



Authlogics as Multi-factor Authentication (MFA) – User Guide

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Authlogics Authentication Technologies

To use Authlogics application as MFA, you have 2 options: either you can authenticate yourself using **1- PINgrid** OR **2- PINpass**

1- PINgrid (Preferred)



1-PINgrid is a simple-to-use but solid authentication technology which uses a secret user-generated shape or pattern to generate a One-Time Pin (OTP). Your pattern remains secret but the OTP it generates changes every time you logon.

2- PINpass

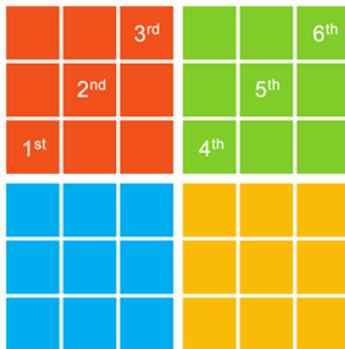


2-PINpass is simple and used to provide One Time Pin (OTP) on the go without pattern

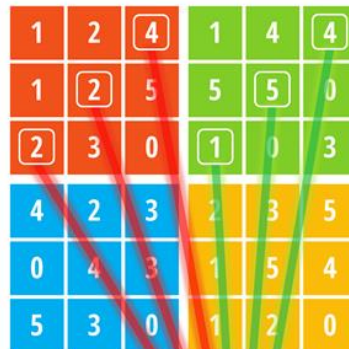
How it works

PINgrid

pattern



Grid



Your OTP is **224154**

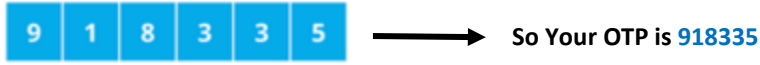
A user creates a pattern on a **6x6** grid, consisting of a selection of squares in a repeatable sequence.

Whenever MFA is required, you will see a grid of numbers. These numbers change every 60 seconds.

The user combines their pattern with the numbers on the grid to create a OTP.

PINpass

You can find the PINpass OTP via the Authlogics Authenticator App.



Configuring your PINgrid / PINpass

As soon as a user account is enabled for PINgrid and PINpass as Multi-factor Authentication, the MFA system sends registration information via email as shown below in a sample email;

PINpass Email Notification Example:

*** PRIVATE AND CONFIDENTIAL - PLEASE READ IN PRIVATE ***

To:
Email:

PINpass is enabled for your KFUPM account. You will use your PINPass One Time PIN (OTP) to prove your identity.

Your user account name is:
You can find your PINpass OTP via Authlogics Authenticator App on your mobile device.

In order for your OTP to be usable, your mobile device must be added in your Self Service Portal's account if its not already added. You can update your information at any time you like using the Self Service Portal.

[Self Service Portal](#)

For more details please visit the user guide. [User Guide](#)

What is a One Time PIN or One Time Passcode (OTP)?

A **One Time PIN** (OTP) is typically a short sequence of numbers that can be used only once. It is similar to a PIN, however you don't have to remember anything and the numbers change every time you use it.

PINgrid Email Notification Example:

* PRIVATE AND CONFIDENTIAL - PLEASE READ IN PRIVATE *

To: <username>

Email: <username>@kfupm.edu.sa

PINgrid is enabled for your KFUPM user account. PINgrid Pattern has been uniquely created specifically for you - much like your first password. You will use your Pattern to prove your identity.

Your user account name is: <username>

Here is your new PINgrid Pattern - You must change this PINgrid pattern after your first logon to the Self Service Portal. You must change it to something that only you will know and remember.



In order for your OTP to be usable, your mobile device must be added in your Self-Service Portal's account if it's not already added. You can update your PINgrid Pattern using the Self-Service Portal.

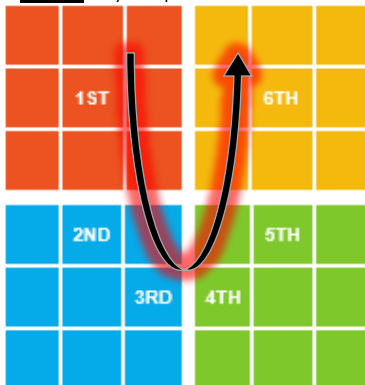
[Self Service Portal](#)

For more details please visit the user guide. [User Guide](#)

How to use your Pattern to get your One Time PIN?

Using your Pattern is simple. When you need to logon and you are shown a PINgrid grid, simply look at each square in the grid in the order that matches your Pattern. Each square has a number in it which makes up your One Time PIN. Simply type in the numbers which appear in the squares which matches your Pattern. The grid will have a different set of numbers every time you use it.

Step 1: if your pattern is this



Step 2: Then your One Time PIN is **220310**



Enabling Your Device for PINgrid/ PINpass:

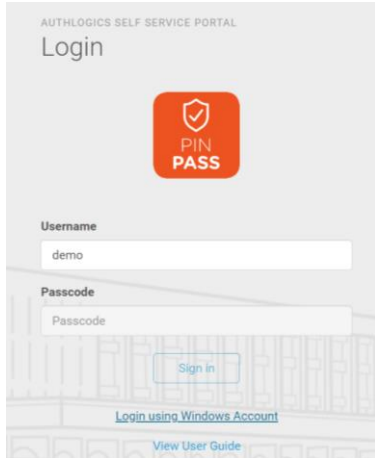
Section A: (This is the Section if you are already an Authlogics user)

If this is the first time you use Authlogics Application, please skip this Section and move to **Section B**.

If PINpass is already enabled for you and you have used it already, please follow the following steps

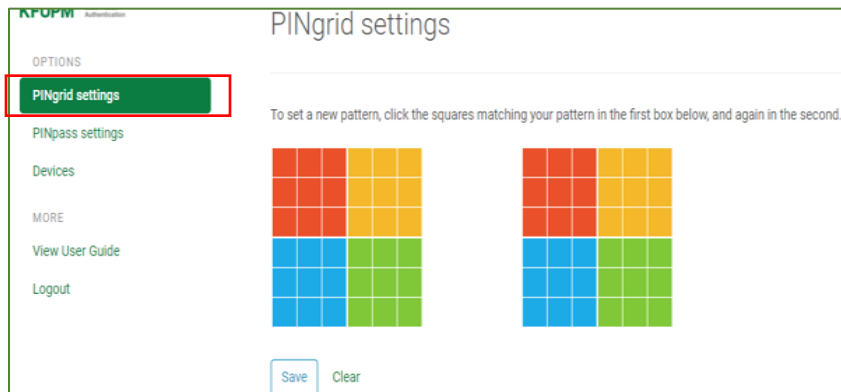
STEP 1: login to MFA Portal

go to <https://mfa.kfupm.edu.sa>, and login using your PINpass,

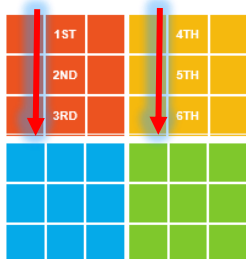


STEP 2: Set PINgrid settings

Go to PINgrid settings



Set a new pattern on the first box by clicking 6 squares from any color you choose (as shown below)



Then, click your pattern again on the second box to confirm, then click on "save."

Section B: (This Section is only if this is the first time you are using Authlogics Application)

Follow the steps mentioned in the email above

STEP 1: Installation

Install "Authlogics Authenticator" Mobile App from App store or google play store on your mobile that you want to add under your profile

[Authlogics Authenticator Application on Android platform](#)

[Authlogics Authenticator Application on iOS platform](#)

[Authlogics Authenticator Application on Windows platform](#)

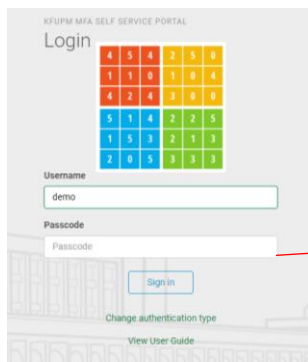
STEP 2: Visit MFA Portal

As instructed, go to <https://mfa.kfupm.edu.sa>

STEP 3: Login to MFA Portal

If you are signing into MFA portal for the first time, the following grid will be prompted as soon as you entered your username (e.g., demo) so please enter your user name in 'Username' text box to be able to see the grid.

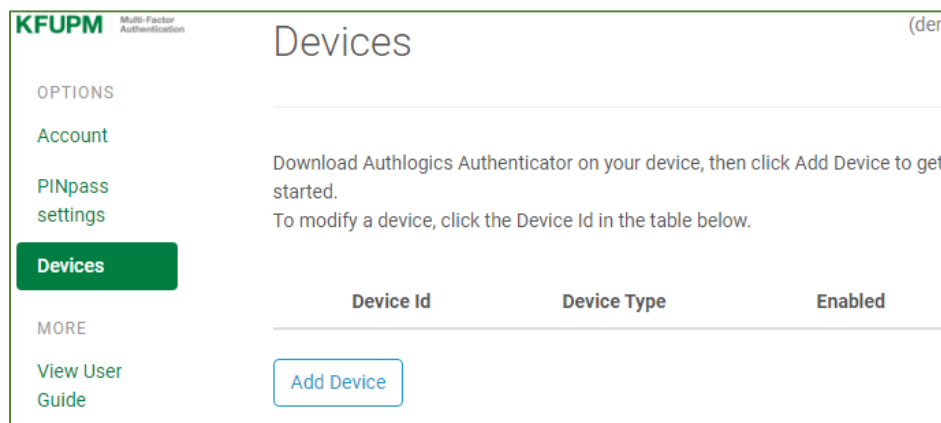
In the 'passcode' text box, Use the default pattern that you received via email mentioned [here](#). (**Please note that you can open this email from Outlook application Only either on your computer or your phone, Don't use <https://mail.kfupm.edu.sa> from the browser**)



Use the default pattern that you received via email here, then click 'sign in' button

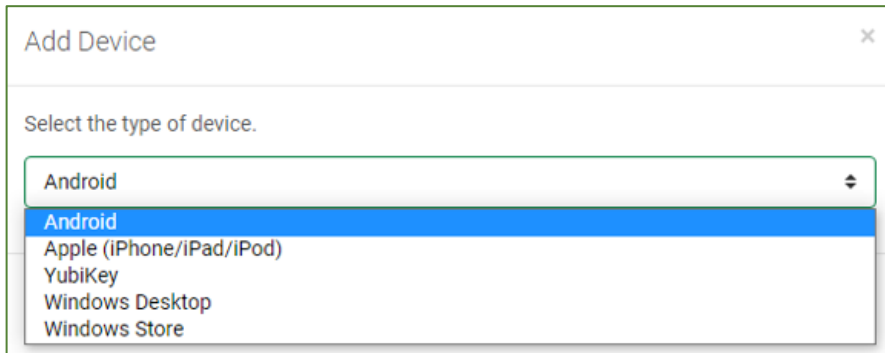
STEP 4: Add Device to MFA Portal

Go to "Devices" to add your personal device into your profile. Then, click on "Add Device"



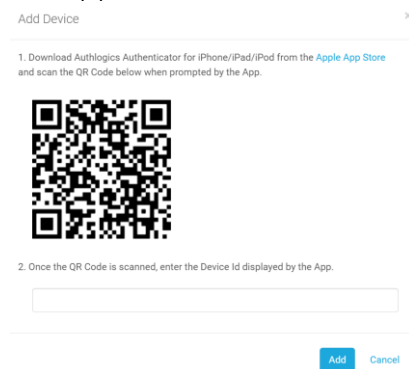
For this step, you must have the "Authlogics Authenticator" application installed on your device that you want to add under your profile as mentioned in step 1

You can add Android, IOS, and/or Windows device(s). If you own multiple devices like mobile phone, tablet, laptop and/or desktop. You can add all of them under your profile. You can later use any of the devices to sign-in to KFUPM MFA enabled services

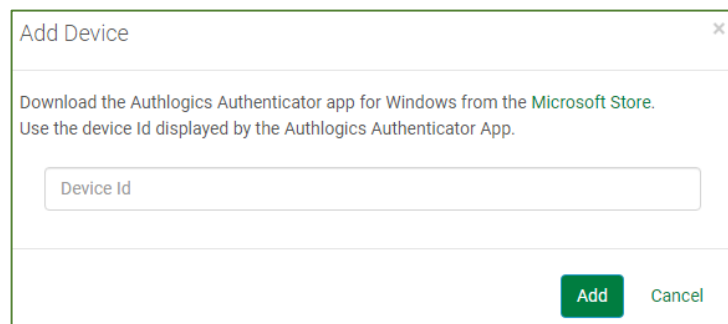


Drop down to select the type of device that you want to add in your profile. Repeat the steps separately for each device. Then, Press "Next"

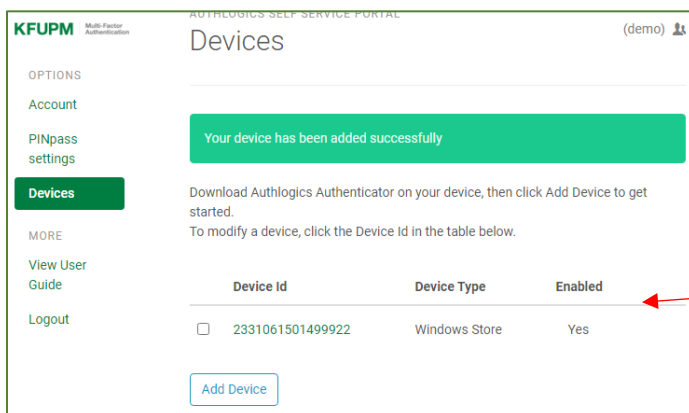
You can scan the QR to get the Device Id. Enter the displayed Id by the App and click Add.



OR If the QR is not supported on the selected device, you can Add Device id manually

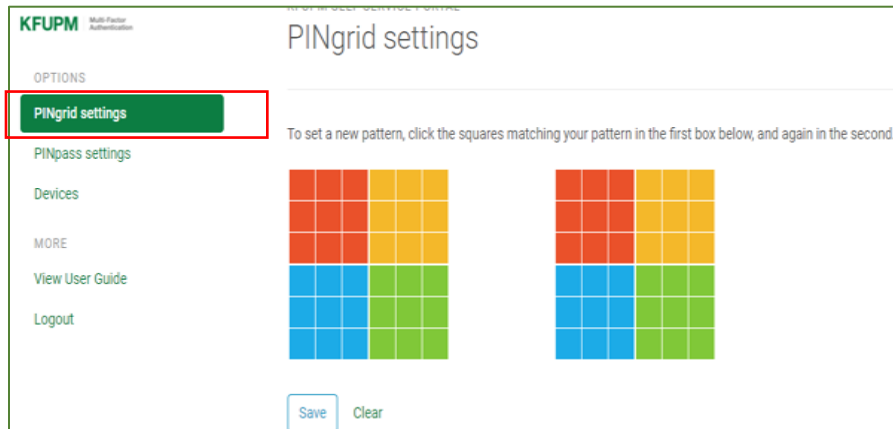


Get the "Device Id" from the Authlogics application settings (☰) installed on your device. Paste the Device Id to add the specific handheld device to act as second-factor authenticator then Press "Add".

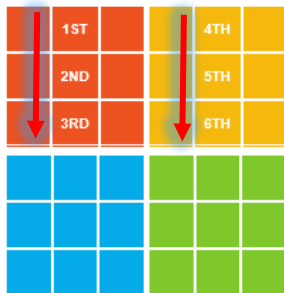


Once the device is successfully added, you can now use this device for authentication in signing-in (MFA) whenever it's required.

STEP 5: Set PINgrid settings



Set a new pattern on the first box by clicking 6 squares from any color you choose (as shown below)



Then, click your pattern again on the second box to confirm, then click on "save."

How to login using PINgrid OR PINpass as MFA

PINgrid: Whenever Multi-Factor Authentication is required, you can enter the PINgrid from the grid that appears on your screen directly or from "Authlogics Authenticator" Application installed in your device and use your pattern.

OR

PINpass: Check "Authlogics Authenticator" Application installed in your device and type the OTP then "Sign in."

MFA Frequently Asked Questions (FAQ)

Click [here](#) for the FAQs related to MFA.

MFA instructions video

1. [English Webinar \(MFA\) .mp4](#)
2. [Arabic Webinar \(MFA\).mp4](#)

Click [here](#) for the more info related to MFA.