PING-ID installation/set-up and login for PDC's network

- I. Create a windows login for each user that will share a PC. (For Supervisors/IT)
 - a. Disconnect the PC from the network before you create a windows login to skip the requirements needed (like e-mail address etc.).
 - b. It is advisable to create a windows login name showing the agents name and its project name for easy identification.
 - Example: E-OSCAR Christina
 - c. Set-up PING-ID for each user.

II. Download PING-ID application and First Time Registration (For Supervisors/IT)

- a. Log into PingDesktop by visiting <u>https://desktop.pingone.com/colonybrands</u>
- b. Log in using your Citrix Username and Citrix password, click sign on.

Sign On				
USERNAME				
Soroa				
PASSWORD				
•••••				
Remember my username Sign On Sign On Change Password?				

c. After signing-on, click **DISMISS**.



d. If you don't click dismiss you will get these pop-ups. Click NEXT on the first three and GOT IT on the last one.



e. Click your name in the upper right corner, then choose Devices:



f. Click the + Add button beneath 'My Devices'



g. To select the Desktop App, choose **Desktop on the bottom right of the window**, under Other Authentication Methods.

	Add a New Device	8
Ping	ID Mobile Application	•
•	For the best experience, install PingID and scan the GR code to pel your mobile device. You can also anter the pairing code manually when required.	
Pairing	g Code: 3806 8534 6655	- 1
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0	ther Authentication Methods	<u>, i</u>
0		
SMS	Voice Yubikey Desktop	

SKIP h,I,j and k if PingID application is already installed in your workstation and proceed to I-B

h. Download the application for your OS (Windows) and after it is installed you will use the **provided pairing key to pair it with your account**.



i. Once you have chosen the PingID Download for Windows- complete download steps. You will see this box at the bottom of your internet browser. Click **RUN**

What do you want to do with DingID avo (56 5 MD)?					
What do you want to do with PinglD.exe (56.5 MB)? From: pingone-downloads.s3.amazonaws.com	Run	Save	^	Cancel	×
		·			

 j. A box will pop up that asks if you want to allow to make changes on your device. Click YES. The next box is the License Agreement.
Accept and click Next

cense Agreement Please read the following important information before continuing.	
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	5
The Ping Identity Corporation ("Ping", "we", or "our") mobile device or computer application and related software (the "Application", or the "App") is to be used exclusively in connection with Ping's PingOne or PingID service (together with the Application, the "Service"). Ping offers the Service only to legal entities ("Customers") who have entered into a binding agreement with Ping (a "Customer Agreement").)
I accept the agreement	
I do not accept the agreement	

k. If you get another box that says Support Roaming User Profiles- Do not select the box. Just click Next.

Setup - PingID 1.7.0	-	
Configure PingID		1.0
Enable optional features		H
Support Roaming Liser Profiles		
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I. After this finishes installing it will ask you for the pairing key. That is in the previous Grey Box. Copy and paste or just type the pairing key listed on your screen and click **Pair**.

Desktop Setup Download and install the PingID desktop application, and then enter the pairing kny below.	PingID Help	ß	-	×
########	ţ	Pin	g <mark>iD</mark>	
Ping D Devination Workson	Pairing	Key		
Cancel		P	air	

m. I-B. Open PingID application, click settings icon and delete the previously paired ID. Copy and paste or just type the pairing key listed on your screen and click **Pair**.

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V.1.7.1(94)	
	+ 100 V.1.7.104

n. After the program pairs you will see a box with a unique PingID

D PingID		- • ×	
Help			
٢	Ping	g <mark>iD</mark>	
09	4	849	
Refresh Copy			

III. Citrix Log-in and Pairing with PING-ID (Agents)

a. Log-in to windows using the assigned user to you. The PING-ID for your windows login is set-up ONLY for you. Other agents cannot use your windows login.



b. Open PING-ID app. A shortcut is available in your desktop.



c. Copy the unique ID.

iD		Pin	IgID	-		×
Help						
ŝ		Ping	g <mark>iD</mark>			
8	1	7	9	9	5	5
Refresh Copy						

d. Log-in your Citrix. <u>https://cbapps.sccompanies.com/</u>

	Please log on	
Citrix Gateway		DelaPaz
		Log On

e. Paste your copied unique ID here and hit submit.

	(i) Please provide your PingID passcode.
	Submit

f. The ID changes overtime or if you close the app. So you will need a new one every time you login to your Citrix account.