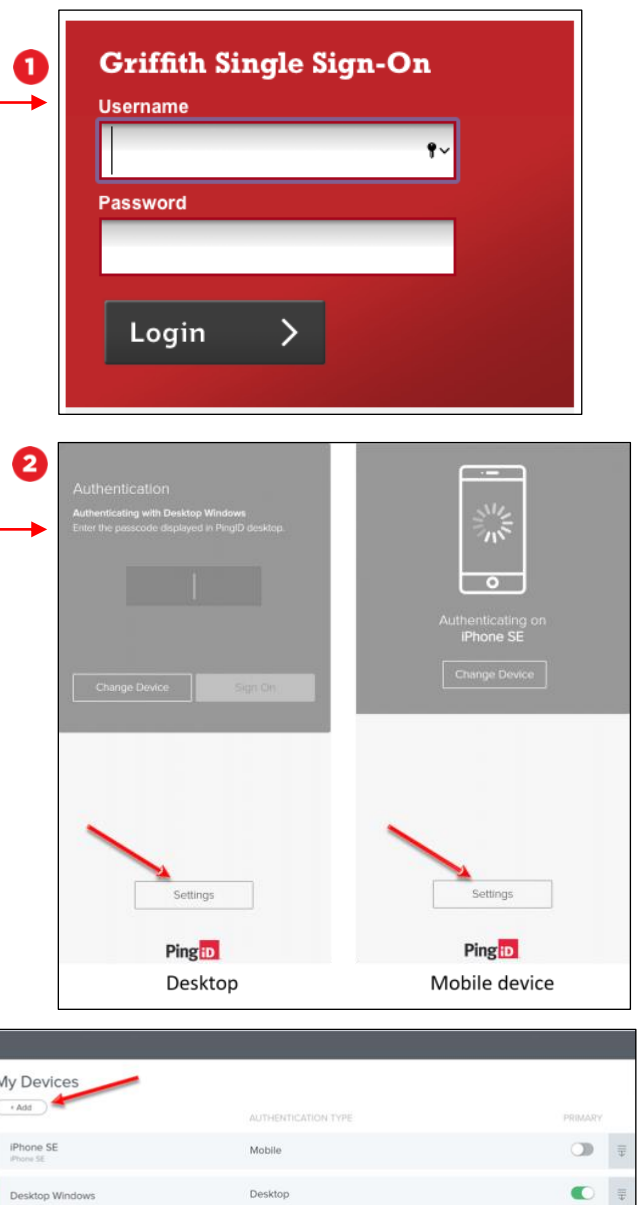# How to…

*Install PingID for Multi-Factor Authentication on an additional iOS device*
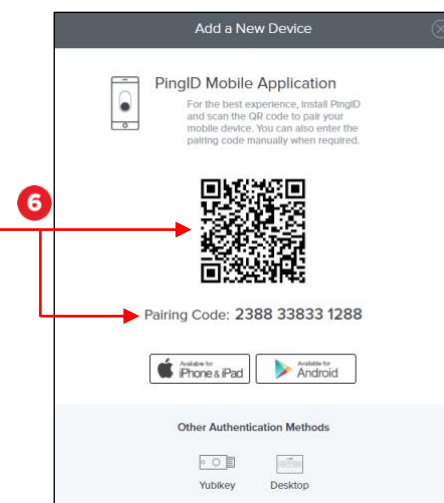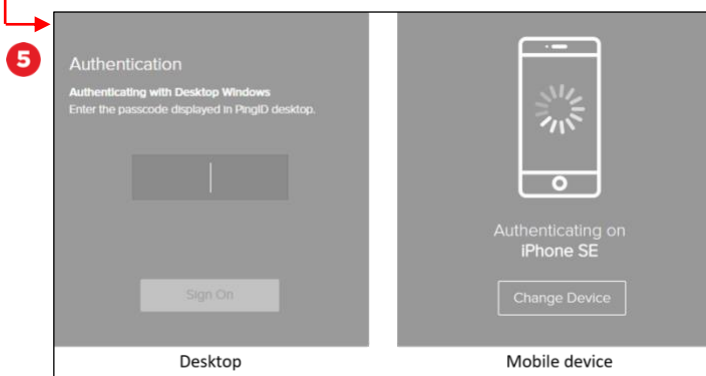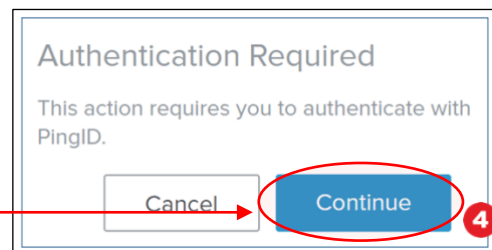
## Introduction

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 iOS device.

## Step 1: Add your additional 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**.

Authentication Required

This action requires you to authenticate with PingID.

Cancel       Continue  **4**

**5** A similar screen will display as below depending on the device that you have previously set up with MFA. Authenticate as previously configured.

**5** Authentication

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

Sign On

Authenticating on iPhone SE

Change Device

Desktop                Mobile device

**6** The **Add a New Device** window will open. Please note you may need to scan the QR code or copy the pairing code shown here at **step 2.3**.

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.

**6**

Pairing Code: **2388 33833 1288**

Available for iPhone & iPad        Available for Android

Other Authentication Methods

Yubikey        Desktop

# Step 2: Install PingID on Your Device

**1** Open the **Apps Store** on your Apple mobile device and search for **PingID**. Select **Install**.

Once installed, open the PingID app.

**2** Accept the Terms of Service, then select **I understand**, select **Allow** or **OK** for all popups as it appears.

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**3** Using the PingID app, 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 on **step 1.6**. Select **Pair Device**.

**4** Once the green success message appears, enter a nickname for your PingID profile and select **Done**.

**5** An authentication request is generated 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).

**6** Once authenticated, your additional device will be added and you will receive confirmation via your Griffith email account.
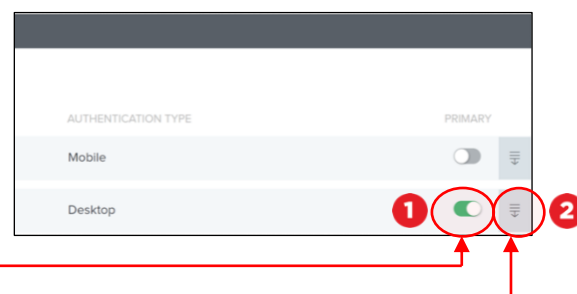
When you have completed adding the new device, you will be redirected to the **My Devices** web page. The new device will be displayed as the last row with the default display name.

# Step 3: Change Your Primary Device

**1** To make 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.