

## Introduction

Griffith has introduced MFA to ensure the security of your information by adding an additional layer of authentication to your Single Sign-On. PingID is the MFA tool used by Griffith. This guide shows how to install and setup MFA on your Windows computer.

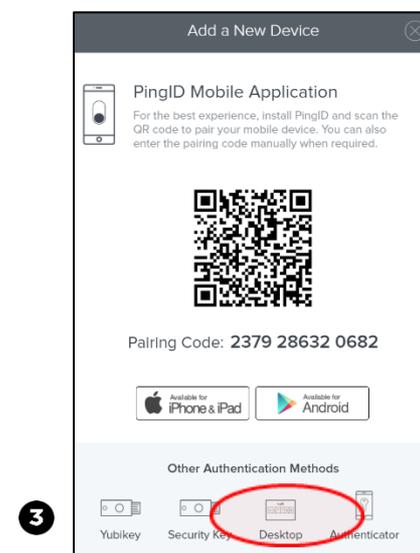
## Set up MFA on your Windows computer

- 1 *If you are already logged into a Griffith App or myGriffith using your browser, you will need to log out and log back in, starting the process from a new browser window.*

Login to MyGriffith at <https://my.griffith.edu.au> using your Griffith credentials.

- 2 Select **Start** at the **Welcome to Multi-Factor Authentication** window.

- 3 Select **Desktop** from **Other Authentication Methods**



4 Select **PingID Download for Windows**.



5 Open the **PingID.exe** download file to launch the installer.

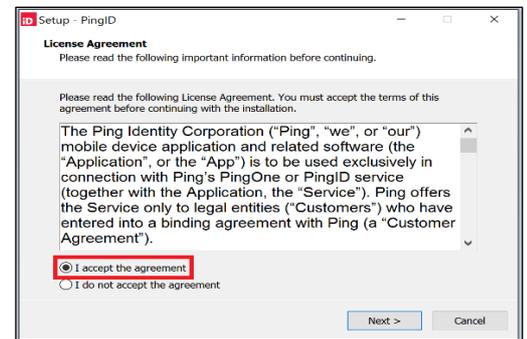


6 If prompted 'Do you want to allow this app to make changes to your PC?', select **Yes**.



7 Review the software license agreement, select **I accept the agreement**, then **Next**.

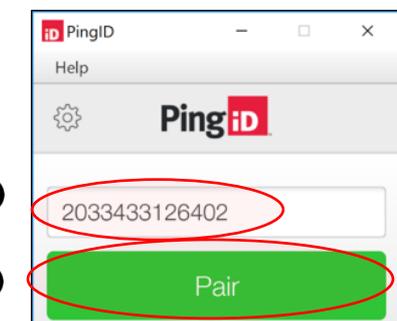
If you are prompted to **support roaming user profiles** > leave option unchecked > select **Next**.



8 Copy the **pairing key** from the **Desktop Setup** browser window.



9 Paste the **pairing key** into the **PingID** window.



10 Click **Pair**. Setup is now completed.

**NOTE: Do not uninstall the PingID App!**  
To use MFA you need to use the PingID App each time you authenticate with MFA to access a Griffith App.

## Next step - set up MFA on a second device

For those times when you cannot access your primary device.

How to guides are available on the MFA for students web page [www.griffith.edu.au/student-computing/mfa](http://www.griffith.edu.au/student-computing/mfa)