

Ping ID First Time Setup

KB0012031

☆☆☆☆☆ 1817 views

Configuration Item

PingFederate

Introduction

This document provides steps to set up PingID for the first time and how to pair your desktop computer, mobile device, Voice or SMS.

Eligibility

Global

Details

PingID is a new multi-factor authentication method that adds an additional layer of security for company data in the cloud, including Highly Restricted (HiR). To learn more about PingID and why P&G is implementing this additional security layer, click [here](http://itsolutions.pg.com/ping/pages/default.aspx) (<http://itsolutions.pg.com/ping/pages/default.aspx>).

Available Translations:

- [Deutsch \(sys_attachment.do?sys_id=407640bedbd10b48c16d5887dc961983\)](http://itsolutions.pg.com/ping/attachment.do?sys_id=407640bedbd10b48c16d5887dc961983)
- [Español \(Latinoamérica\) \(sys_attachment.do?sys_id=2a66cc7edbd10b48c16d5887dc9619f7\)](http://itsolutions.pg.com/ping/attachment.do?sys_id=2a66cc7edbd10b48c16d5887dc9619f7)
- [Français \(sys_attachment.do?sys_id=536600bedbd10b48c16d5887dc96198f\)](http://itsolutions.pg.com/ping/attachment.do?sys_id=536600bedbd10b48c16d5887dc96198f)
- [Italiano \(sys_attachment.do?sys_id=ac7680bedbd10b48c16d5887dc9619d4\)](http://itsolutions.pg.com/ping/attachment.do?sys_id=ac7680bedbd10b48c16d5887dc9619d4)
- [日本語 \(sys_attachment.do?sys_id=9d76c0bedbd10b48c16d5887dc9619f4\)](http://itsolutions.pg.com/ping/attachment.do?sys_id=9d76c0bedbd10b48c16d5887dc9619f4)
- [Português \(Brasil\) \(sys_attachment.do?sys_id=797604bedbd10b48c16d5887dc961998\)](http://itsolutions.pg.com/ping/attachment.do?sys_id=797604bedbd10b48c16d5887dc961998)
- [русский \(sys_attachment.do?sys_id=2e7644bedbd10b48c16d5887dc961935\)](http://itsolutions.pg.com/ping/attachment.do?sys_id=2e7644bedbd10b48c16d5887dc961935)
- [简体中文 \(sys_attachment.do?sys_id=4666847edbd10b48c16d5887dc9619c9\)](http://itsolutions.pg.com/ping/attachment.do?sys_id=4666847edbd10b48c16d5887dc9619c9)

You will need to complete all three steps to setup **PingID**:

1. Install the PingID application on your PC.
2. Pair the PingID desktop application.
3. Pair additional devices as a backup, if desired

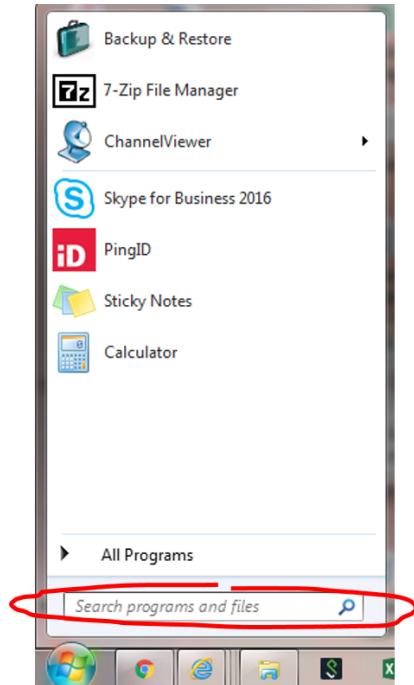
Disclaimer: If you don't have any computer, you may use other corporate or personal mobile devices to pair with **PingID**. If this is the case, please skip steps A & B and follow the instructions starting in step C. To learn more about personal mobile device usage for **PingID**, click [here](http://itsolutions.pg.com/ping/Pages/CanInstallthePINGIDApplicationonmypersonalsmartphone.aspx) (<http://itsolutions.pg.com/ping/Pages/CanInstallthePINGIDApplicationonmypersonalsmartphone.aspx>).

A) Install the PingID application on your PC:

The **PingID** desktop application for Open & Go computers will be pre-installed using the daily application update process.

Click the Windows button on the lower left of your taskbar and search for "Ping" to see if the application is already installed.

If you already have the PingID desktop application, you can jump to the "B) Pair PingID desktop application on your PC" section further down on the page.

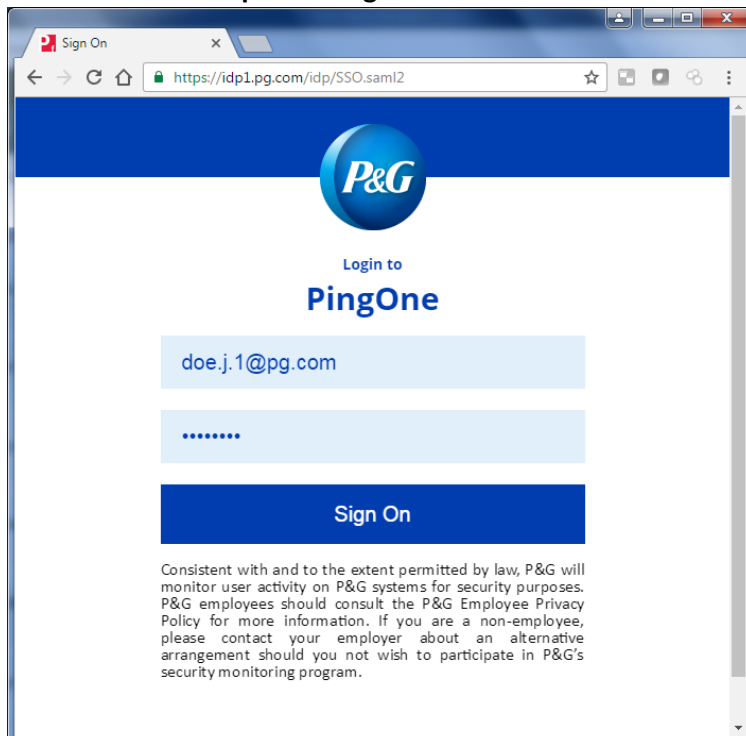


If you do not already have the **PingID** desktop application installed on your PC, follow the steps below. *Note: Mac users click here: <http://mac.pg.com/PGSpecificSettings/Pages/upgrades.aspx> (<http://mac.pg.com/PGSpecificSettings/Pages/upgrades.aspx>).*

B) Pair PingID desktop application on your PC:

STEP 1

Go to <http://ping.pg.com/> (<http://ping.pg.com/>) and login with your P&G Intranet ID and password, then read **STEP 2** before proceeding further.

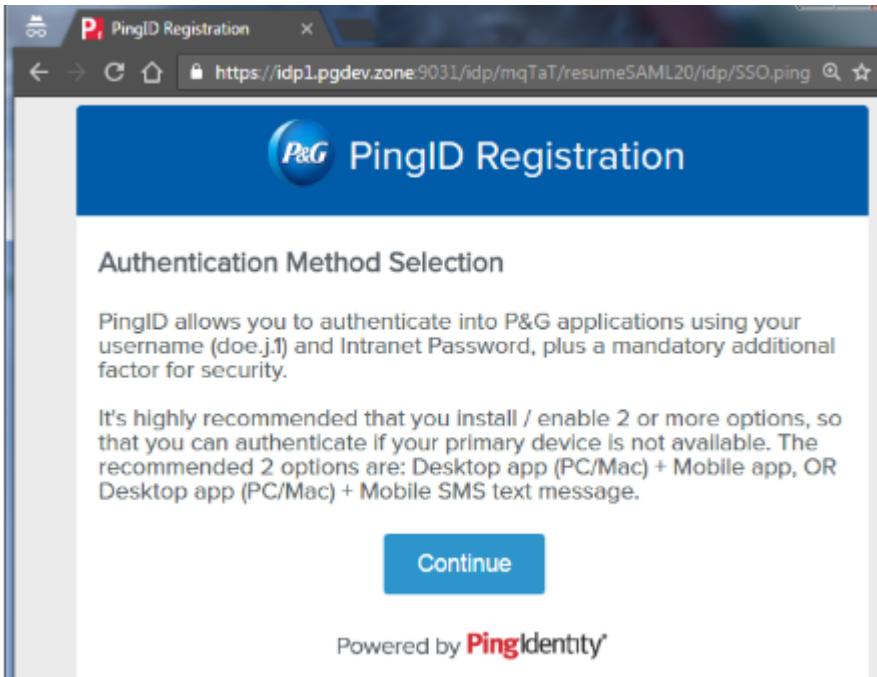


STEP 2

PingID allows you to authenticate into P&G applications using your **username (doe.j.1)** and **Intranet Password**, plus a mandatory additional factor for security.

It's highly recommended that you **install / enable 2 or more options**, so that you can authenticate if your primary device is not available. The recommended 2 options are: Desktop application (PC/Mac) + Mobile application, OR Desktop application (PC/Mac) + Mobile SMS text message.

To start the device installations, **Click Continue** and follow the next instructions.

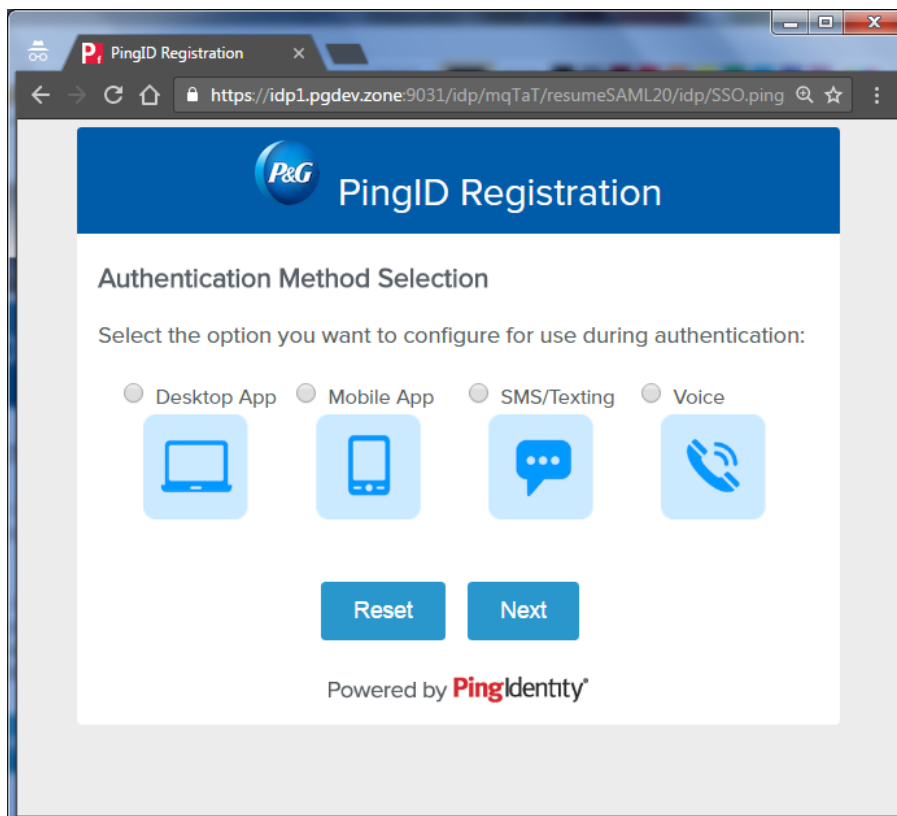


STEP 3

Authentication Method Selection

Select the option you want to configure for use during authentication:

- Desktop Application
- Mobile Application
- SMS/Texting
- Voice

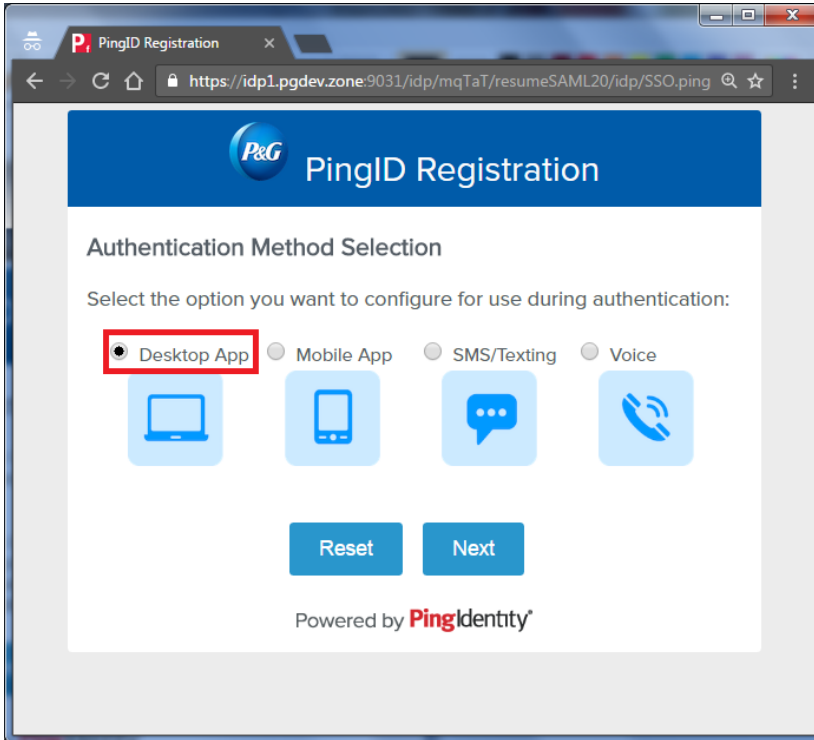


Desktop application

Select the option you want to configure for use during authentication:

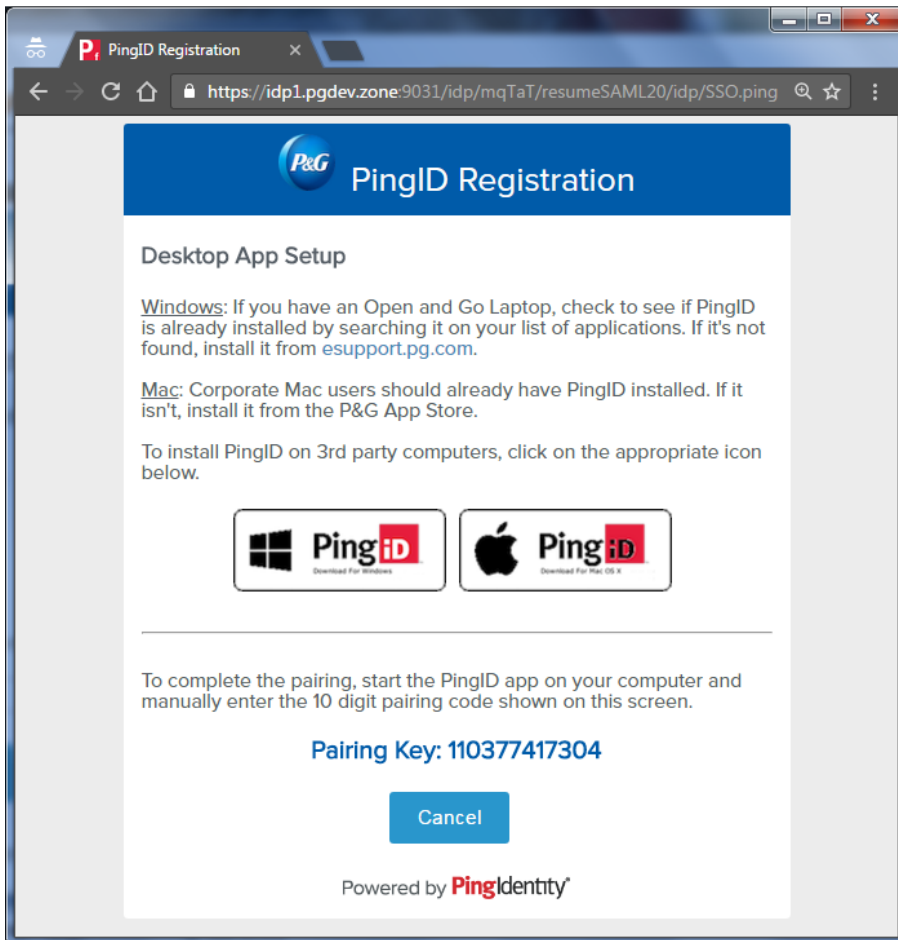
1. Check Desktop Application

2. Click Next



Windows: If you have an Open & Go Laptop, check to see if **PingID** is already installed, by searching it on your list of applications. If it's not found, install it from ChannelViewer or PG Apps Center

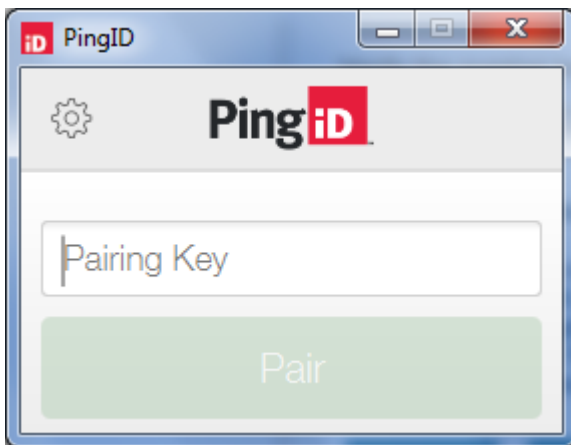
Mac: Corporate Mac users should install using the download link. To install **PingID** on 3rd party computers, click on the appropriate icon.



Open the **PingID** desktop application on your PC (Start menu > Ping ID).

Paste the 12-digit pairing key you copied, and click 'Pair'.

Your **PingID** desktop application is now paired and you will be redirected to the **Authentication Method Selection** to add additional Devices.



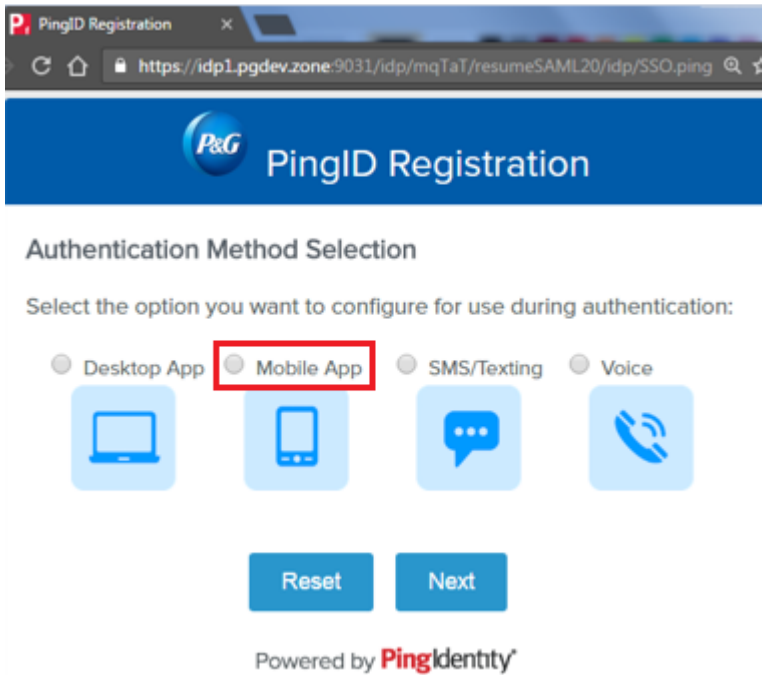
C) Pair Additional Devices as a backup

Mobile Application

In the **PingID** Registration window, select the option "Mobile App"

Then Click next.

Install the Ping Mobile Application from your mobile store.

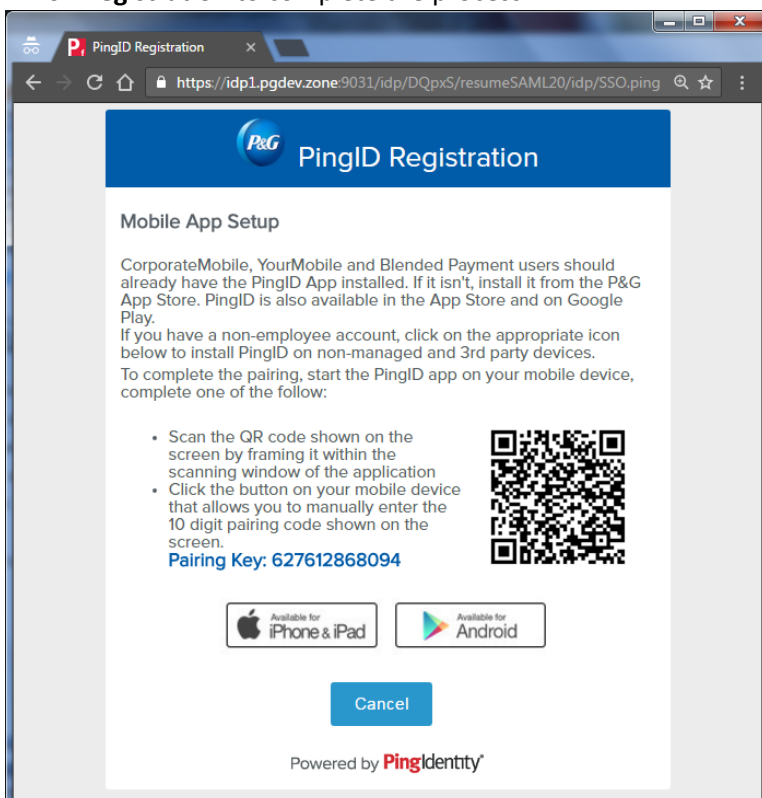


To complete the pairing, start the **PingID** application on your mobile device and complete one of the following options to copy the Pairing Key provided in the **PingID** Registration Window:

Scan the QR code shown on the screen by framing it within the scanning window of the application

Click the button on your mobile device that allows you to manually enter the 10-digit pairing code shown on the screen.

If you want to add another option, mark the selection and click **Register Another**. If not, just click on **Finish Registration** to complete the process.



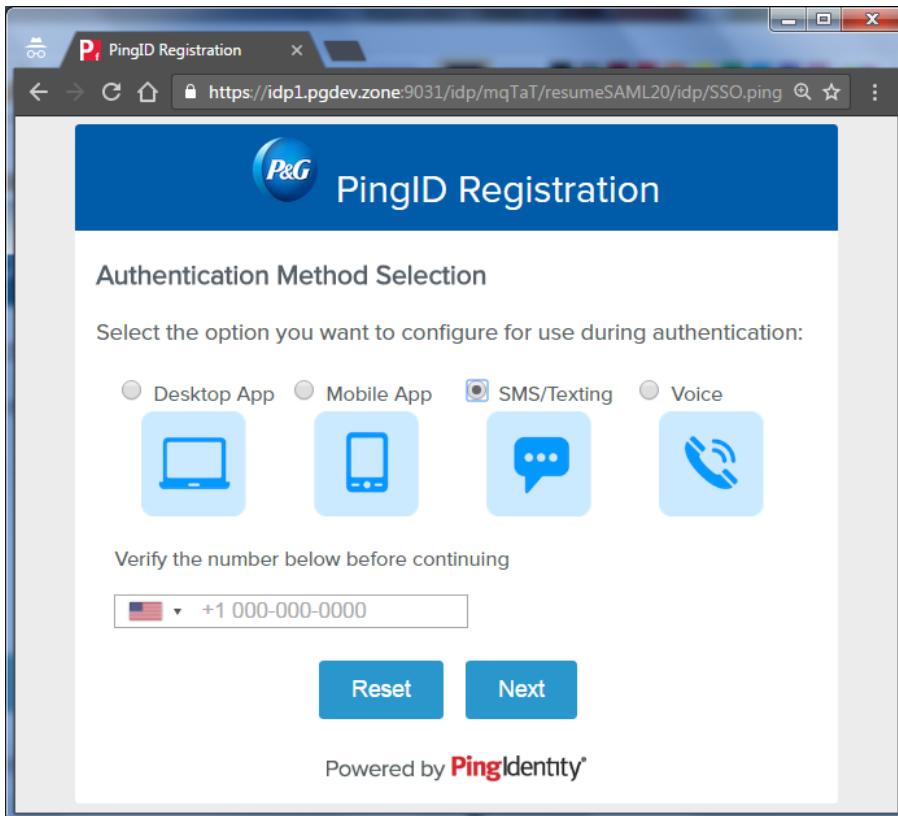
SMS/Texting

SMS delivers a text message to a mobile phone with a 6-digit authentication code as part of the sign-in process. Register a mobile device as a backup option in case your primary device is not available.

1. In the **PingID** Registration window select the option “SMS/Texting”
2. Choose your country code and enter your mobile phone number.

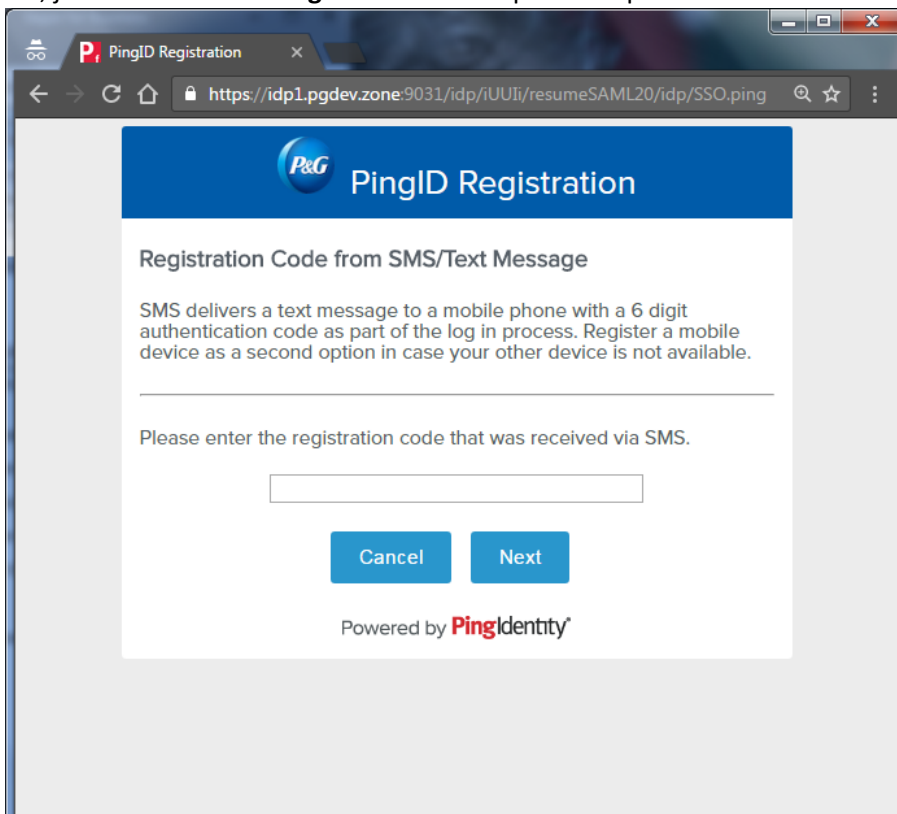
3. Verify the number before clicking “Next”.

4. Click Next.



5. Enter into the **PingID** Registration window the registration code that was received via SMS and Click **Next**.

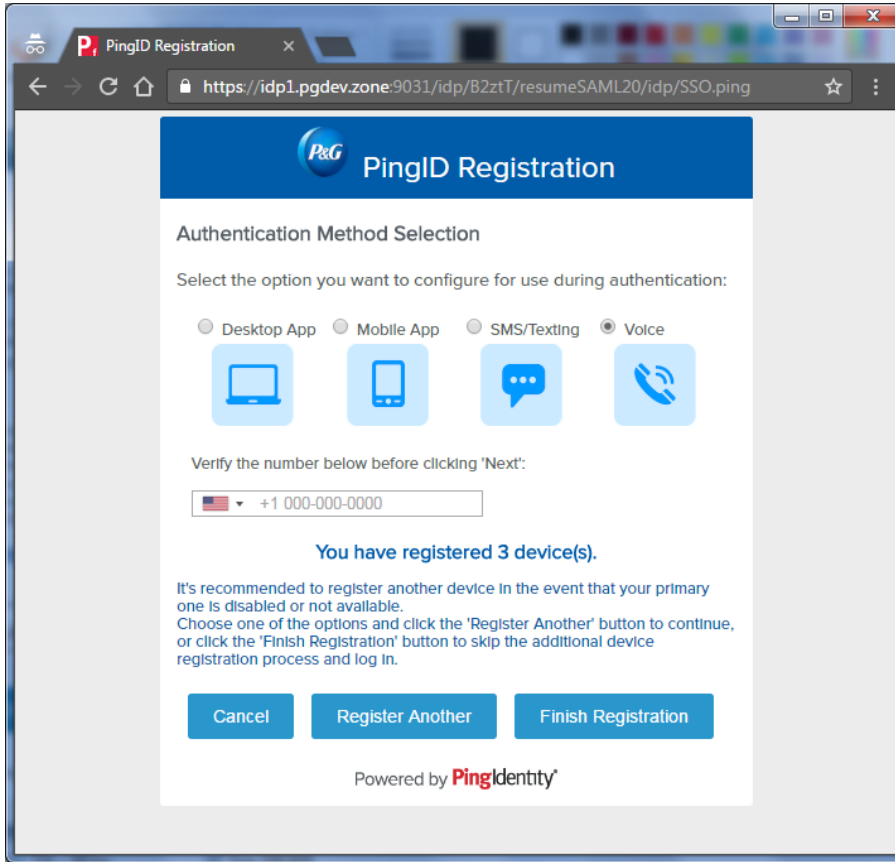
6. If you want to add another Authentication Method, mark the selection and click **Register Another**. If not, just click on **Finish Registration** to complete the process.



Voice

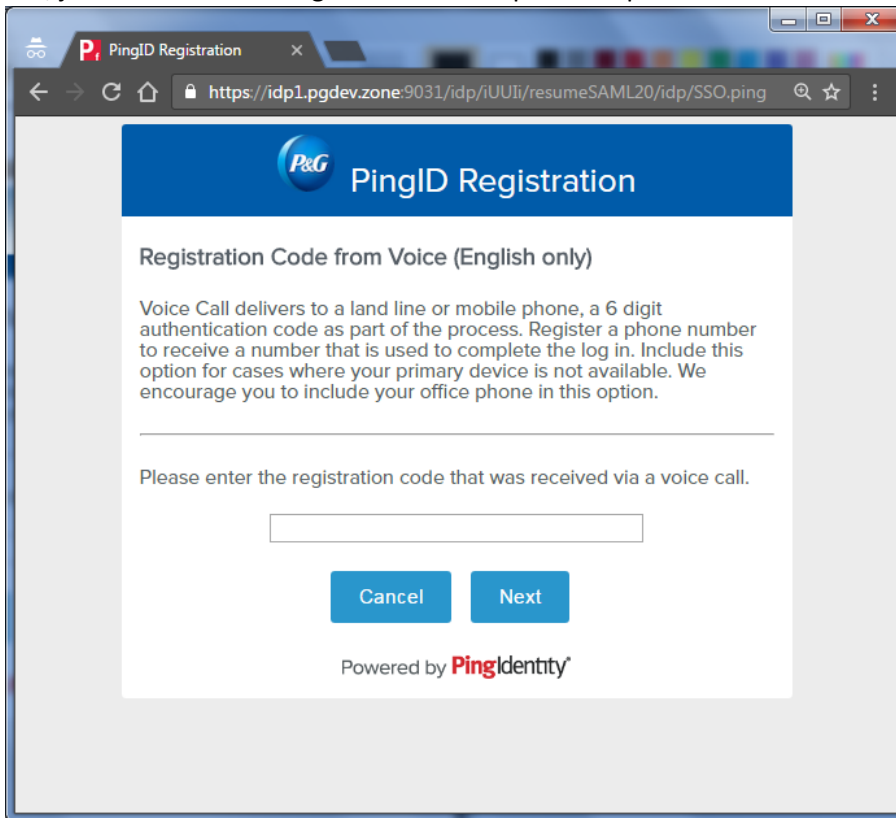
1. In the **PingID** Registration window, select the option “Voice”

2. Choose your country code and enter your phone number.
3. Verify the number before clicking 'Next'.
4. Click Next.



5. You are going to receive a voice call that will give you the number you need to type into the registration code field. Enter it and click Next.

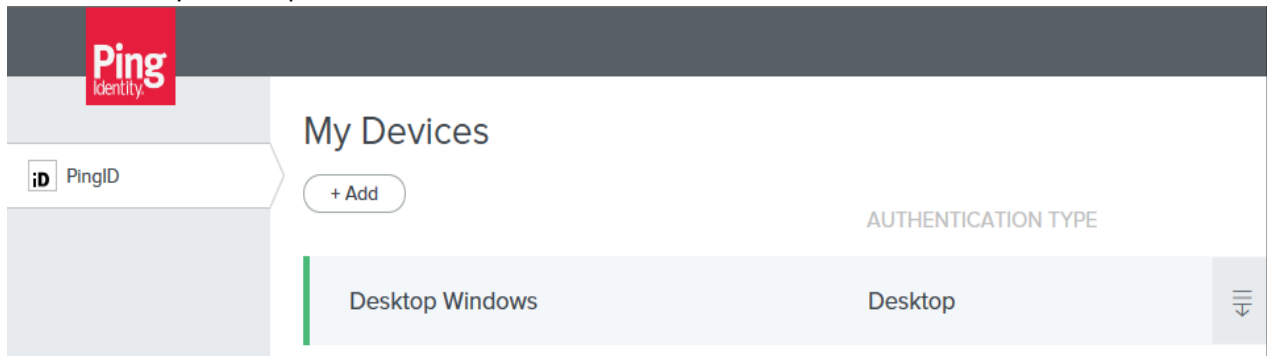
6. If you want to add another Authentication Method, mark the selection and click Register Another. If not, just click on Finish Registration to complete the process.



The screenshot shows a web browser window with the URL <https://idp1.pgdev.zone:9031/idp/iUUI/resumeSAML20/idp/SSO.ping>. The page title is "PingID Registration" and features the P&G logo. The main heading is "Registration Code from Voice (English only)". Below this, there is a paragraph explaining that a voice call will deliver a 6-digit authentication code to a landline or mobile phone. A text input field is provided for the user to enter the received code. At the bottom of the form, there are two buttons: "Cancel" and "Next". The footer of the page states "Powered by PingIdentity".

Manage Devices and update your PING account.

Sign in on this link <http://ping.pg.com/> (<http://ping.pg.com/>) to update your account. You should see the list of devices you have paired.



The screenshot shows the "My Devices" page in the Ping Identity dashboard. The page has a dark header with the "Ping Identity" logo. On the left, there is a navigation menu with a "PingID" icon. The main content area is titled "My Devices" and includes a "+ Add" button. Below this, there is a table with the following structure:

AUTHENTICATION TYPE	
Desktop Windows	Desktop

If you only see one device, you should add a secondary authentication form on a different device by clicking "Add" and follow the prompts. For example, if you have a corporate mobile device (i.e. CorporateMobile, YourMobile, Blended Payment), you can use your personal device for authentication (SMS, phone call, or Mobile application). You can also include your office phone as a Voice option. Remember that you can go to <http://ping.pg.com/> (<http://ping.pg.com/>) to access your dashboard whenever you want to add, modify or delete the devices paired with your account. You are done! Ongoing, you will login with your P&G credentials, as well as your chosen **PingID** authentication method when using cloud-based services including Email, OneDrive, Yammer, Office Online, etc.

Note: