

Facebook Two-Factor Authentication and Notifications

- Log onto Facebook
- Click on the upside down triangle on the far right of the top to open a drop-down menu
- Click on **Settings**
- When you are on the **Settings** page, click on **Security and Login** located in the menu on the left
- When the **Security and Login** page opens, scroll down to **Use two-factor authentication**, and click on **Edit**
- A new page will open called “Add Extra Security With Two-Factor Authentication”, and click on **Get Started**
- Select the Text Message option to send a code to your phone number to begin setting up two factor authentication
- If the number that is linked to the account is different than yours, click on “Use a different number”
 - Select “Add a New Phone Number”, and click on Next
 - Enter your new phone number, and click Next
 - Enter the 6-digit code sent to the new number, and click on Next
- If the number that is linked to the account is yours, click on Next
- Click on the toggle to turn on “Get text notifications about new messages, posts, and more”
- From now on, Facebook will ask for a login code sent to your phone number any time you log in on a phone or computer Facebook does not recognize
- Click on **Finish**

Gmail Two-Factor Authentication

- Log into your Gmail account
- Click on the Gear image on the top right above the Inbox to open a drop-down menu
- Click on **Settings**
- Once you are on the **Settings** page, click on “Accounts and Import” on the top menu
- In the **Change account settings** section, click on “Change password recovery options”
- A new webpage will open called **Sign-in & security**
- Scroll down and, under the **Password & sign-in method** section, click on “2-step Verification:
- A new page will open and, under “What phone number do you want to use?”, check to make sure it is your phone number. If not, enter your own phone number.
- Then select either Text message or Phone call under “How do you want to get codes?”, and click **Next**
- You should have then received a text message or phone call with your Google verification code. Enter this code, and click **Next**.
- Click **Turn On** on the bottom right to turn on 2-step verification
- [Checking recent log-in and security events](#)