

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.

1



The image shows the Griffith Single Sign-On login page. It has a red header with the text 'Griffith Single Sign-On'. Below the header, there are two input fields: 'Username' and 'Password'. A 'Login' button with a right arrow is at the bottom.

2

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

2

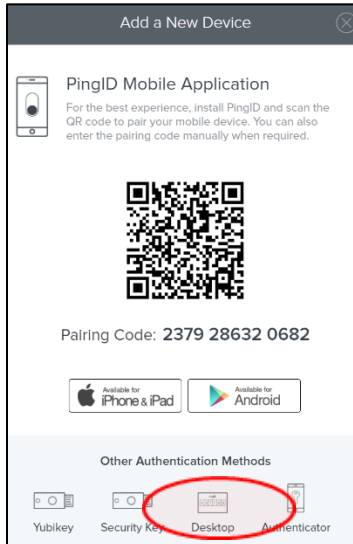


The image shows the 'Welcome to Multi-Factor Authentication (MFA)' window. It has a white background with a red header. The text explains that MFA makes accounts more secure and provides instructions for setup. At the bottom, there are two buttons: 'START' (highlighted with a red circle) and 'SKIP'.

3

Select **Desktop** from **Other Authentication Methods**

3



The image shows the 'Add a New Device' window. It has a dark header with the text 'Add a New Device'. Below the header, there is a section for 'PingID Mobile Application' with a QR code and a pairing code '2379 28632 0682'. There are also links for 'Available for iPhone & iPad' and 'Available for Android'. At the bottom, there is a section for 'Other Authentication Methods' with icons for 'Yubikey', 'Security Key', 'Desktop' (highlighted with a red circle), and 'Authenticator'.

- 4 Select **PingID Download for Windows**.



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

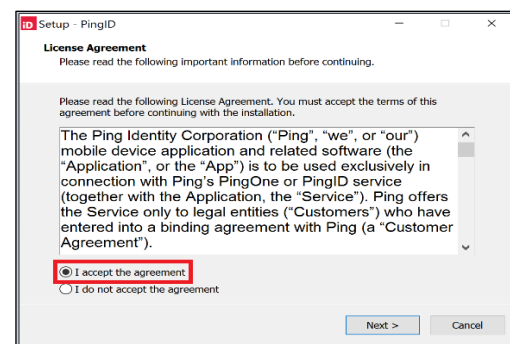


- 6 If prompted 'Do you want to allow this app to make changes to your PC?', select **Yes**.

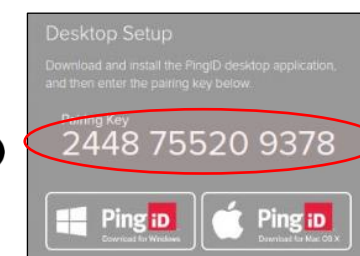


- 7 Review the software license agreement, select **I accept the agreement**, then **Next**.

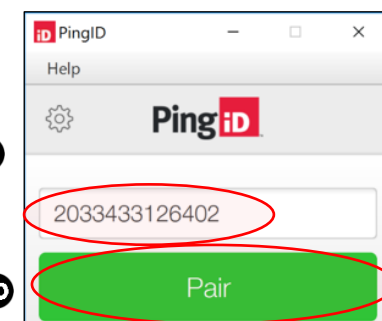
If you are prompted to **support roaming user profiles** > leave option unchecked > select **Next**.



- 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.