

# GeisingerConnect PingID YubiKey Enrollment Guide

## Purpose of this Guide

This guide is intended for users who are not able to use the mobile device option to enroll in PingID for GeisingerConnect. The YubiKey 4 USB device will allow those users who do not have access to or are not able to use a mobile device in the workplace. Before enrolling, you **must have a computer that is connected to the Internet, you must have saved a recovery contact source in GeisingerConnect, and a YubiKey 4.** 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 with the gold circle face up.



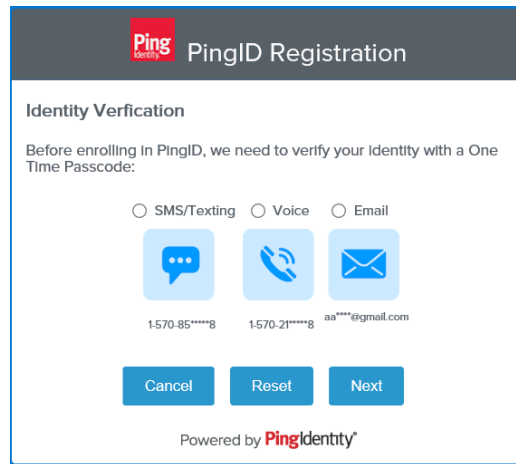
2. Navigate to <https://geisingerconnect.geisinger.org> and click Login. Enter your usual GeisingerConnect User ID and Password.

A screenshot of the Geisinger login page. The page has a white background with a blue border. At the top center is the word "Geisinger" in blue. Below it are two input fields: "USERID / EMAIL" and "PASSWORD". The "USERID / EMAIL" field contains a single vertical bar character. Below the "PASSWORD" field is a blue "Sign On" button.

3. If you are not then presented with the PingID Registration step seen in step 4, please contact the Service Desk at 570-271-8092 to get your recovery information entered.

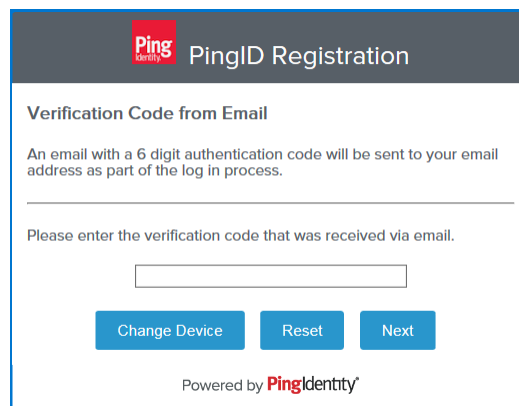
# GeisingerConnect PingID YubiKey Enrollment Guide

4. During your initial enrollment, you will need to confirm your identity with your recovery information. The system will send you a code to the recovery Text number, Voice Call or E-Mail that you provided previously. Select your choice and click Next.



The screenshot shows the 'PingID Registration' interface with the 'Identity Verification' section. It instructs the user to verify their identity with a One Time Passcode. Three options are available: SMS/Texting, Voice, and Email. Below each option is a corresponding icon and a placeholder for the recovery information: a phone icon for SMS/Texting (1-570-85\*\*\*\*8), a telephone handset icon for Voice (1-570-21\*\*\*\*8), and an envelope icon for Email (aa\*\*\*\*@gmail.com). At the bottom, there are 'Cancel', 'Reset', and 'Next' buttons, and a 'Powered by PingIdentity' logo.

5. Enter the code you receive and click Next.



The screenshot shows the 'PingID Registration' interface with the 'Verification Code from Email' section. It states that an email with a 6-digit authentication code will be sent to the user's email address. Below this, there is a text input field for the user to enter the verification code. At the bottom, there are 'Change Device', 'Reset', and 'Next' buttons, and a 'Powered by PingIdentity' logo.

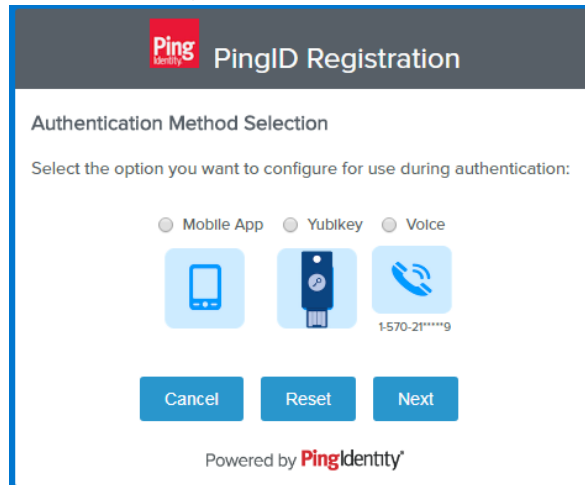
6. The next page on your computer screen explains PingID in more detail.



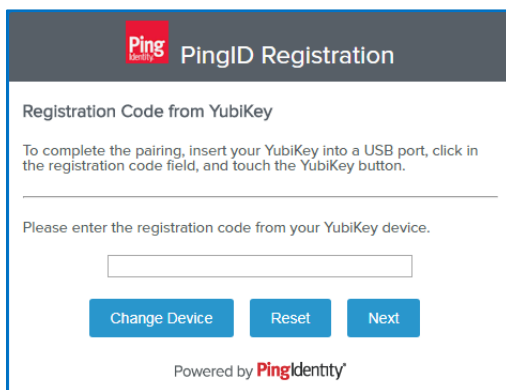
The screenshot shows the 'PingID Registration' interface with the 'Welcome!' section. It explains that the user's account is not registered with PingID and that the registration process will guide them through pairing an authentication method (mobile device, Yubikey, or Phone call) with their account. It also mentions that PingID allows authentication into applications using UserID and Password, plus a mandatory additional factor for security. The screen provides instructions for mobile device users to download and install the PingID mobile app. At the bottom, there is a 'Continue' button and a 'Powered by PingIdentity' logo.

# GeisingerConnect PingID YubiKey Enrollment Guide

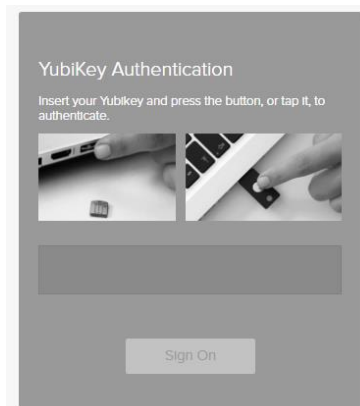
7. Select the radio button for the **YubiKey** and then click Next.



8. Be sure the Yubikey is plugged into your computer with the gold circle face up. Then **click in the text box** and touch the gold circle on the YubiKey. The textbox will fill itself with a secure code and will automatically verify.

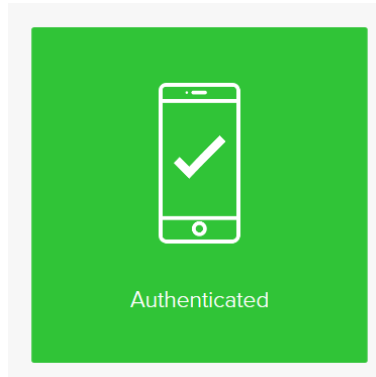


9. For this first enrollment, you will use the YubiKey twice; click in the grey box and touch the gold circle on the YubiKey again. Now that you have enrolled, you will only touch the YubiKey once for all future logins.



# GeisingerConnect PingID YubiKey Enrollment Guide

10. Your computer will say authenticated and you will be taken to the GeisingerConnect Home page.



11. You have now enrolled in PingID and can begin using it each time you log into Geisinger Connect.

*Please note, The Yubikey can be repurposed. If the Yubikey was provided to you by your employer and you change employment, you should return the Yubikey to your supervisor. If you are a new employee with a repurposed YubiKey, please phone the Geisinger Service Desk and provide the name of the former employee.*

*If you need a YubiKey, you may purchase one at [yubico.com](http://yubico.com) or another supplier for approximately \$40.*

*Your recovery information will be used if you forget your password. To update your recovery information, please click the PREFERENCES tab on the GeisingerConnect Home Page*