

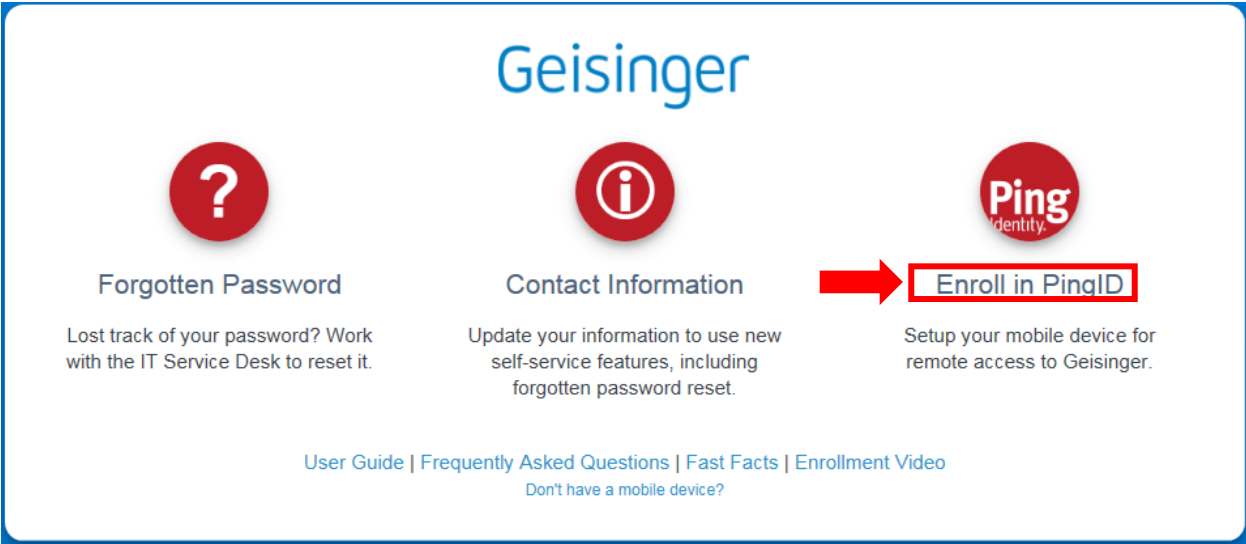
PingID YubiKey Enrollment Guide

Purpose of this Guide

This guide is intended for users who need to enroll to use PingID at Geisinger. Before enrolling, the user **must have a computer that is connected to the Internet** and a **YubiKey**. Note: If you encounter any problems in your enrollment process, please call the Service Desk (570) 271-8092 for support.

Step-By-Step Instructions

1. Insert your YubiKey in to a USB slot on your computer.
2. Open Internet Explorer and navigate to <https://myaccount.geisinger.org>. Click on the link that says, "Enroll in PingID".



The image shows a screenshot of the Geisinger user service menu. At the top center is the Geisinger logo. Below it are three service options, each with a red circular icon: a question mark for 'Forgotten Password', an information 'i' for 'Contact Information', and the Ping Identity logo for 'Enroll in PingID'. A red arrow points to the 'Enroll in PingID' option, which is also enclosed in a red rectangular box. Below each option is a brief description of the service. At the bottom of the menu are links for 'User Guide', 'Frequently Asked Questions', 'Fast Facts', and 'Enrollment Video', along with a link for 'Don't have a mobile device?'.

Geisinger

?
Forgotten Password
Lost track of your password? Work with the IT Service Desk to reset it.

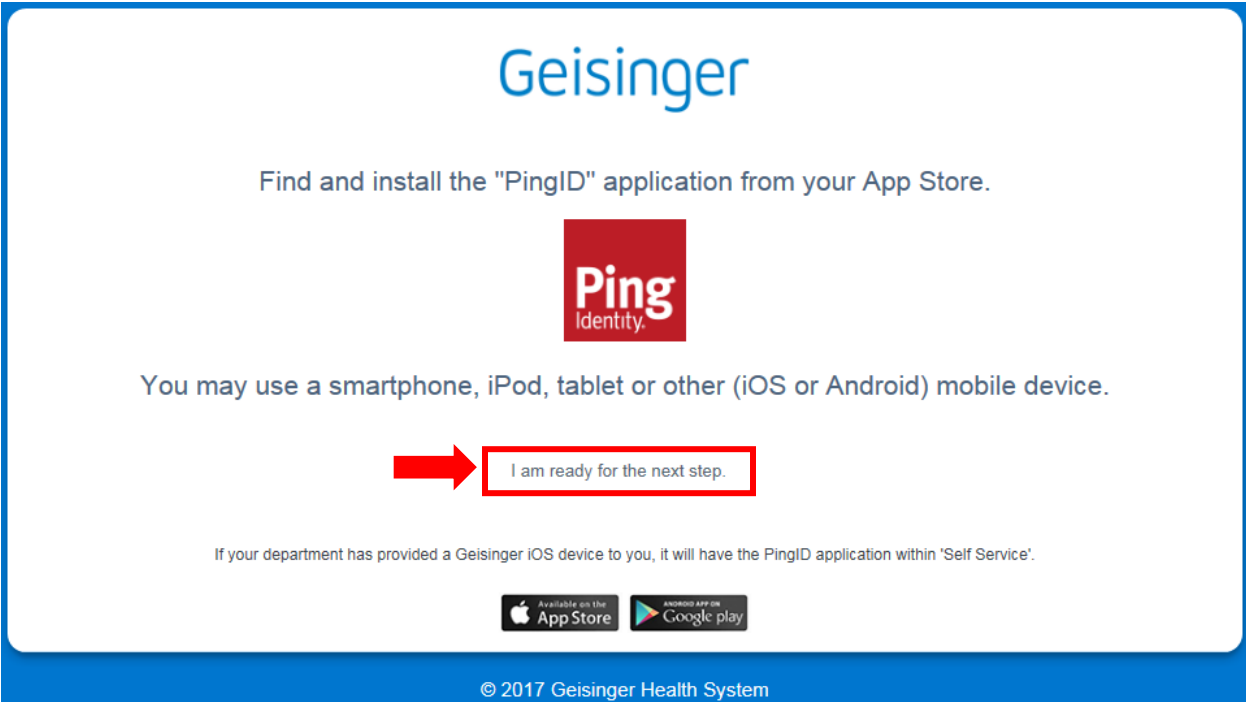
i
Contact Information
Update your information to use new self-service features, including forgotten password reset.

Ping Identity
Enroll in PingID
Setup your mobile device for remote access to Geisinger.

[User Guide](#) | [Frequently Asked Questions](#) | [Fast Facts](#) | [Enrollment Video](#)
[Don't have a mobile device?](#)

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3. Click "I am ready for the next step."



4. Enter your Full Geisinger Email and Password.



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5. Click Continue

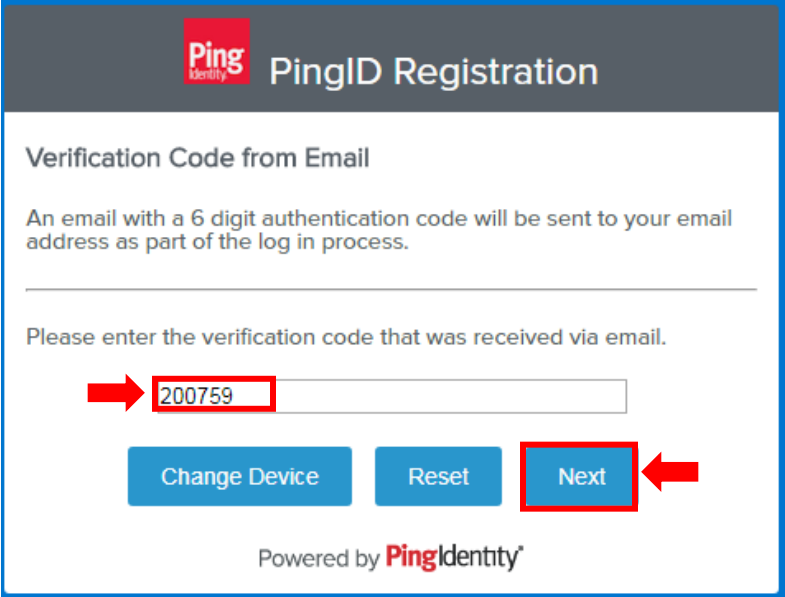


6. Confirm your identity with your recovery information. Select Email radio button and click Next. The system will send you a code via E-Mail that you will need in the next step.



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7. Enter the code you receive and click Next.

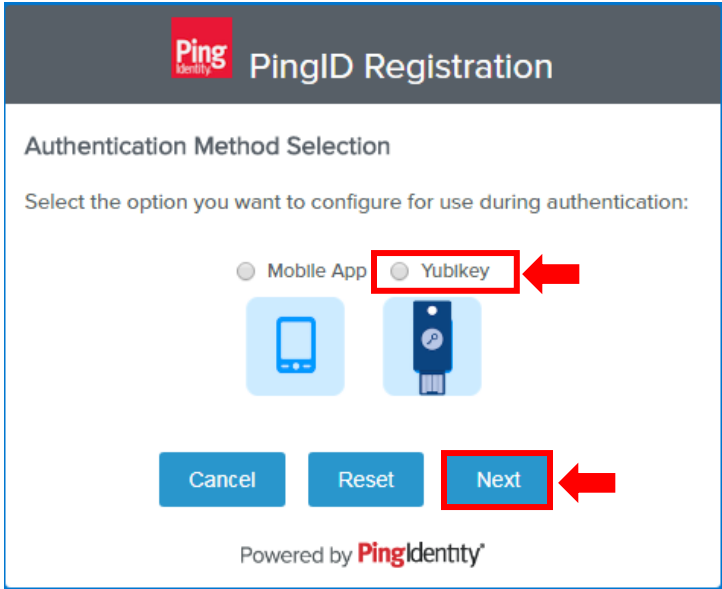


8. Click Continue.



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9. Click on the button that says, "YubiKey." Click Next.

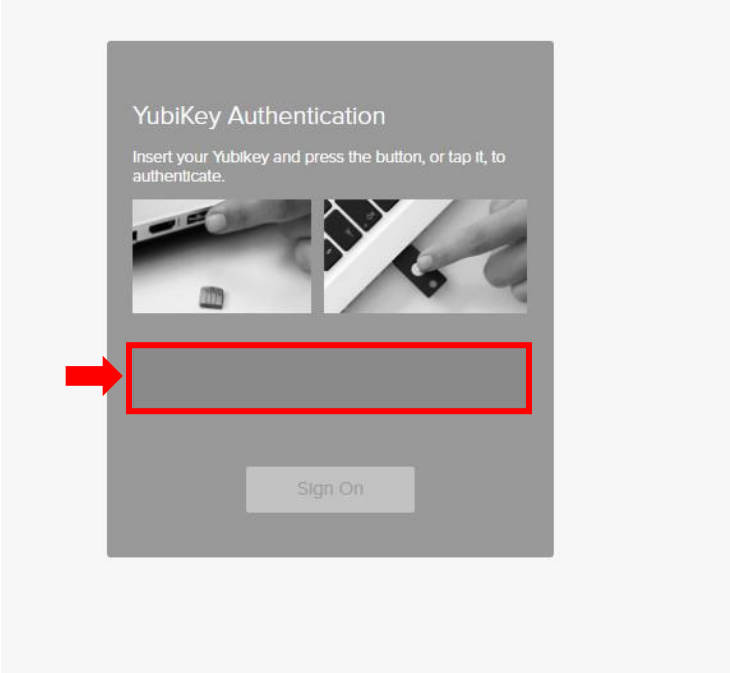


10. Insert your YubiKey into the USB port if it isn't already inserted from step 1, click in the registration field, and touch the gold circle on the YubiKey, then click Next.

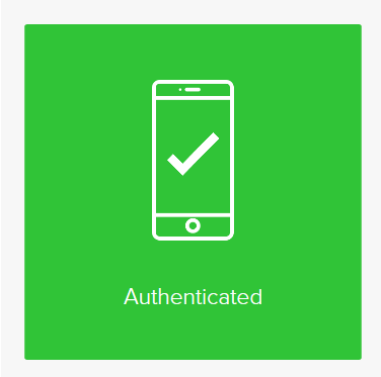


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11. Click inside the text box and tap the gold circle on the YubiKey with your finger. The textbox will fill itself with a secure code and will automatically verify.



12. Your computer will say authenticated.



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13. You have now enrolled in PingID. On your next log in attempt, touch your YubiKey when prompted for the YubiKey 1-Time Pass Code.

