

# How to Add an Additional Multi-Factor Authentication (MFA) Device

## INFORMATION SHEET

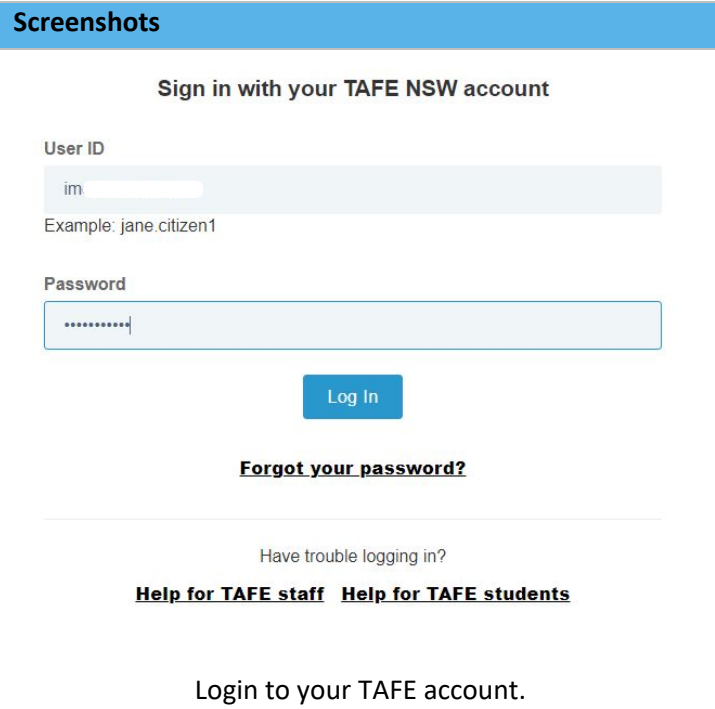
### WHAT DO I NEED TO KNOW?

TAFE NSW has introduced MFA for Students to help ensure the safety of our students' information. PingID is the MFA software used by TAFE NSW. This guide will show you how to add an additional MFA device to your account if you are already using MFA and need to set it up with another device and select which device you would like to be your Primary (your main MFA device).

To add an extra device, you will need an existing device already set-up with PingID, an Internet connected computer to log in on (it can be your own or a TAFE one), and the new device you want to set-up for MFA, e.g.: a YubiKey, an Authenticator App (Microsoft or Google) or the PingID App on a mobile device.

### Steps

#### Step 1 – Log in to the TAFE Portal

Detailed steps	Screenshots
On your computer, log in to the TAFE Portal at <a href="https://my.tafensw.edu.au">https://my.tafensw.edu.au</a> .	

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### Step 2 – Access Your PingID Devices page and Add a New Device

#### Detailed steps

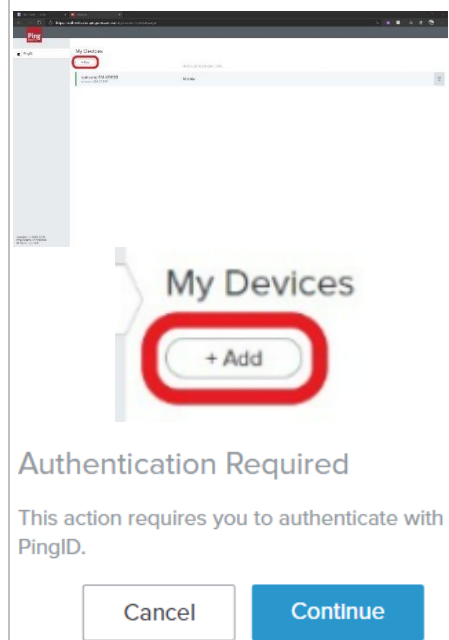
Once you have logged in via your usual method, you can then use your Internet Browser to go to:

<https://desktop.pingone.com.au/tafensw/Selection?cmd=devicesRequest>

You will see your existing MFA method in the list. To begin adding a new device, click on the +Add button.

When you click on the +Add button, you will be asked to click on "Continue" and you will be asked to login again with your usual method.

#### Screenshots



Click on the +Add button and Continue to login and begin adding a new device to PingID

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### Detailed steps

Once you have logged in again after clicking on the “Continue” button in the previous step, you will see the “Add a New Device” pop-up on your computer screen.

Here you can choose a new device to add MFA to for your account depending on which device you want to use:

#### PingID - Apple or Android App on your Mobile Device

If you want to add an Apple or Android phone, first install the PingID App onto your phone from your phone’s App Store and then use it to scan the QR Code showing in the “Add a New Device” pop-up on your computer screen. Further instructions for this method can be found here for Apple: [How to - iOS - TAFE NSW](#) or here for Android: [How to - Android - TAFE NSW](#). Start at the step showing the QR Code.

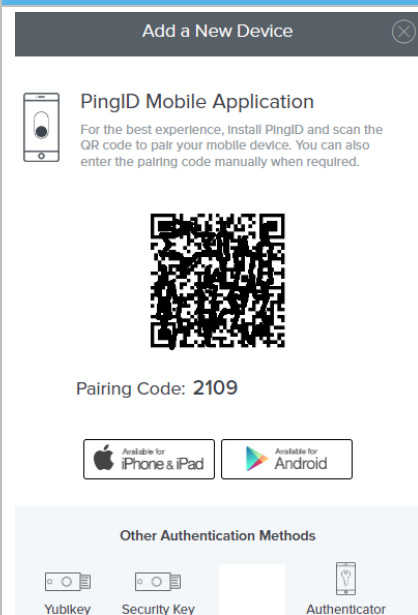
#### Microsoft or Google Authenticator on your Mobile Device

If you want to add MFA via an Authenticator App like Microsoft or Google Authenticator, first install the Authenticator App you want to use on your mobile device, then click on the “Authenticator” option showing in the “Add a New Device” pop-up on your computer screen. Further instructions for this method can be found here: [How to - Authenticator - TAFE NSW](#). Start at the step showing the QR Code after downloading the Authenticator App you want to use from your mobile device’s App Store.

#### YubiKey

If you want to add a Yubikey, click on the “Yubikey” option showing in the “Add a New Device” pop-up on your computer screen. You will be prompted to insert your Yubikey into an available USB port and gently hold your finger down on the “y” button on the key after your computer has detected and installed it. Further instructions for this method can be found here: [How to - YubiKey - TAFE NSW](#) Start at the “Add a New Device” step.

### Screenshots



Choose which device you want to add MFA to for your account

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### How To Select Your Primary Device and Manage Your Other Devices

#### Detailed steps

After you have added a new MFA device to your account, you may wish to make that your Primary MFA device.

If you would like to set your newly paired device as your Primary authentication method, you can use your Internet Browser to go to:

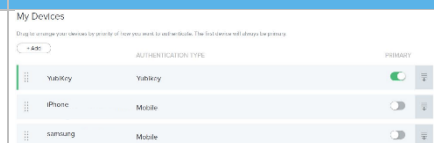
<https://desktop.pingone.com.au/tafensw/Selection?cmd=devicesRequest>

After you authenticate yourself via your current authentication method, you will then see your existing MFA devices in the list.

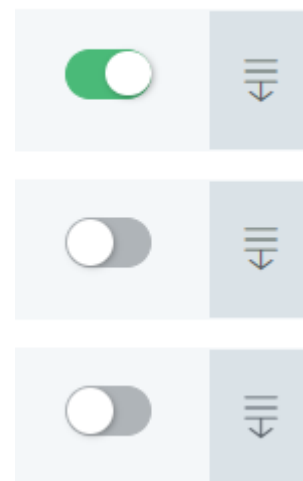
You can choose which device you want to be your Primary MFA device by turning on the green slider next to the device you want as your Primary (the device you want as your main MFA device).

You will be asked to authenticate via your current Primary device to make the change. Click on “Continue” to action this.

#### Screenshots



#### PRIMARY



#### Authentication Required

This action requires you to authenticate with PingID.



Click on the Slider button next to the device you would like as your Primary, click on “Continue” and log in to confirm.

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### Detailed steps

You can also delete a device if you no longer wish to use it for MFA. To remove a device from your account, click on the down pointing arrow on the right-hand side.

You will then be able to see the Trash Can icon.

Click on the Trash Can icon to remove the device. You will be asked to confirm by clicking on "Remove".

### Screenshots

