, there are two buttons: 'Authenticate with YubiKey' and 'Authenticate using the desktop application'. A red box highlights the 'Authenticate using the desktop application' button, and a red arrow points from it to the 'Next' button in the 'Alternative Authentication' dialog.



The image shows the 'Alternative Authentication' dialog. It has a title bar with 'Alternative Authentication' and a close button. The main text reads: 'Authentication Preference' and 'To verify your identity with one-time passcodes, select your authentication preference.' Below this text, there are two radio buttons: 'Authenticate with YubiKey' and 'Authenticate using the desktop application'. The 'Authenticate using the desktop application' radio button is selected and highlighted with a red box. A red arrow points from this box to the 'Next' button at the bottom right of the dialog.

- 4 Copy the pairing key shown in the **Desktop Setup** window.
- 5 Open the **PingID desktop application** by clicking on the **start menu** and then search for the **PingID app**.
- 6 Paste the **pairing key** you obtained at step 1.4, then select **Pair**.



Step 2: Installation on a Personal Device

Please download the PingID app from <https://www.pingidentity.com/en/resources/downloads/pingid.html> if you are using a personal device.

- 1 Follow steps 1.1 to 1.3.
- 2 Copy the **Pairing Key**. You will use it at **step 2.8**.
- 3 Select **Download for Windows** and save the file to your local drive.
- 4 Open **PingID.exe** download file to launch the installer. If prompted 'Do you want to allow this app to make changes to your PC?', select **Yes**.
- 5 Review the software license agreement, select **I accept the agreement** then **Next**.
- 6 Select your desired location for PingID installation and select **Continue**.
- 7 Repeat steps 1.5 and 1.6.
- 8 Paste the **pairing key** your copied at **step 2.2** and select **Pair**. Setup is now complete.

