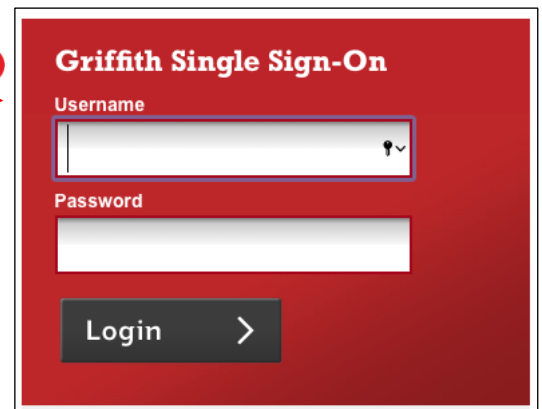# How to…

Install PingID for Multi-Factor Authentication on an additional 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 an additional Windows device.

Step 1: Installation on a Griffith device

1 Close all open internet browsers. Open a new browsers and login to the staff portal using your Griffith credentials.

2 When the Authentication screen opens, select **Settings**. You will see a similar screen as below depending on the device that you have previously set up with MFA.

3 The **My Devices** page will open and show the devices you currently have paired with your PingID account. To set up and additional device, select **+Add**.
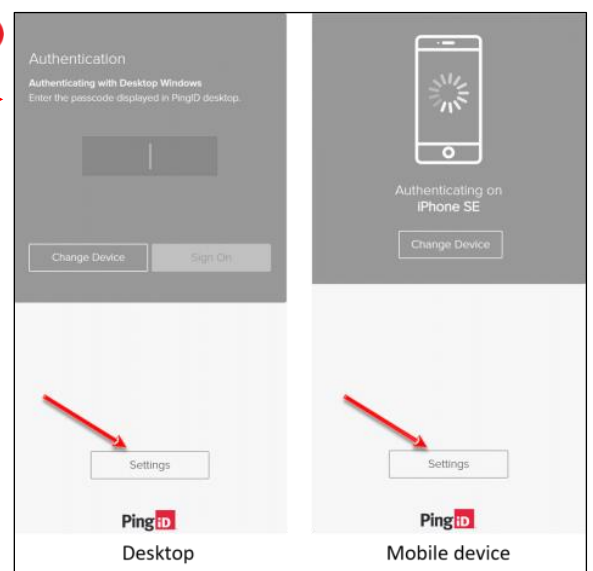
4 Select **Continue**.

5 A similar screen will display as below depending on the device that you have previously set up with MFA. Authenticate as previously configured.
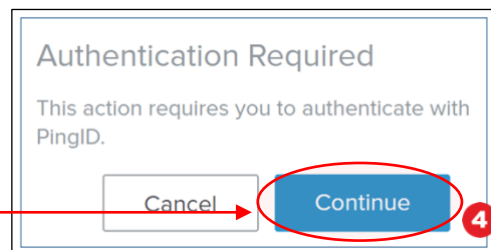
6 The **Add a New Device** window will open. Select **Add a New Device**.

7 A pairing key will display, this will be used to pair the new computer with PingID.
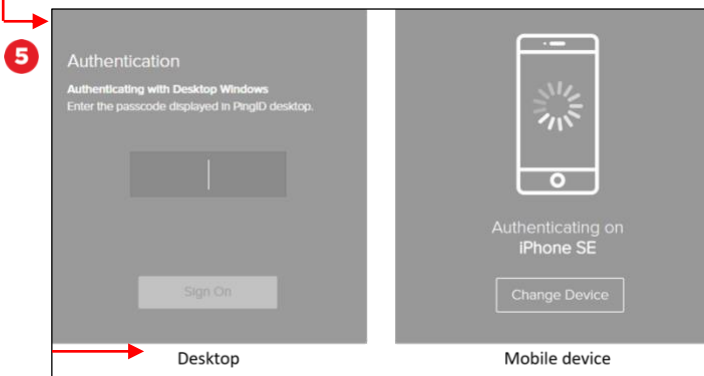
8 The PingID application is already installed on all Griffith managed computers. If you are adding a non-Griffith managed computer, download the **Windows PingID application** from https://www.pingidentity.com/en/resources/downloads/pingid.html.

9 Go to the Windows search box and type **PingID**, then select the **PingID desktop app**.

The PingID pairing screen will appear. Enter the **Pairing Key** noted at **step 1.6** and then select **Pair**.

10 Your additional device is now added. You will receive a confirmation email via your Griffith email account.

When you have completed adding the new additional device, you will be redirected to the **My Devices** web page. The new device will be displayed as the last row with the default display name.

Authentication Required

This action requires you to authenticate with PingID.

Cancel   Continue

Authentication

Authenticating with Desktop Windows
Enter the passcode displayed in PingID desktop.

Sign On
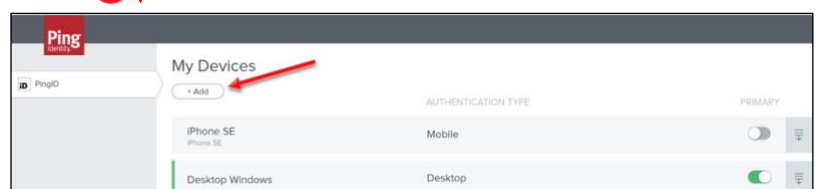
Authenticating on iPhone SE

Change Device

Desktop   Mobile device

Add a New Device

PingID Mobile Application

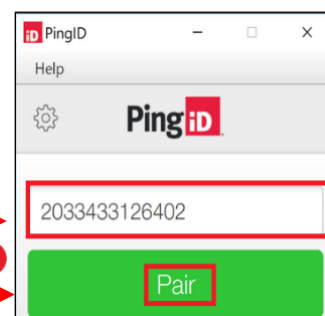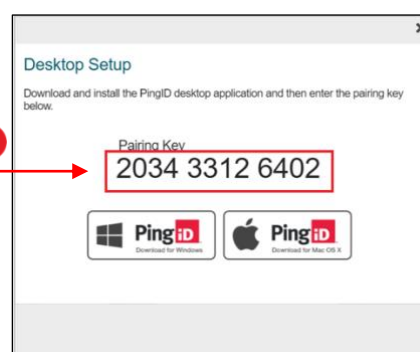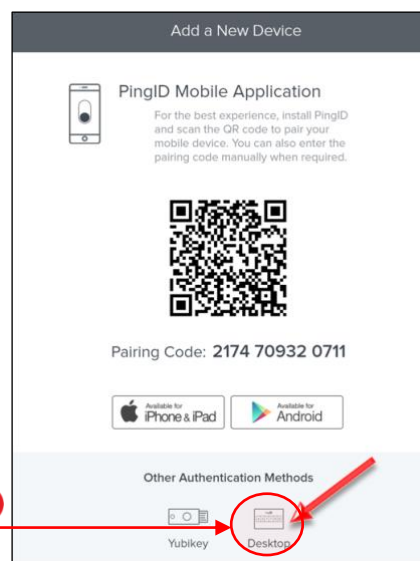For the best experience, install PingID and scan the QR code to pair your mobile device. You can also enter the pairing code manually when required.

Pairing Code: **2174 70932 0711**

Available for iPhone & iPad   Available for Android

Other Authentication Methods

Yubikey   Desktop

Desktop Setup

Download and install the PingID desktop application and then enter the pairing key below.

Pairing Key

2034 3312 6402

Ping ID Download for Windows   Ping ID Download for Mac OS X

PingID

Help

Ping iD

2033433126402

Pair

Step 2: Change your primary device (if required)

1 To make your newly added device your primary (default) one, move the slider bar to **on** (green) in the primary column.

2 If you have more than one of a particular device (e.g. two desktops registered) you will need to give each device a nickname to identify them (e.g. 'Desktop Work' and 'Desktop Home').

Select the **down arrow** to expand the details of the device. Overwrite the device name with a nickname of your choice and select **Save**.

You will now be able to identify the different devices.