



# PingID

## Setting up PingID for Third Party Access (TPA)

Reference guide



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## Setting up your Ping authentication process

This user guide explains how to set up PingID. You can set up your preferred PingID pairing process via your desktop or a mobile device. Depending on your preference, follow the instructions in the relevant slides that follow.

- Step 1 – Register with PingID for Shell
- Step 2, option A (recommended) - Pairing PingID via a mobile device
- Step 2, option B – Pairing PingID via your desktop
- Step 3 – Log into TPA



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## **PingID set up**

Step 1

Registering with PingID for Shell



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#### DO I HAVE TO REGISTER FOR PINGID?

Even if you already use PingID to access other non-Shell sites, it is necessary to register on the Shell system separately.

#### How to register

1. Go to your internet browser and type the following link: <https://desktop.pingone.com/shell> - This link works on mobile devices and personal laptops.
2. In the 'Select Authentication System' if you see a drop down menu, choose **PingID MFA** then click **Submit**.

Select Authentication System

Please select an authentication system: SmartCard ✓

SELECT AUTHENTICATION SYSTEM: PingID MFA

SmartCard

Submit

3. Click on 'First time users, click here'.

USERNAME/EMAIL ADDRESS

PASSWORD

REMEMBER MY USERNAME

Sign On

[Change Password?](#) | [Reset Password?](#)

[First time users, Click here](#)

4. Enter your non-Shell 'registered' email\* address click 'Send Request'.

Enter your username/email address to setup your initial password

USERNAME/EMAIL ADDRESS

Username/Email Address

Send Request

\*This will be your email address that you originally used to register for TPA (not your Username)



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- You will receive an email from **simeiosolutions.com**
- Note:** You must click on the Password set up link within the time indicated (usually 10-30 minutes), otherwise it will expire.

**Password Setup**

You should receive an email shortly with information on how to recover your account. If you do not receive an email within a few minutes, please try again. You may now close this window.

- Click the link.

Hello [redacted]

To Create or reset your password, please click the following URL:

<https://sso.shell.com/ext/pwdreset/Resume?a=DD2CF3DCBD9396311606886D16CB733D62D849579FD26B4816982D3FE0B7>

**This link will expire in 10 minutes. If Link has expired, request a new Reset Password**

If you didn't make this request, please contact your administrator.

Best Regards,  
SIMAAS Admin.

- Enter and confirm a **new password**, then click the **Reset** button.

NEW PASSWORD

.....

CONFIRM NEW PASSWORD

.....

**Reset**

**Note:** Your password must be at least 8 characters long, include an upper case and lower case letter, one number and one special character.

- If successful, you are informed that your password has been reset.

**Password Setup**

Your password has been reset. Please use your new password to sign on again.

Hello [redacted]

Your password has been Created or reset. You can now use your new password to sign on. If you didn't make this request, please contact your administrator.

Best Regards,  
SIMAAS Admin.

- Please close the browser in order to continue to install the PingID app on your computer desktop or mobile device.

This completes the password registration.



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## **PingID set up**

Step 2 Option A (recommended)  
Pairing PingID via a mobile device



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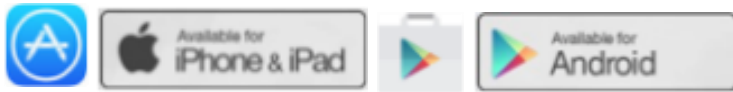
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## INSTALLING THE PINGID APPLICATION ON MOBILE DEVICE

To complete the registration process using PingID, a device must be paired. To do this, the PingID application must be downloaded to your iPhone or Android mobile device. Follow the steps below or watch this [PingID Registration & Enrollment](#) video.

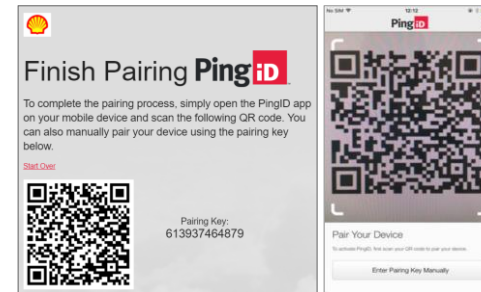
1. Install the PingID application on your mobile device from the App Store or Google Play



2. Go to your internet browser on your machine and type the following link: <https://desktop.pingone.com/shell> and when prompted click I already installed the PingID app.



3. The pairing key and QR code will display on your web browser.



**Note:** You will get this QR code and pairing key at registration time only, once your device has been paired you will not get this again.

4. Open the PingID app on your mobile device, point device at the QR code on the browser to scan it.
5. If you're unable to scan the QR code, go to <https://www.pingidentity.com/en/resources/downloads/pingid.html> click on Enter Pairing Key Manually option and enter the pairing key as shown on the Finish Pairing PingID page.

6. To complete your PingID profile, enter a nickname and tap Done.





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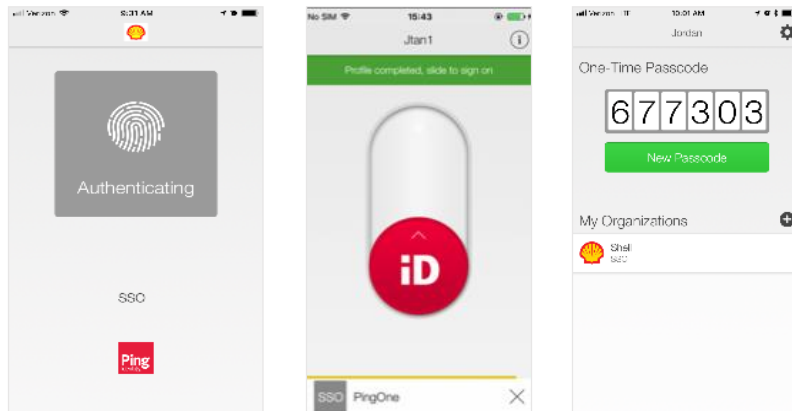
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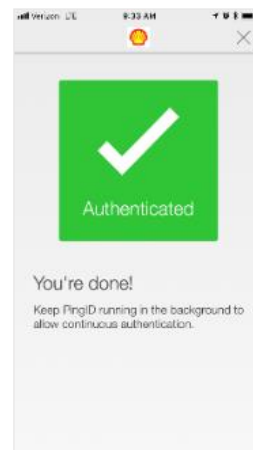
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7. A facial or fingerprint recognition, swipe, or one time password (OTP) authentication request is generated immediately.



8. If you're using the OTP option, input it in the Enter Passcode field in the browser and press **Enter**. *n.b. Authentication must be completed to finish the pairing process.*

9. A green checkmark screen appears and your browser will be redirected to the Shell application you are accessing.





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## **PingID set up**

Step 2 Option B  
Pairing PingID via your desktop





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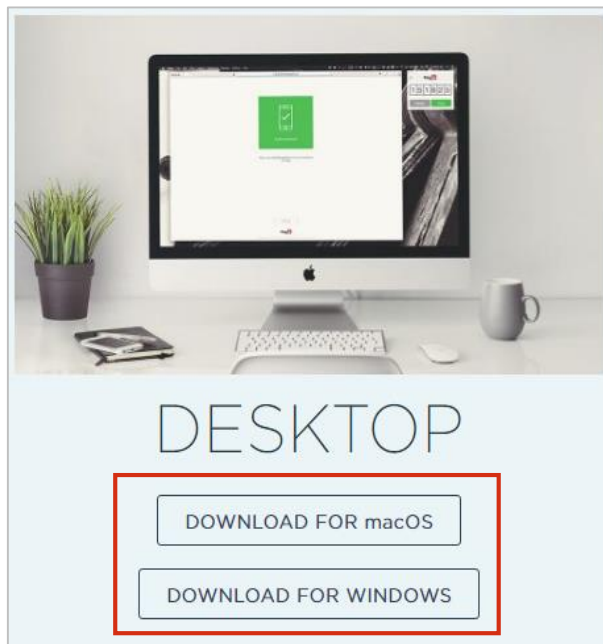
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#### INSTALLING THE PINGID APPLICATION ON DESKTOP

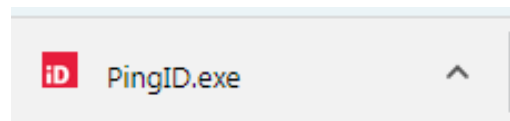
To complete the registration process and access Shell sites using PingID, you must install and set up the app on your computer.

#### How to install and set up PingID

1. Go to your internet browser and type the following link:  
<https://www.pingidentity.com/en/resources/downloads/pingid.html>
2. Choose the relevant **Desktop** option to install (Windows or MacOS).

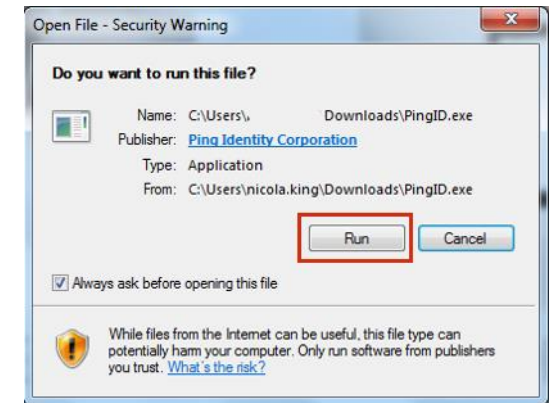


3. PingID.exe will be displayed.



4. Open the PingID.exe file and click **Run**.  
**Note:** If installing on a Mac, click and choose 'Open', then follow the installation steps.

*N.B, In some circumstances you may need to ask your IT team to run the app on your desktop.*



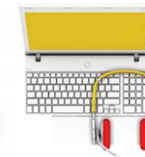
4. Agree to the terms and conditions and wait for the application to install.
5. The PingID app will open and the Pairing Key box will be displayed.





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#### PAIRING YOUR PING APPLICATION

To complete the registration process your PingID app must be paired.

#### How to pair your PingID app

1. Return to your internet browser on your computer and type the following link: <https://desktop.pingone.com/shell>
2. Choose PingID MFA from the drop-down, then click **Submit**.
3. Enter your **email address**, newly created **password** and click **Sign on**.
4. Click **I already installed the PingID app**.

5. If on a Windows computer, click the Desktop option at the bottom of the screen. On a Mac, this step can be skipped.

6. The Pairing Key will be displayed.
7. Open the PingID app and enter the Pairing Key.

8. You will be prompted to create a PIN. Enter the PIN and click **Done**
9. Re-enter your PIN to confirm it. PingID will return an OTP (one time password) for you to use with Shell SharePoint.



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### Step 3

You can now log on to Third Party Access (TPA)

via <https://anywhere.shell.com>