#### Purpose of this Guide – Mobile App

This guide is intended for users who need to enroll to use PingID at Geisinger. Before enrolling, the user **must have** a **device that is connected to the Internet** and an **Apple (iOS) or Google (Android) smart phone**, iPod or tablet that can download applications from the App Store or Google Play store and has a lock screen in place. Note: There is no fee for the PingID application. If you encounter any problems in your enrollment process, please call the Service Desk (570) 271-8092 for support.

#### Step-By-Step Instructions – Mobile App

1. Open a browser and navigate to <u>https://myaccount.geisinger.org</u>. Click on Enroll in PingID.



2. Go to the App Store on your Apple or Play Store on your Android Smart Phone and search for **PingID**. Download the **PingID** application. (Note: PingID has no spaces.)

Geisinger		
Find and install the "PingID" application from your App Store.		
You may use a smartphone, iPod, tablet or other (iOS or Android) mobile device.		
If your department has provided a Geisinger iOS device to you, it will have the PingID application within 'Self Service'.		
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- 3. Open the PingID application and accept/allow access to the following. Please refer to the App Store information for details.
  - Accept the Ping license agreement.
  - Allow the app to use your camera. (To scan QR codes.)
  - Allow the app to send notifications.
  - Allow the app to view your location.

4. In your browser, click the button marked, "I am ready for the next step."

Geisinger
Find and install the "PingID" application from your App Store.
Ping Identity.
You may use a smartphone, iPod, tablet or other (iOS or Android) mobile device.
I am ready for the next step.
If your department has provided a Geisinger iOS device to you, it will have the PingID application within 'Self Service'.
App Store Google play
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5. Enter your Geisinger E-Mail Address or User ID and Password. If you don't have a Geisinger E-Mail account, please use your User ID you have been provided.

Geisinger	
USERID / EMAIL	
Sign On	

6. Confirm your identity with your MyContact <sup>1</sup>information. The system will send you a code via Text, Voice Call or E-Mail that you will need in the next step.

	Ping PingID Registrat	ion	
	Identity Verfica	tion	
Befo	pre enrolling in PingID, we need to verify your ide	ntity with a One Time Passcode:	
SMS/Texti	ng Voice	Email	
• 💬	۵ 😢 🔹	•	
1-570-31****	*3 1-570-31****3	ja****@gmail.com	
	Reset		
	Powered by Pingklentity	,	

7. Enter the code you receive and click Next.

Ping PingID Registration
Registration Code from SMS/Text Message
SMS delivers a text message to a mobile phone with a 6 digit authentication code as part of the log in process.
Please enter the registration code that was received via SMS. Click the 'Next' button only once.
Resend OTP Next
Powered by <b>Pingklentity</b> '

<sup>&</sup>lt;sup>1</sup> These options come from your My Contact Information profile. If an option is not available, please update your My Contact Information profile. For help with this, you can use the "Update My Contact Information" guide. If no options are available, please contact the Service Desk 570-271-8092 for assistance.

8. Next click on the button that says, "Continue".

Ping PingID Registration
Welcome!
It appears your account is not registered with PingID. This registration process will guide you in pairing the authentication method you will choose in the next step (mobile device, Yubikey, or Phone call) with your account. PingID allows you to authenticate into applications using your UserID and Password, plus a mandatory additional factor for security.
The mobile application is the preferred authentication method. If you will use a mobile device, please download and install the PingID mobile app on your
Android or iOS device.
To protect against unintended use, a device screen lock is required on your mobile device. Screen locks may be fingerprint, pattern lock, or PIN lock.
Continue
Powered by Pingtdentity'

9. Select the option that you would like to enroll with Ping ID. Click Next.

	Ping PingID Registration		
Aut Select the o	hentication Method Solution you want to configure for use due	election	
Mobile App	Yubikey	Voice	
•	• <b>•</b>	•	
		1-570-31****3	
	Reset		
	Powered by PingIdentity		

10. Use the PingID app to scan the QR code to register your phone. Simply point the camera at the bar code on the screen.

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Ping 1D

For users enrolling from their smart phone and unable to scan the QR code:

- Copy the "Pairing Key"
- Open the PingID mobile app
- Select "Enter Pairing Key Manually"

Ping PingID Registration	
Mobile App Setup	
Most users should already have the PingID application installed on their mobile device. If it isn't, please install it on your Android or iOS device. To pre against unintended use, a screen lock is required on your mobile device. Screen locks may be fingerprint, pattern lock, or PIN lock.	1
To complete the pairing, start the PingID app on your mobile device, complete one of the follow:	
<ul> <li>Scan the QR code shown on the screen by framing it within the scanning window of the application</li> <li>Click the button on your mobile device that allows you to manually enter the 10 digit pairing code shown on the screen.</li> <li>Pairing Key:</li> </ul>	Pair Your Device To activate Phylo, first scan your OR code to p your device. Enter Pairing Key Manually
Android Weight Android	
Powered by Pingidentity'	

- 11. Next enter a nickname of your choice. Example: Geisinger
- 12. PingID will now start the authentication process. Slide the red iD slider up.



- 13. Your browser/phone will show that you authenticated successfully
- 14. You have successfully enrolled with PingID. Please click the Logout button to be taken back to My Account web page.

