

How to...

Set Up PingID for MFA using YubiKey

Introduction

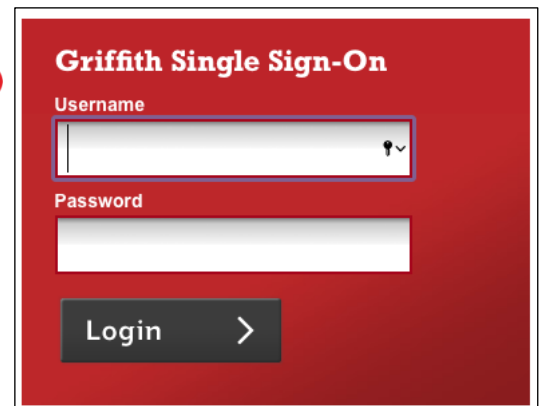
YubiKey is a hardware authentication device that supports one-time passwords and authentication. Multi-factor authentication (MFA) is a way to ensure our accounts are highly-secured with multiple layers of security. PingID is the tool Griffith uses to enable MFA. This guide will show you how to set up PingID using YubiKey for the first time.

Step 1: Initial set up of PingID using YubiKey

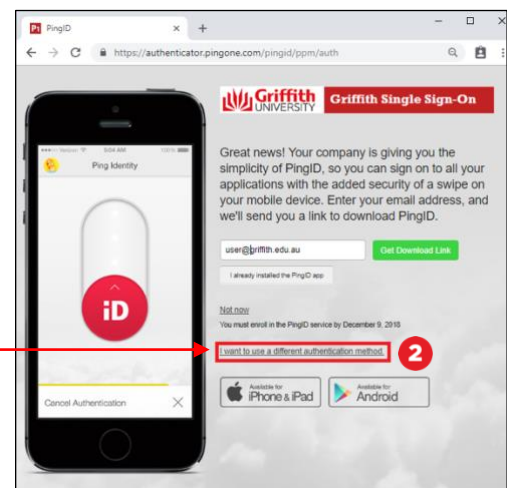
1 Login to the staff portal using your Griffith credentials.

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

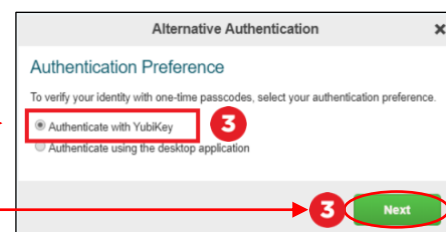
3 Select **Authenticate with Yubikey**, then **Next**.



The image shows the 'Griffith Single Sign-On' login screen. It has a red header with the title. Below the title are two input fields: 'Username' and 'Password'. The 'Username' field has a dropdown arrow on the right. Below the password field is a 'Login' button with a right-pointing chevron. A red circle with the number '1' is placed over the 'Username' field, with a red arrow pointing from the first step of the instructions to it.



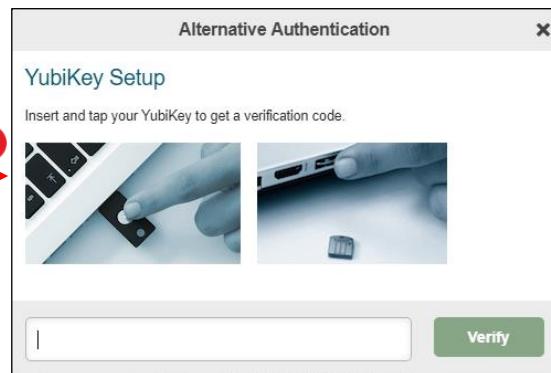
The image shows the PingID registration screen in a browser. On the left is a smartphone displaying the PingID app. On the right is the registration text, which includes a 'Get Download Link' button. A red circle with the number '2' is placed over the link 'Want to use a different authentication method', with a red arrow pointing from the second step of the instructions to it.



The image shows the 'Alternative Authentication' screen. It has a title 'Authentication Preference' and a sub-header 'To verify your identity with one-time passcodes, select your authentication preference.' There are two radio button options: 'Authenticate with YubiKey' (which is selected) and 'Authenticate using the desktop application'. A red circle with the number '3' is placed over the 'Authenticate with YubiKey' option, with a red arrow pointing from the third step of the instructions to it. Another red circle with the number '3' is placed over the 'Next' button, with a red arrow pointing from the third step of the instructions to it.

- 4 Insert your YubiKey into the USB port on your computer when the **Setup YubiKey window** opens.

Make sure the **Alternative Authentication window** is the active window on your computer, and then tap the YubiKey.



- 5 A one-time passcode (OTP) is automatically generated and inserted into the **YubiKey setup window** and **Verify** is selected automatically. You will see a green checkmark indicating the pairing request is successful. You will be automatically signed into your account or app.

An email confirming YubiKey has been added as a device will be sent to your Griffith email.

