

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.

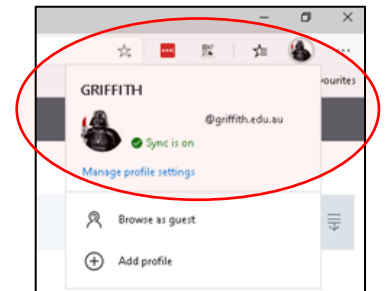
Step 1 – Enable profile and syncing for your Chrome, Edge or Firefox browser

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 – Set up an Extension for 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/>

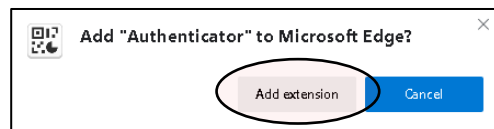
- 3 Search for **Authenticator** or **2FA**. This example uses an extension called **Authenticator for Google Authenticator**.



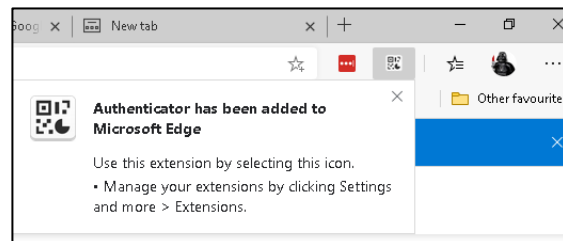
4 Select **Add**



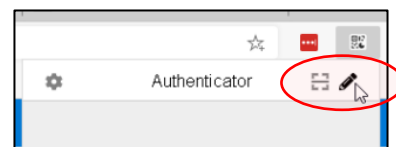
5 Select **Add Extension**



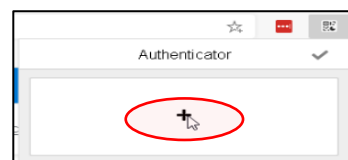
6 Your browser will confirm the extension has been added.



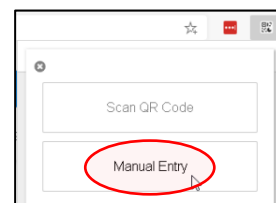
7 Once Extension is added Select the **Authenticator Extension** then Select the **Pencil Icon**



8 Select **+**

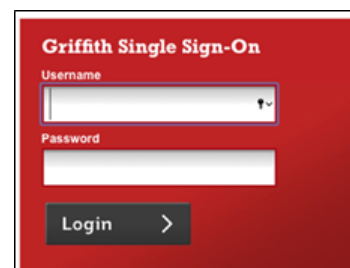


9 Select **Manual Entry**



Step 3 – Set up the Browser Extension as the primary authenticating method

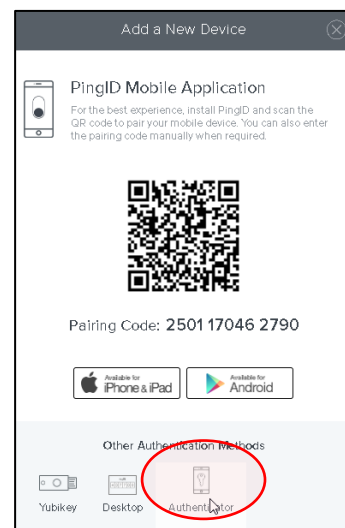
1 In another browser window login to MyGriffith at <https://my.griffith.edu.au> using your Griffith credentials.



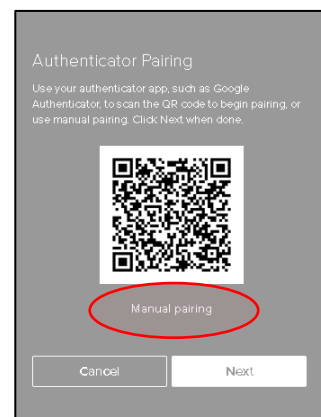
- 2 Select **Start** at the **Welcome to Multi-Factor Authentication** prompt.



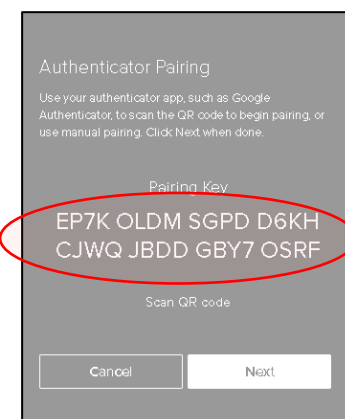
- 3 Select **Authenticator** from **Other Authentication Methods**.



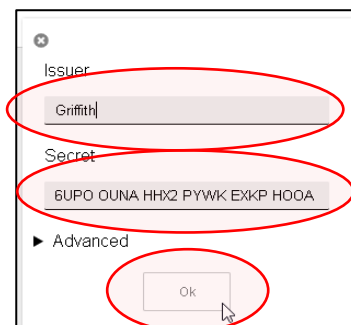
- 4 Select **Manual Pairing**



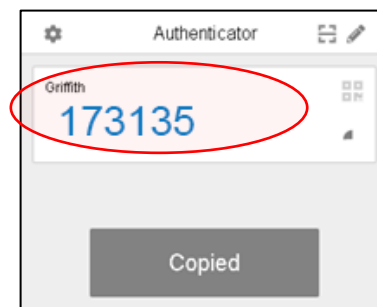
- 5 Copy the **Pairing Key**.



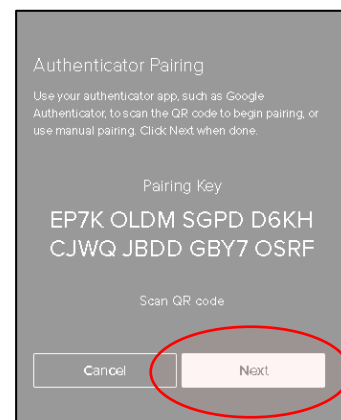
- 6 In **Issuer** field enter **Griffith**, then paste the Manual Pairing key into **Secret** field and select **OK**.



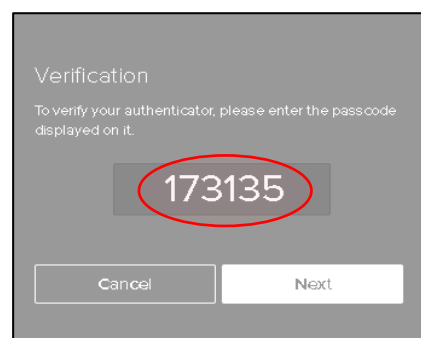
- 7 In the **Authenticator** extension window, click on the Griffith code to copy.



- 8 Back in the **Authenticator Pairing** window, select **Next**.



- 9 Paste the Code from the Authenticator into Verification Windows and Select **Next**.



- 10 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.

