How to…

Set Up PingID for MFA using YubiKey
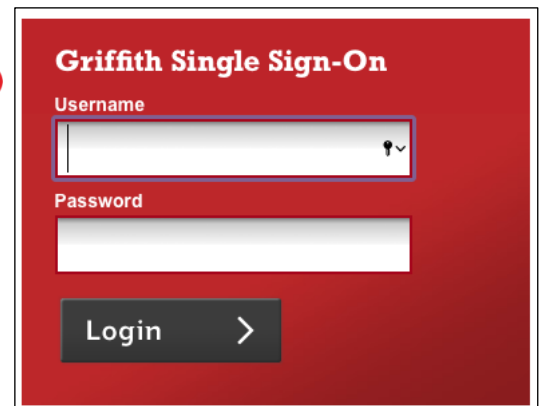
Introduction

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.

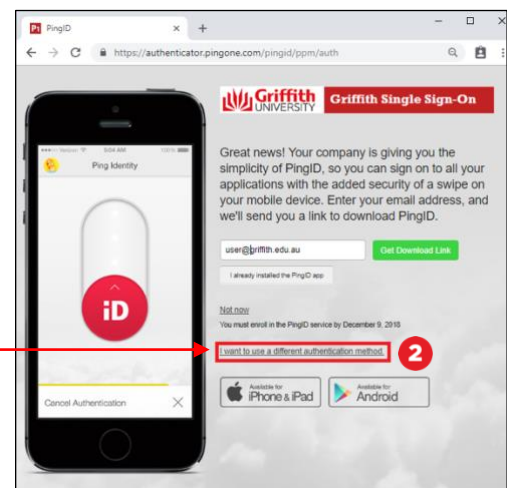## Step 1: Initial set up of PingID using YubiKey

1   Login to the staff portal using your Griffith credentials.

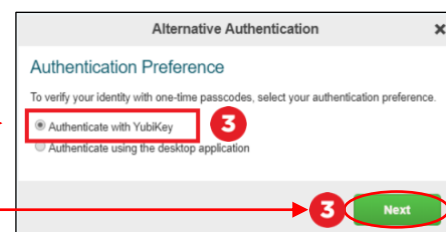**2**   At the PingID registration screen, select **I want to use a different authentication method**.

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

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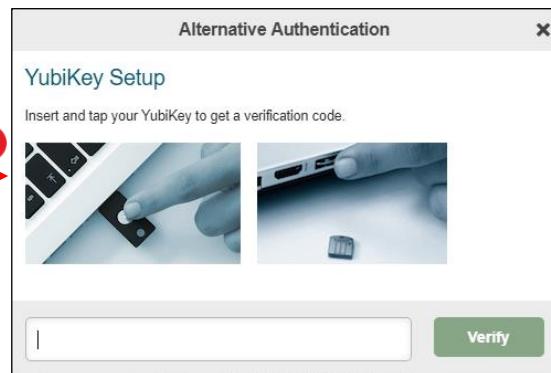
5 A one-time passcode (OTP) is automatically generated and inserted into the **YubiKey setup window** and **Verify** is selected automatically. You will see a green checkmark indicating the pairing request is successful. You will be automatically signed into your account or app.

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

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