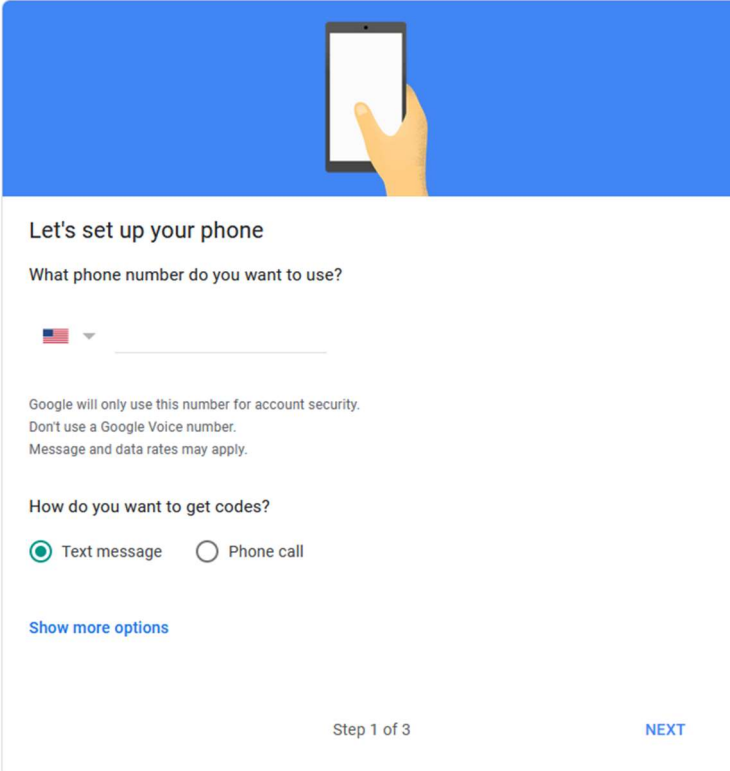


2-Factor Authentication Setup for School GMail


1. Open a new Chrome tab and head to:
<https://myaccount.google.com/signinoptions/two-step-verification>
2. You will need to enter your password.
3. Once you type in your password you will receive a choice on how you want to receive your 2-FA Codes. For the sake of ease of use and compatibility, please select the text message option. If you are on iOS and choose device prompt, you WILL be locked out if you ever replace your phone. I can get you back in but I would prefer the simplicity of text based authentication.
4. Type in your cell phone number next to the USA Flag, see below. "XXX XXX-XXXX"

← 2-Step Verification



Let's set up your phone

What phone number do you want to use?

 ▼

Google will only use this number for account security.
Don't use a Google Voice number.
Message and data rates may apply.

How do you want to get codes?


☒ Text message ☐ Phone call

[Show more options](#)

Step 1 of 3 [NEXT](#)

5. Click Next
6. You should now get a prompt to make sure that your phone number was entered correctly.

← 2-Step Verification



Confirm that it works

Google just sent a text message with a verification code to


Enter the code

Didn't get it? [Resend](#)

[BACK](#) Step 2 of 3 [NEXT](#)

7. Check your text messages on your phone. You will just need to enter the 6 digit number that google has sent you. You will want to enter this code quickly, if you are interrupted you will need to click "Resend".
8. If you do not receive a text message, click "BACK" and go to step 5.
9. If everything worked you will receive a prompt stating "It worked!"

← 2-Step Verification



It worked! Turn on 2-Step Verification?

Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account

Step 3 of 3 [TURN ON](#)

10. You now will want to click "TURN ON".
11. Once that is done you will receive a page open up that looks like what I have below.

← 2-Step Verification

2-Step Verification is OFF

TURN ON

Available second steps

A second step after entering your password verifies it's you signing in. [Learn more](#)

Note: If you sign in to your Google Account on any eligible phone, Google prompts will be added as another method for 2-Step Verification.



Voice or text message (Default) ?

Verified

Verification codes are sent by text message.



Add more second steps to verify it's you

Set up additional backup steps so you can sign in even if your other options aren't available.



Google prompts

To receive Google prompts, just sign in to your Google Account on your phone.

After you enter your password on a new device, Google will send a prompt to every phone where you're signed in. Tap any one of them to confirm.

You're not currently signed in on any devices that support prompts.

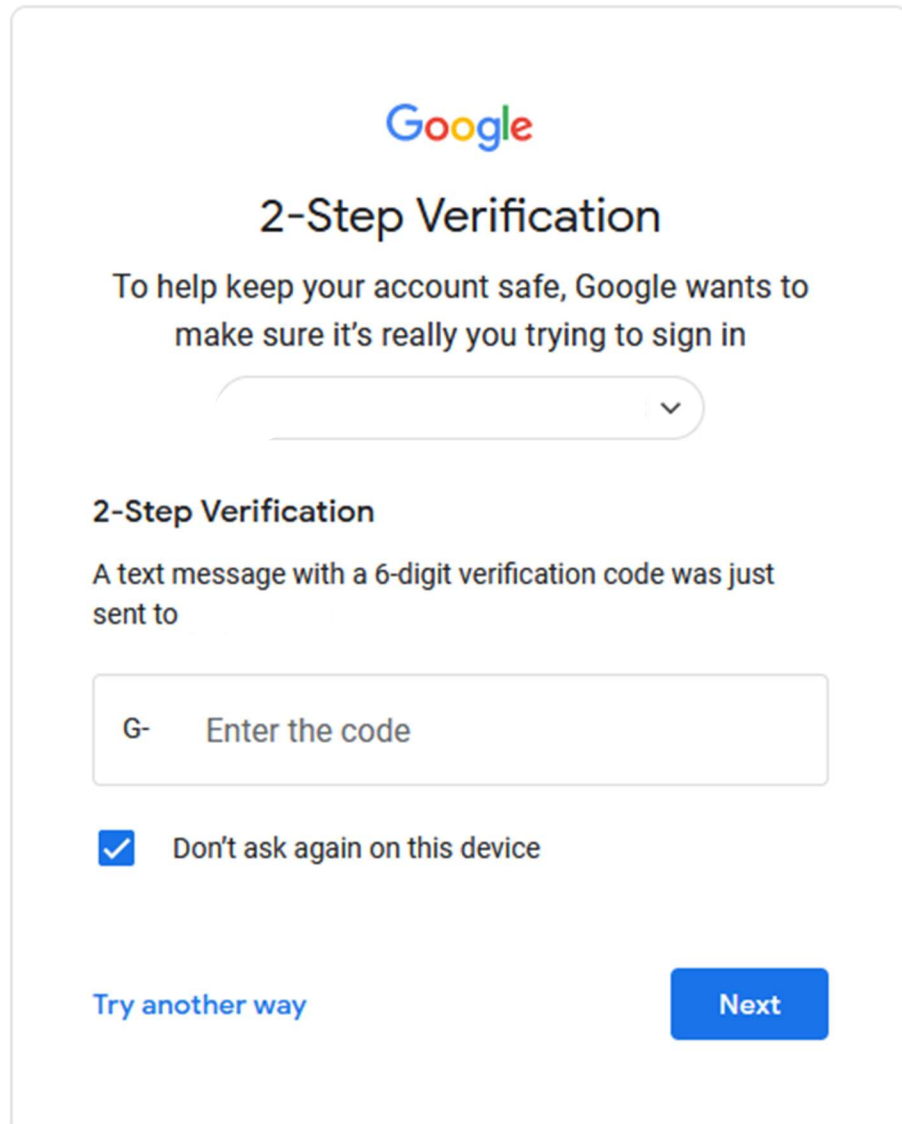


Authenticator app

Use the Authenticator app to get free verification codes, even when your phone is offline. Available for Android and iPhone.



12. You will want to click the blue button in the upper right that says "TURN ON".
13. Now open a new tab and navigate to your school email using the top left app drawer or by going to mail.google.com.
14. Once you login on a device you can also ask Google to not ask again on this device.



The screenshot shows the Google 2-Step Verification setup interface. At the top is the Google logo. Below it is the heading "2-Step Verification" followed by the text "To help keep your account safe, Google wants to make sure it's really you trying to sign in". There is a dropdown menu with a downward arrow. Below that is another heading "2-Step Verification" and the text "A text message with a 6-digit verification code was just sent to". A text input field contains the placeholder "G- Enter the code". Below the input field is a checkbox that is checked, with the label "Don't ask again on this device". At the bottom left is a link "Try another way" and at the bottom right is a blue button labeled "Next".

15. Just leave the box checked "Don't ask again on this device"

- a. Please Note that you **DO NOT** want to leave this box check if it is a public computer or device.
- b. You will only want to do this for personal devices or the computer in your room.

Now you are all set up with 2-Factor Authentication. If you have any issues or questions please do not hesitate to submit a QNS Request and we would be happy to help.