

How to...

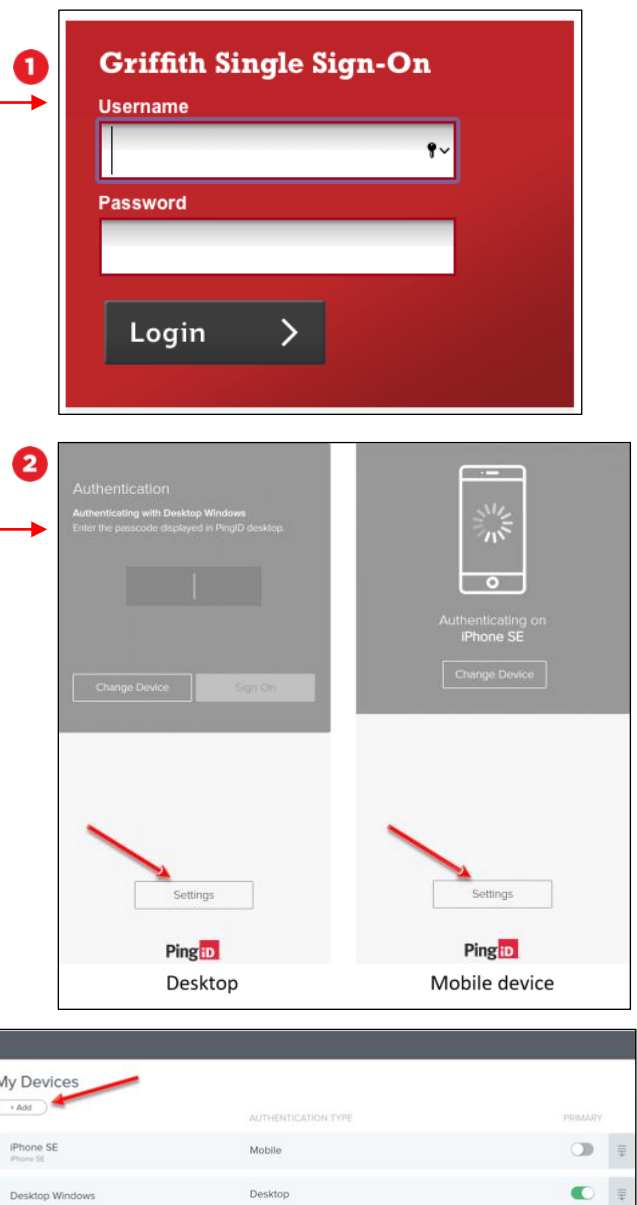
Install PingID for Multi-Factor Authentication on an additional Android device

Introduction

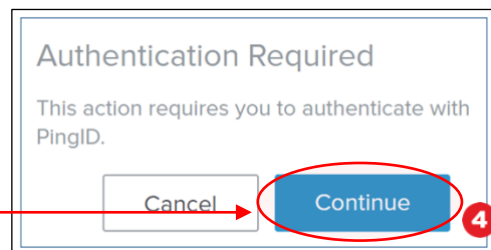
Multi-factor authentication (MFA) is a way to ensure our accounts are highly-secured with multiple layers of security. PingID is the tool Griffith uses to enable MFA. This guide will show you how to install PingID on an additional Android device.

Step 1: Add your additional device

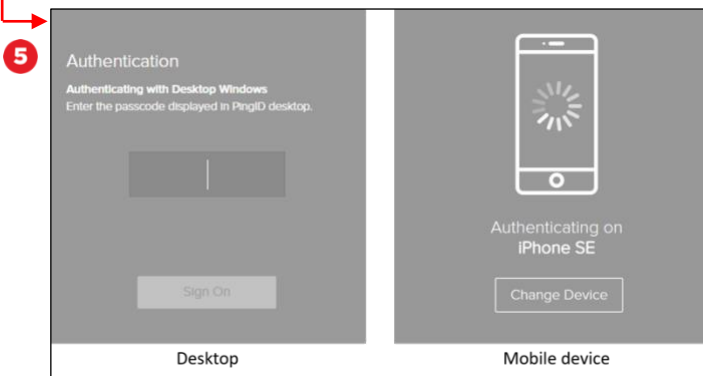
- 1 Close all open internet browsers. Open a new browser and login to the staff portal using your Griffith credentials.
- 2 When the Authentication screen opens, select **Settings**. You will see a similar screen as below depending on the device that you have previously set up with MFA.
- 3 The **My 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. Copy this key for use at step



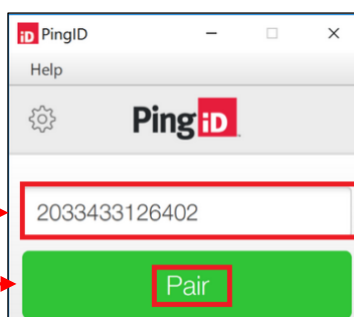
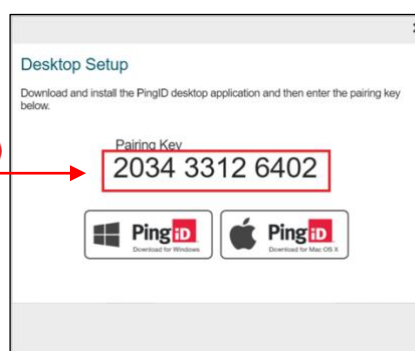
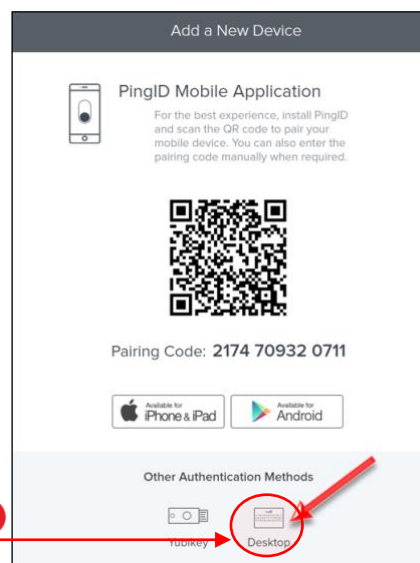
From your device:

- 8 Open the **Google Play Store**, search for **PingID** and select **Install**. Once installed, open the PingID app.
- 9 Use the PingID app to scan the QR code displayed on the device at **step 1.6** or select **Enter Pairing Key Manually** on the device. Enter the pairing code displayed at **step 1.7** and select **Pair Device**.
- 10 Once the green success message appears, enter a nickname for your PingID profile and select **Done**.

An authentication request will generate immediately. To complete the pairing process, authenticate according to the authentication method on your mobile device, e.g. you swipe or touch to use your fingerprint (if you have configured to use a fingerprint).

Once authenticated, your additional device will be added and you will receive a confirmation email via your Griffith email account.

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.



Step 2: Change your primary device

- 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.

