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 setup MFA using a Chrome, Edge or Firefox Authenticator Extension.

Step 1 – Enable profile and syncing for your Chrome, Edge or Firefox browser

Refer to links below for information on how to enable profile and syncing for each browser:

- **Chrome** - see Google support page at https://support.google.com/chrome/answer/2364824?
- **Edge** - see Microsoft support page at https://support.microsoft.com/en-us/office/sign-in-and-create-multiple-profiles-in-microsoft-edge-df94e622-2061-49ae-ad1d-6f0e43ce6435
- **Firefox** - see Mozilla support page at https://support.mozilla.org/en-US/kb/profile-manager-create-remove-switch-firefox-profiles

Step 2 – Add an Authenticator Extension to your browser

1 Ensure you are in the correct profile when setting up, as this will need to be logged into on each computer you wish to use when accessing Griffith apps.
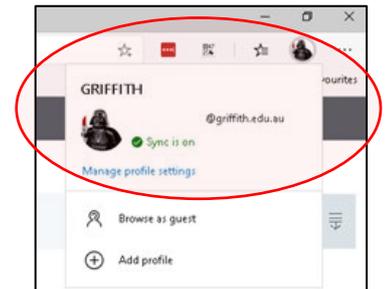
2 If you are using **Chrome** or **Edge** go to the Chrome web store - https://chrome.google.com/webstore/
If you are using **Firefox** go to Add-ons – https://addons.mozilla.org/en-GB/firefox/search/

3 Search for **Authenticator** or **2FA**. This example uses an extension called **Authenticator for Google Authenticator**.
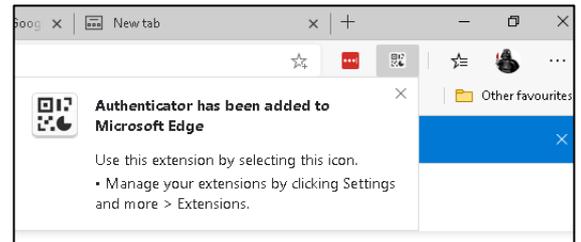
4   Select **Add**

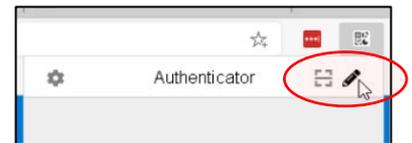**5**   Select **Add Extension**

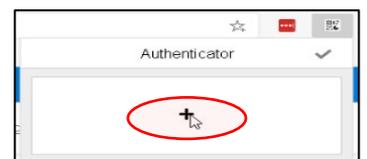**6**   Your browser will confirm the extension has been added.

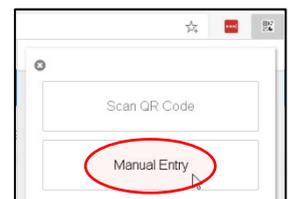# Step 3 – Set up the Authenticator Extension as the primary authenticating method

1   Once the Authenticator extension is added, click on the extension icon then click on the **Pencil** icon.

2   Click on **+**

3   Select **Manual Entry**.

4   Open another browser window and complete the following:

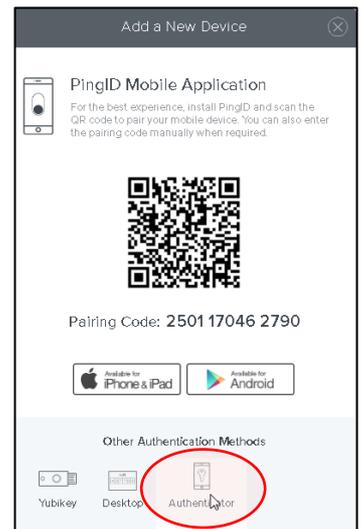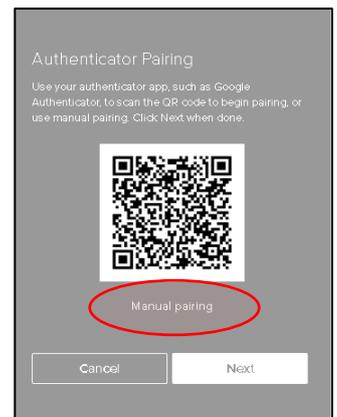a) Login to MyGriffith at https://my.griffith.edu.au using your Griffith credentials.

b) Select **Start** at the **Welcome to Multi-Factor Authentication** prompt.
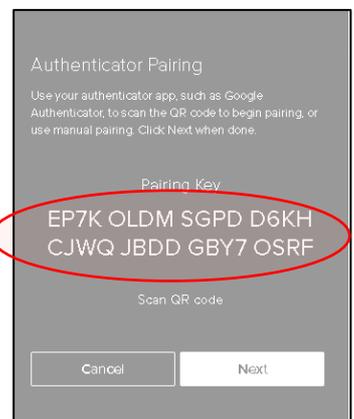   Note: If you do not see this prompt, contact the IT Service Centre.

c) Select **Authenticator** from **Other Authentication Methods**.
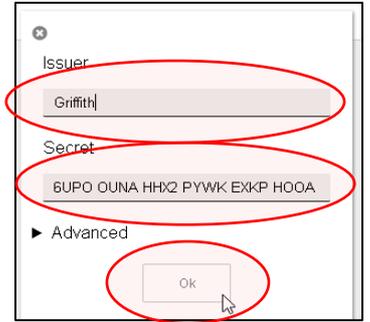

d) Select **Manual Pairing**.

e) Copy the **Pairing Key**.
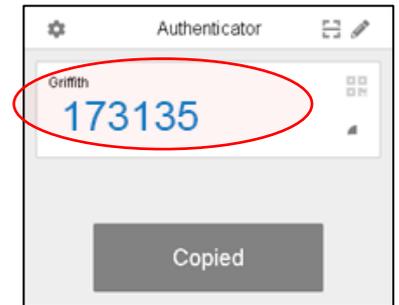   Note: Do not cancel or close this window as you will need to return to it in Step 6.

5 Return to the **Authenticator** extension in the other browser window (from Step 3) and complete the following:
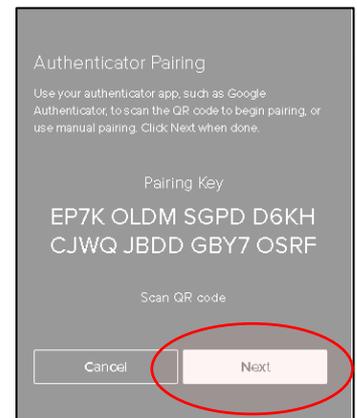
a) Enter **Griffith** into the **Issuer** field.

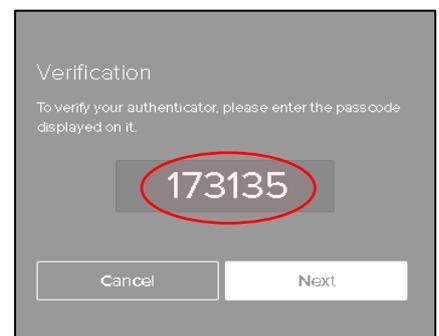b) Paste the **Pairing Key** into **Secret** field and click **OK**.

c) The **Authenticator** extension will generate a code. Copy the generated code.

6 Go to the Ping ID **Authenticator Pairing** window (in the other browser) and click on **Next**.

7 Paste the code from the **Authenticator** extension into the **Verification** window and select **Next**.

Your Griffith MFA is now synced to your Chrome, Edge or Firefox browser profile. The Browser Extension the icon will be visible in the address bar (top right).

*Ensure you have logged into the same browser profile
(for Chrome, Edge or Firefox) when logging in from any device.*

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