Sample Google Workspace MFA User Guide

Over the next few weeks your organization will be rolling out Google Workspace multi-factor authentication, or MFA (also called 2-step verification, or 2SV). You will know it is your turn to sign up when you sign into your Google Workspace account and see the prompt below.
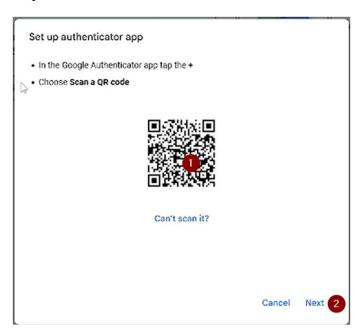

When you see this prompt, please click "ENROLL" (1. This will take you to the screen below.

Turn on 2-Step Verification

Prevent hackers from accessing your account with an additional layer of security.

Unless you're signing in with a passkey, you'll be asked to complete the most secure second step available on your account. You can update your second steps and sign-in options any time in your settings. Go to Security Settings ∞

Turn on 2-Step Verification

Second steps

Make sure you can access your Google Account by keeping this information up to date and adding more sign-in options

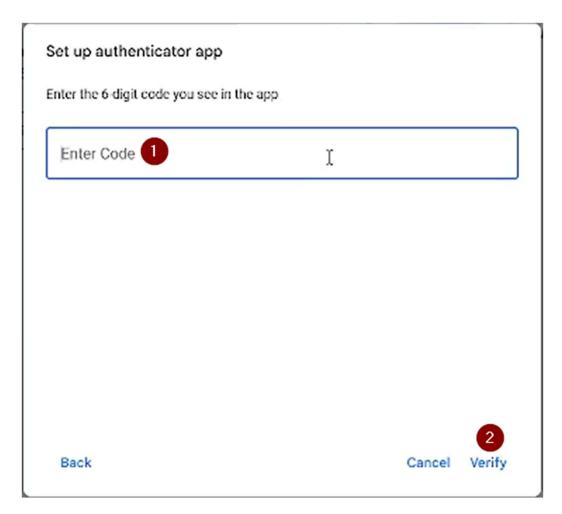|			
👤	Passkeys and security keys	⚠️ Add a security key	›
📱	Google prompt		›
▦	Authenticator	❶ ⚠️ Add authenticator app	›

If necessary, scroll down and find "Authenticator" (1). Click to add an authenticator app. If necessary, download the Google Authenticator app on your mobile device (not pictured). In the Google Authenticator app, tap the "+" icon in the bottom right corner and select "Scan a QR code".
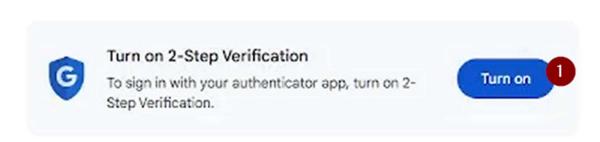
Set up authenticator app

- In the Google Authenticator app tap the +
- Choose **Scan a QR code**

Can't scan it?

Cancel   Next ❷

Using your mobile device, scan the QR code (1) on your computer, then press "Next" (2).

Set up authenticator app

Enter the 6-digit code you see in the app

Enter Code **1**

Back

Cancel **Verify** **2**

Enter the code that you see on your mobile device where it says "Enter Code" (1). Then click "Verify" (2).

← Authenticator app

Turn on 2-Step Verification

To sign in with your authenticator app, turn on 2-Step Verification.

Turn on **1**

Instead of waiting for text messages, get verification codes from an authenticator app. It works even if your phone is offline.

On the next screen, select, "Turn on" (1).

You should be redirected to a page like the above. Note that it says "Authenticator" was "Added just now" (1).

MFA is now turned on for your account! Continue to use your device as normal. Next time you sign in, you will be prompted to enter the code from your Authenticator app after you enter your password.