

How to...

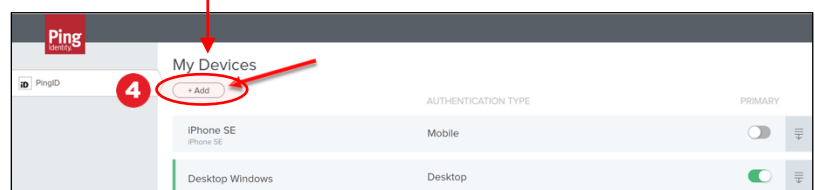
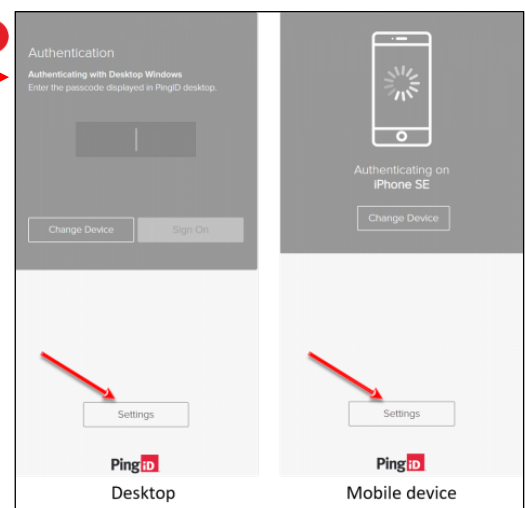
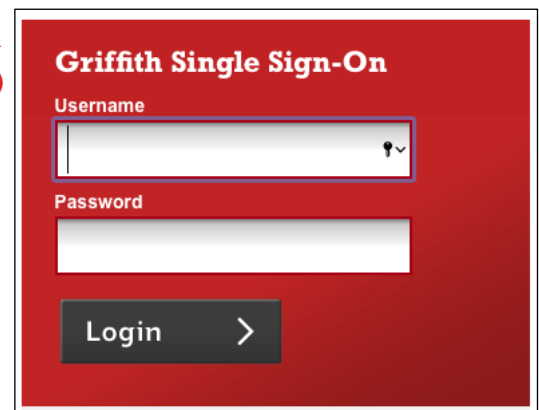
Install PingID for Multi-Factor Authentication on a Mac computer (additional device)

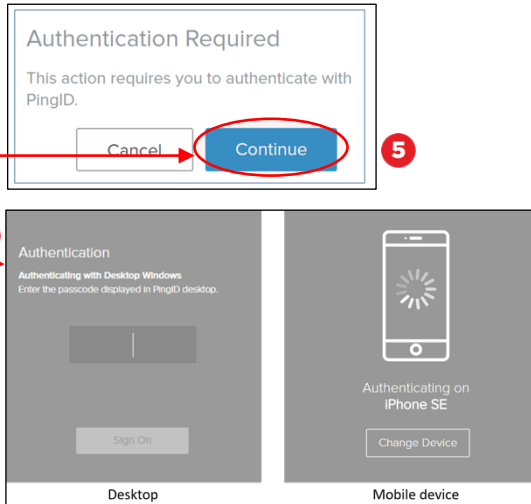
Introduction

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 a Mac computer as your additional device.

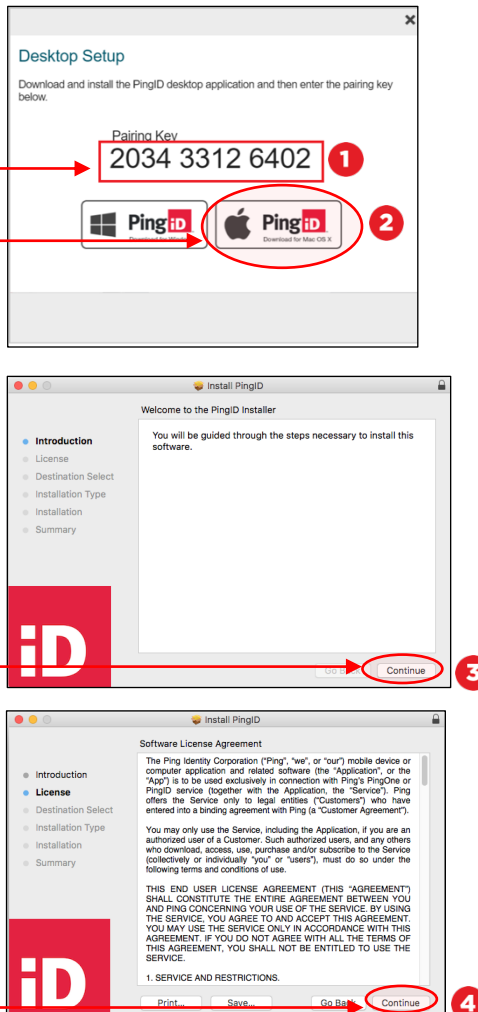
Step 1: Add a new device

- 1 Close all open internet browser windows.
- 2 Open a new browser window and login to the **Staff Portal** using your Griffith credentials.
- 3 Once 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.
- 4 The **My Devices** page will open and show the devices you currently have paired with your account. To set up an additional device select **+Add**.



- 5 Select **Continue**.
 - 6 A similar screen will display as below depending on the device that you have previously set up with MFA. Authenticate as configured previously.
 - 7 The **Add a New Device** window will open. Select **Desktop**.
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Step 2: Pair the device

- 1 A pairing key will display, this will be used to pair the new computer with PingID. **Copy** the key for use at **step 2.8**.
 - 2 Download the **Mac PingID Application**.
 - 3 Open **PingID.pkg** downloaded file to launch the PingID Desktop app installer. Select **Continue**.
 - 4 Review the **Software License Agreement** and select **Continue** and **Agree**.
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- 5 Select the disk to which you want to install PingID for desktop and select **Continue**.

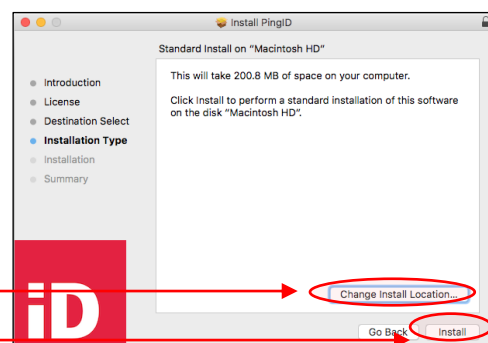
- 6 To change the location to which PingID is installed, select **Change Install Location** and navigate to the new location, otherwise select **Install**.

- 7 If prompted enter your **system password**. Go to **search**, type **PingID** and select the **PingID** application.

- 8 Enter the pairing key you obtained at **step 2.1** and select **Pair**.

Your additional device is now added. A confirmation email will be sent to your Griffith email account.

When you have completed adding the new 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.



Step 3: Change your Primary Device

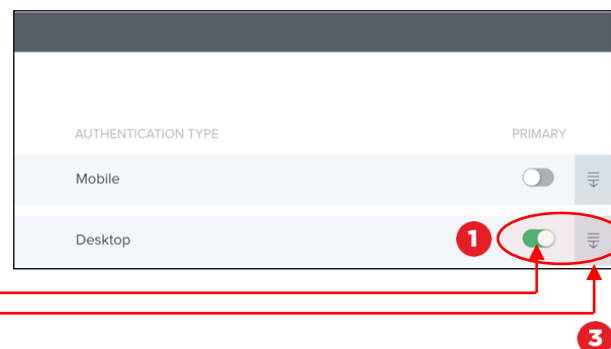
- 1 To make the new device your primary (default device), move the slider to **on (green)** in the **Primary** column.

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

- 3 Select the **down arrow** to expand the details on the device.

- 4 Overwrite the device name with a nickname of your choice and select **Save**.

You will now be able to identify different services.



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