

How to...

*Install PingID for Multi-Factor Authentication
on an additional Windows device*

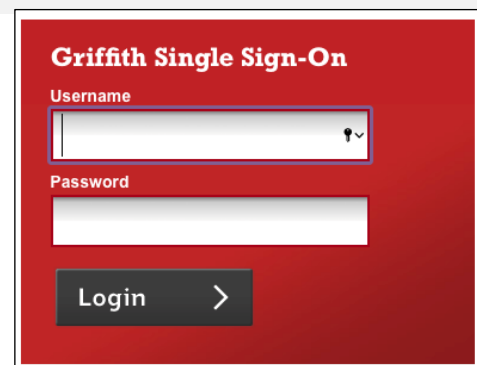
Introduction

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 an additional Windows device.

Set up MFA on an additional device

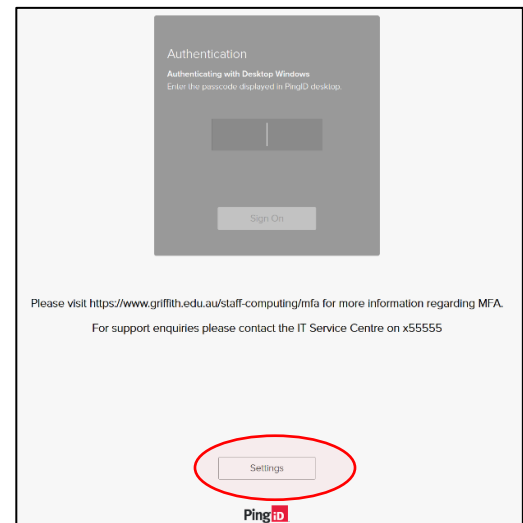
- 1 Close all open internet browsers. Open a new browser and login to MyGriffith at <https://my.griffith.edu.au> using your Griffith credentials.

1

A screenshot of the Griffith Single Sign-On login page. It has a red background. At the top, it says "Griffith Single Sign-On". Below that are two input fields: "Username" and "Password". The Username field has a small key icon and a checkmark. Below the Password field is a "Login" button with a right-pointing chevron.

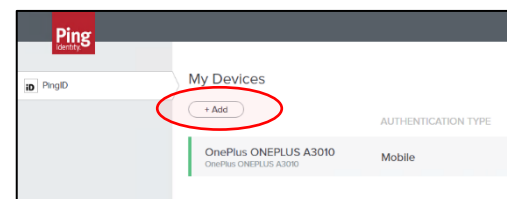
- 2 When the Authentication screen opens > select **Settings**.

2



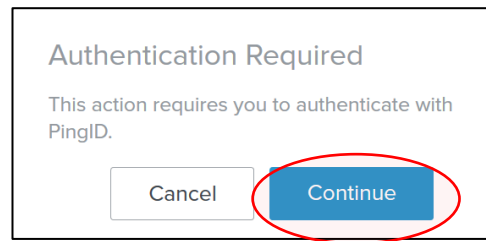
- 3 The **My Devices** page will open listing devices currently paired with your PingID account. To set up an additional device > select **+Add**.

3



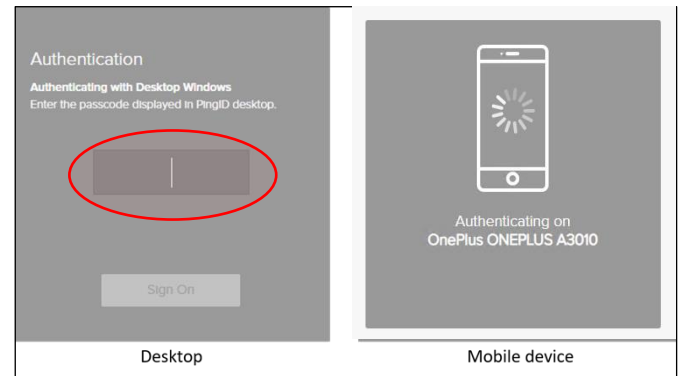
- 4 Select **Continue**.

4



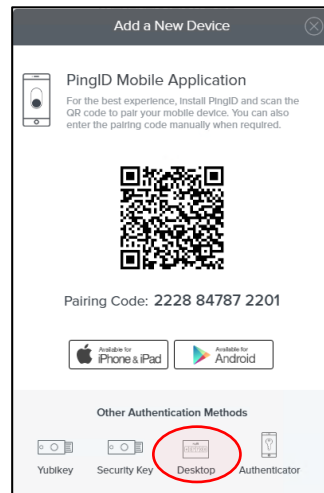
- 5 An **Authentication** window will display > enter the PingID password (computers) or authenticate on your phone.

5



- 6 The **Add a New Device** window will open. Select **Desktop**.

6



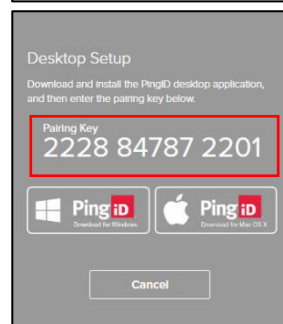
- 7 Download the **Windows PingID application**. Double click to install then follow the prompts.

7



- 8 A pairing key will display, this will be used to pair the new computer with PingID.

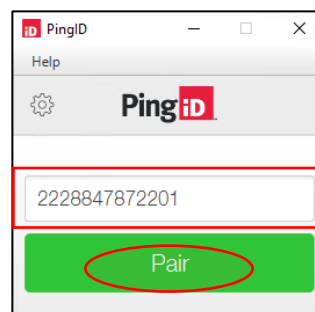
8



- 9 Go to the Windows search box and type **PingID** > select the **PingID desktop app**.

The **PingID** pairing screen will appear.
Enter the **Pairing Key** from the above step > select **Pair**.

9



- 10 Your additional device is now added. you will be redirected to the **My Devices** web page. The new device will be displayed.

You will receive a confirmation email via your Griffith email account.