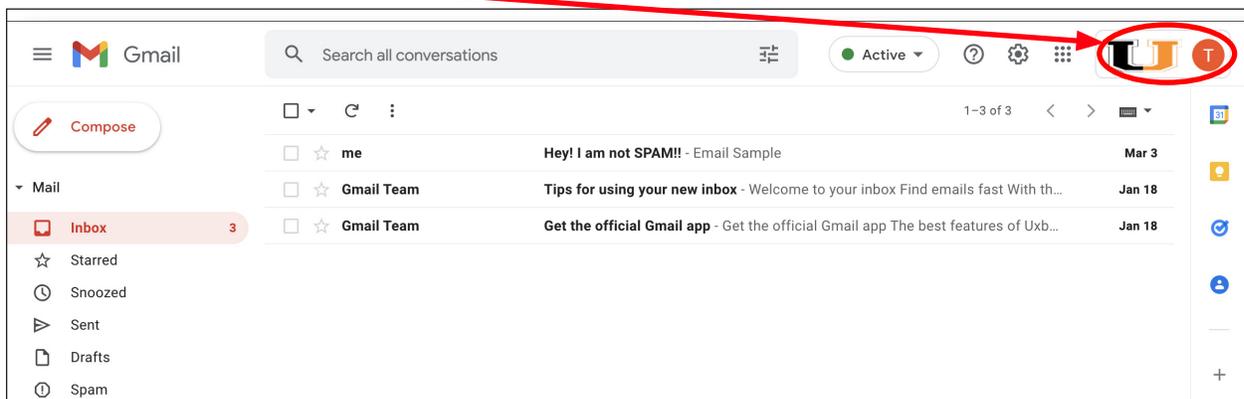


Google – How To Set Up and Use 2- Step Verification

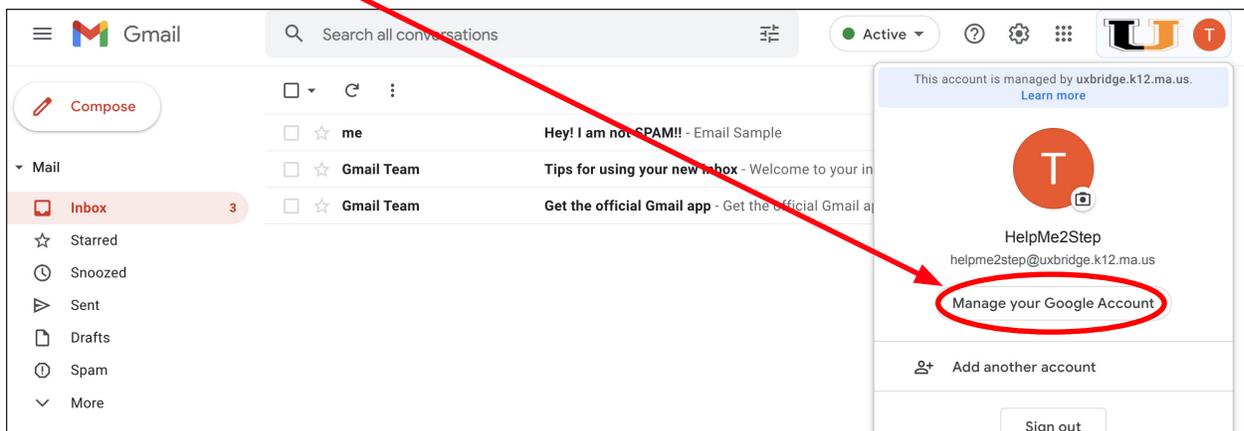
This How To will guide you through the steps needed to set up **2-Step Verification** for Google. Two-Step Verification (also known as 2-Step Authentication) adds an additional layer of security to your Google account. Once you have completed the set up, you will need to log into your Google account using two steps every 30 days and also whenever you log in using a new device. Alerts are sent as part of this process, keeping you informed if anyone other than you attempts to access your account. Shorthand version on Page 9.

Turn on 2-Step Verification.

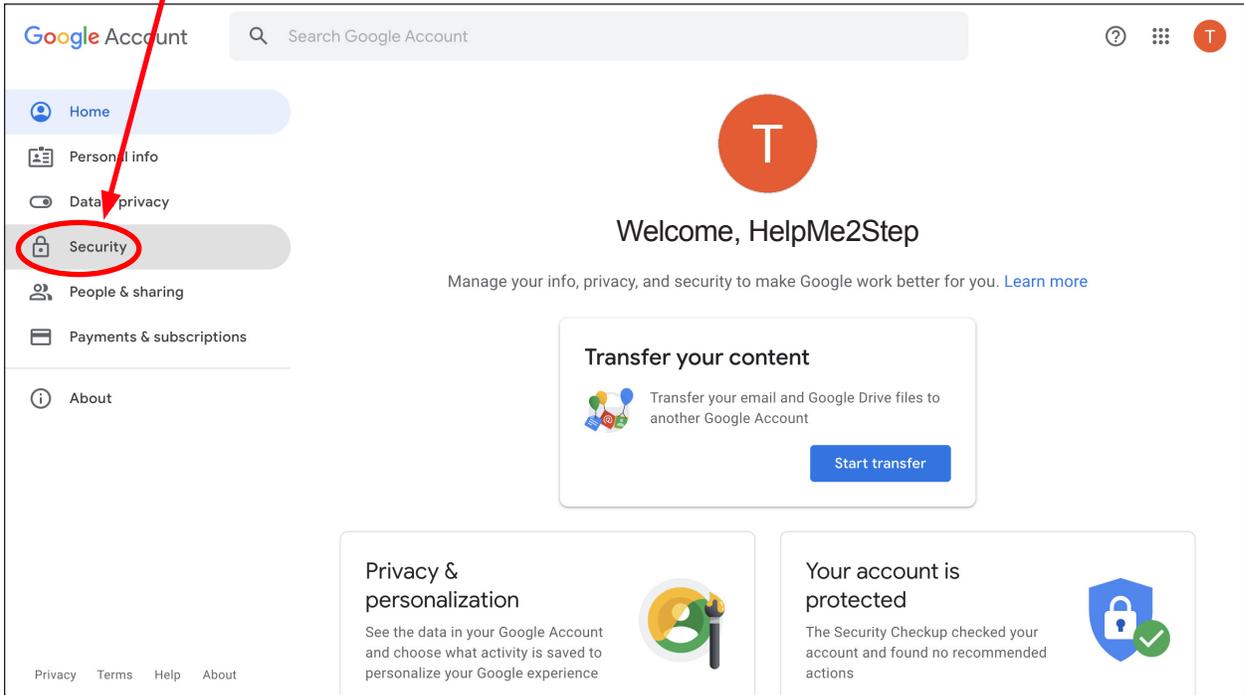
1 Click on the Logo Icon to view your Account.



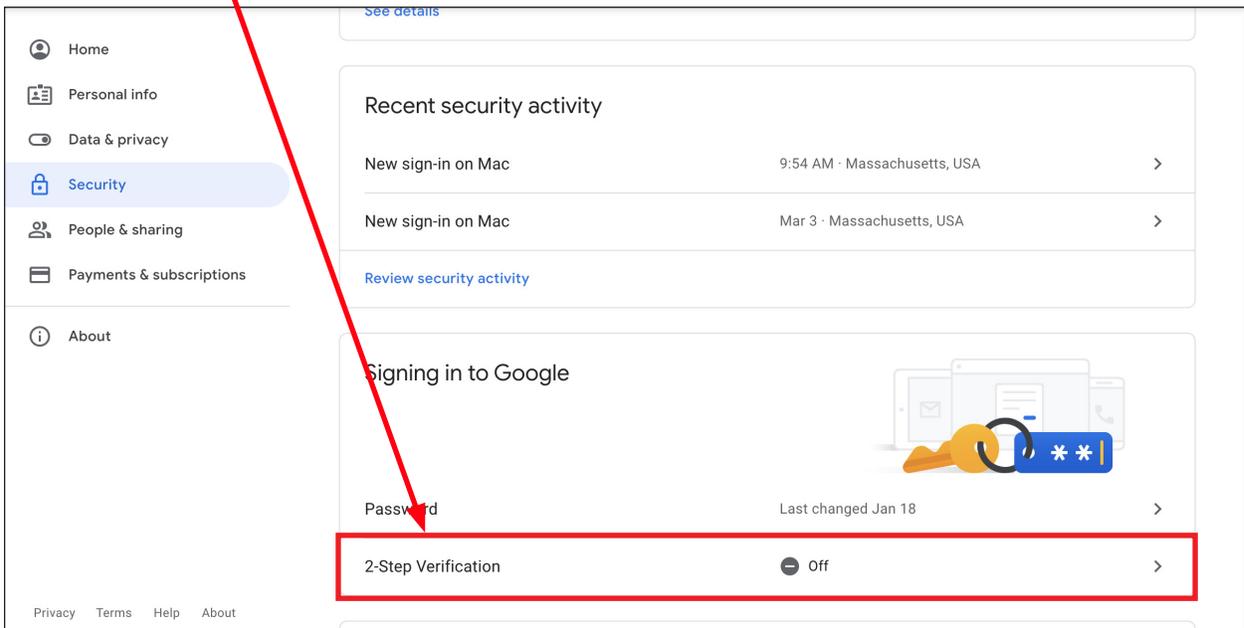
2 Click on "Manage your Google Account".



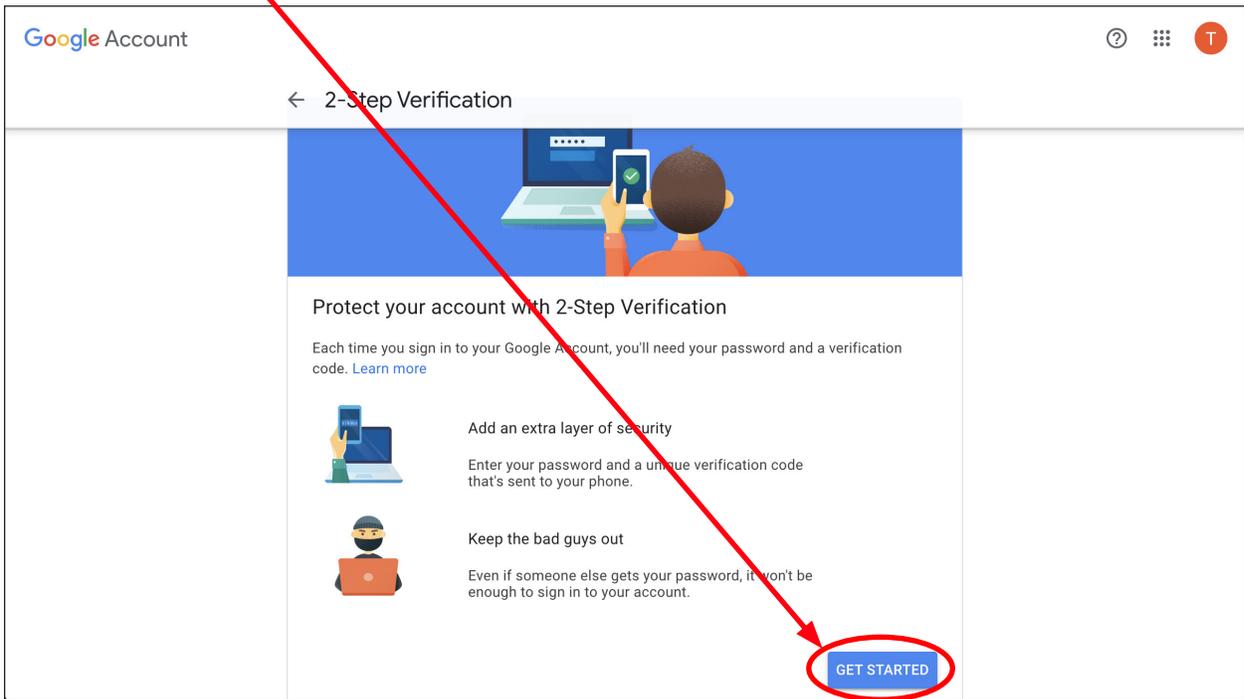
3 Click on Security.



4 Click on "2-Step Verification".

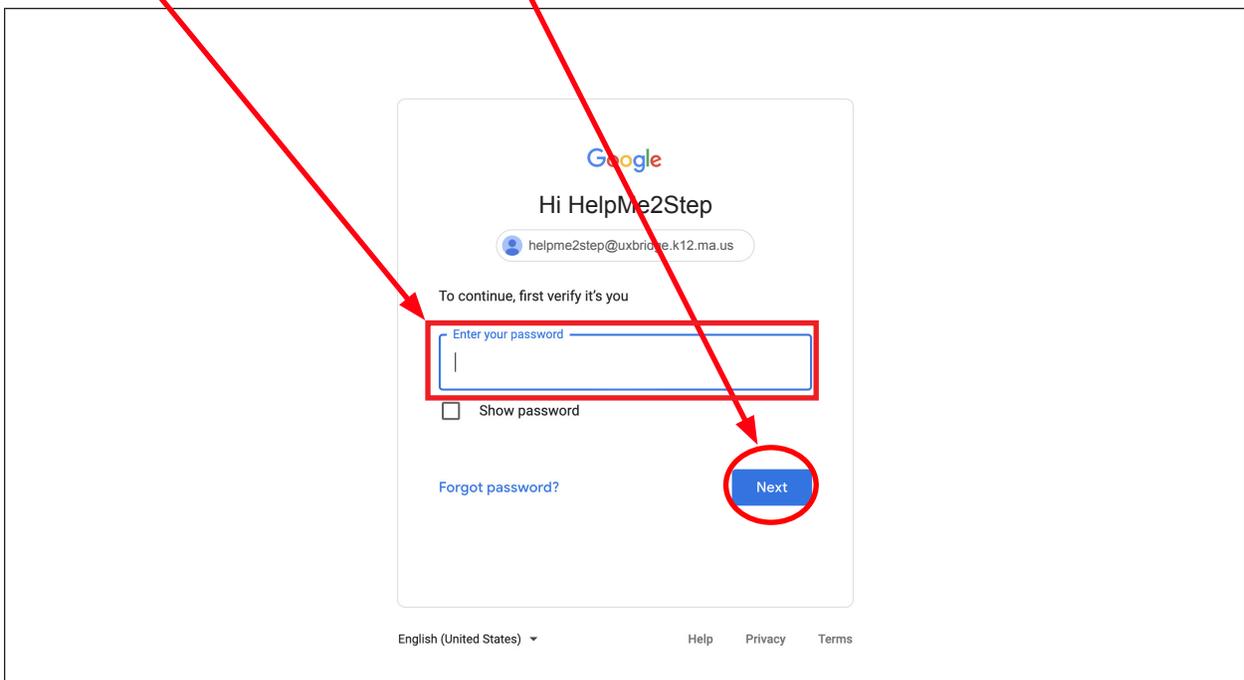


5 Click on the "Get Started" Button.

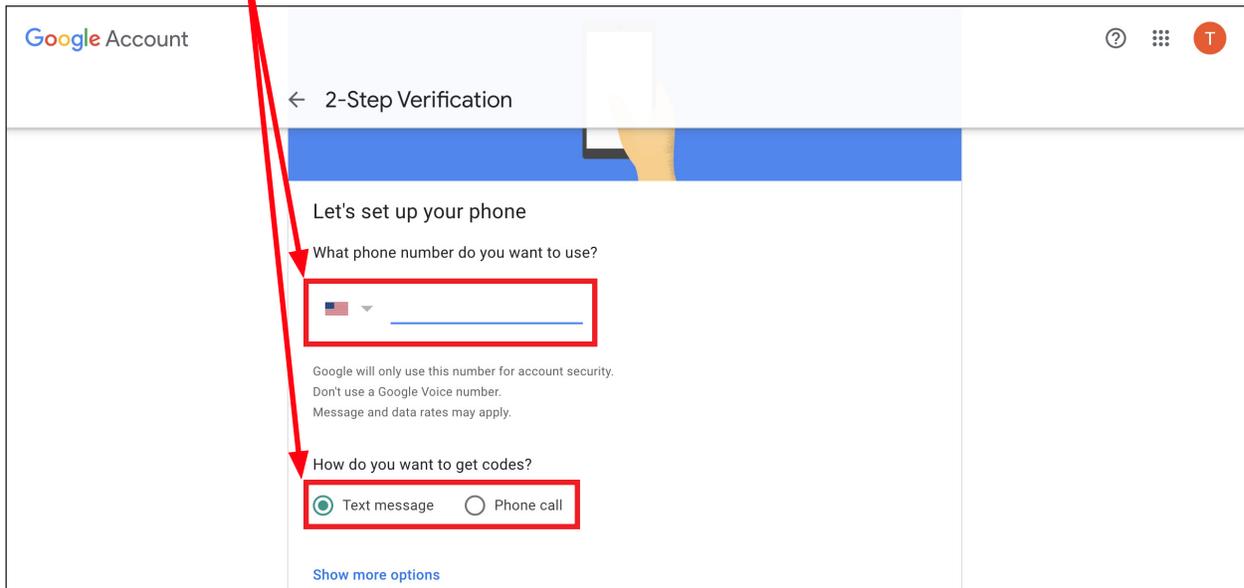


Google needs to verify that it is you making the request, so you will be prompted to enter your password.

6 Enter your password and Click the "Next" Button.

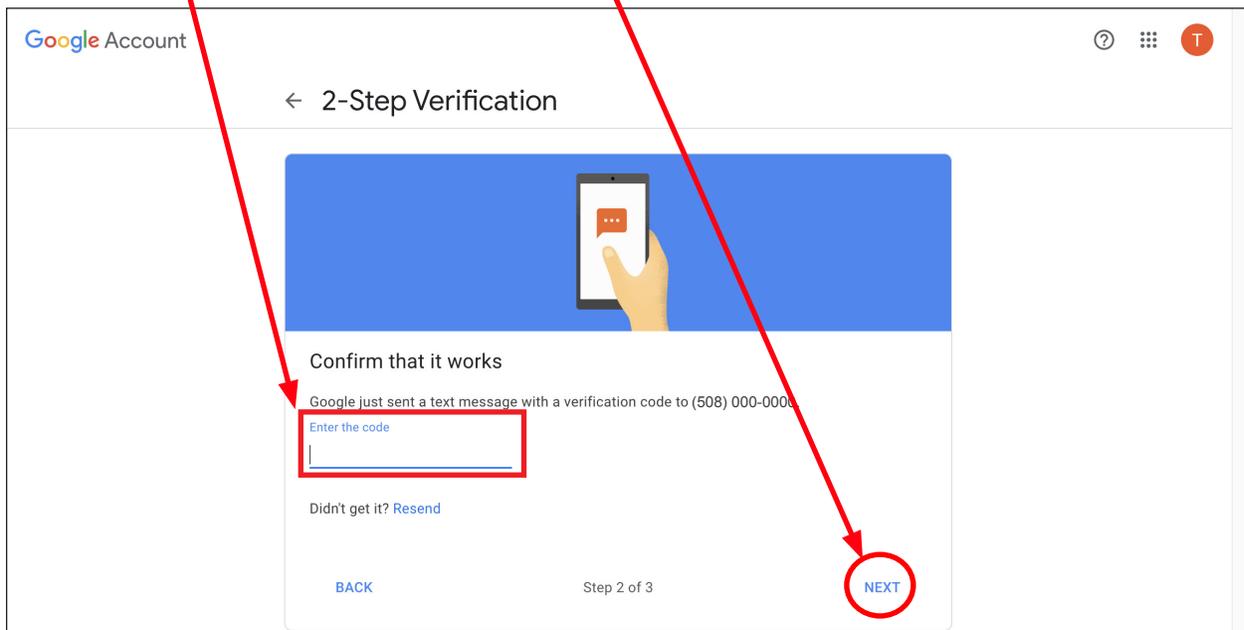


7 Enter your Phone Number and then Choose Text message or Phone Call.

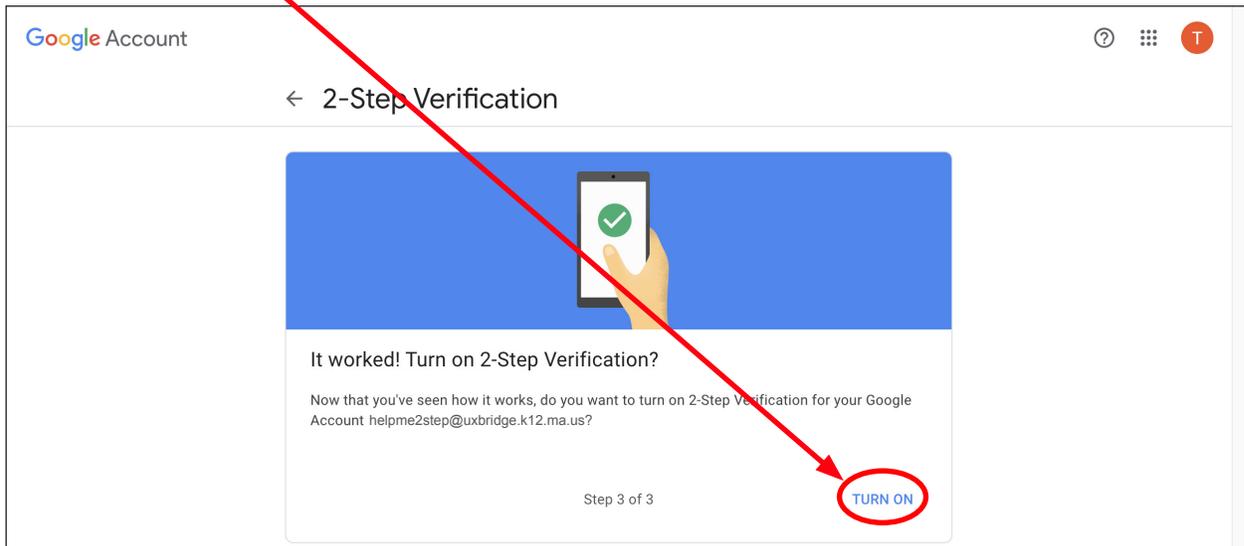


This is the preferred set up. You may click on “Show more options” if you would rather a different method for your **Primary “Second Step”**. Other methods include **Google Prompts** (which we will discuss a bit further in this document) and a physical Security Key.

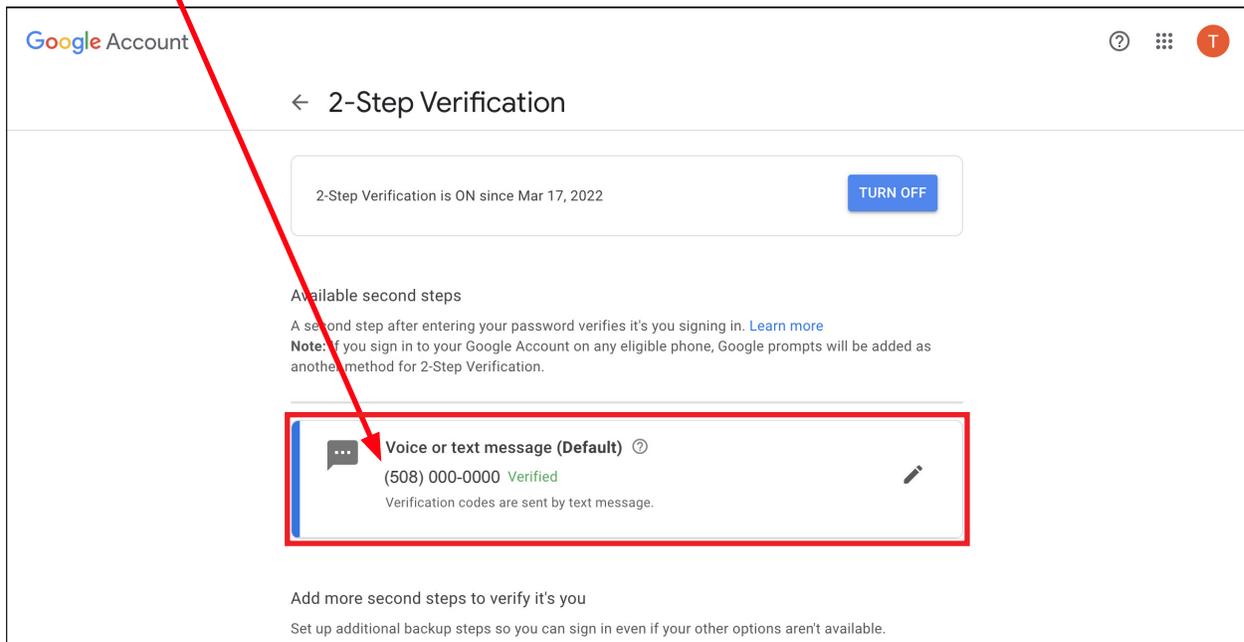
8 Enter the Code received and Click the “Next” Button.



9 Click the **“TURN ON”** Button.



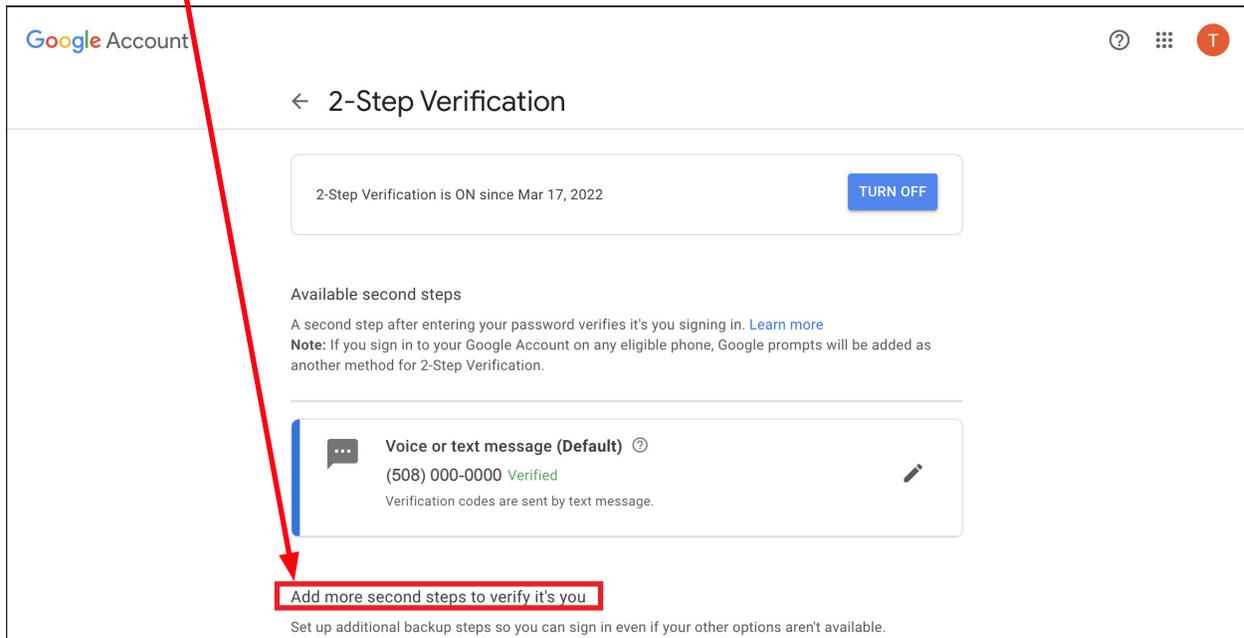
10 Your Phone Number should now show. You are all set!



It is recommended that you add another **“Second Step”** just in case your other options are not available. Suggested additional **“Second Steps”** include **Google Prompts** and **Backup Codes**, both of which can work even if you do not have cell service or access to your phone. **Google Prompts** can also be used as a **Primary “Second Step”** in the event that you do not want to use your phone number in **Step 7**. There are other **“Second Step”** options but they will not be covered in this How-To.

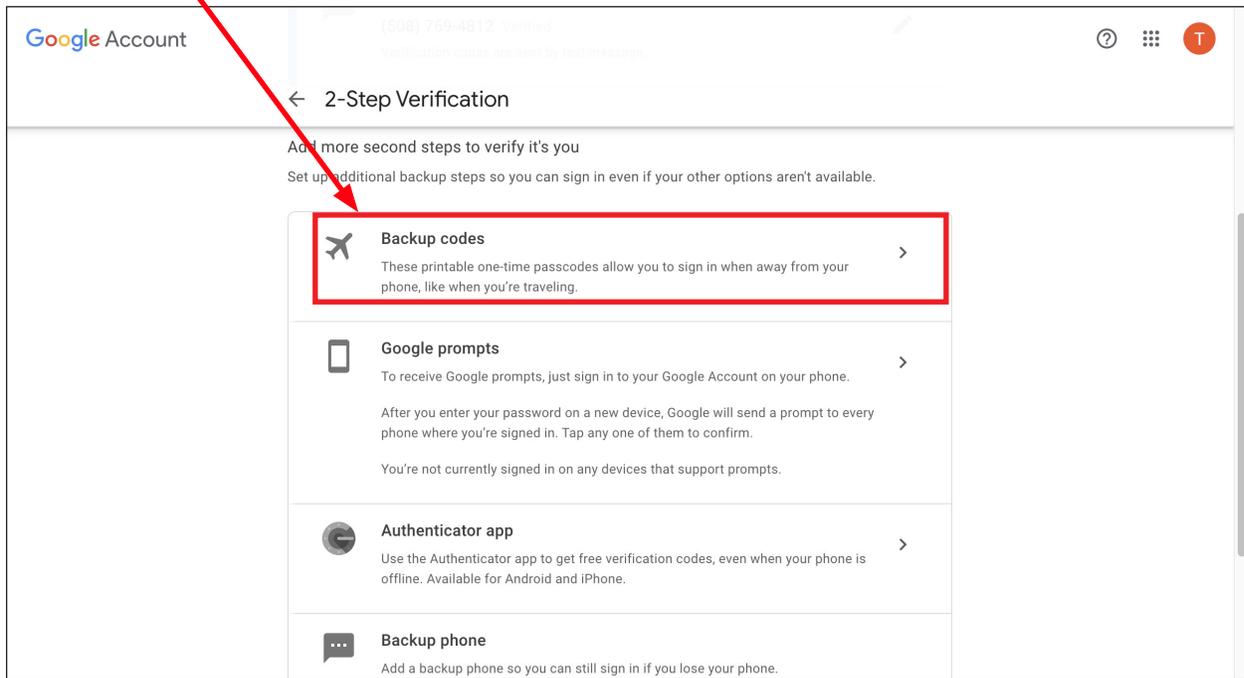


11 Optional: Click on “add more second steps”.

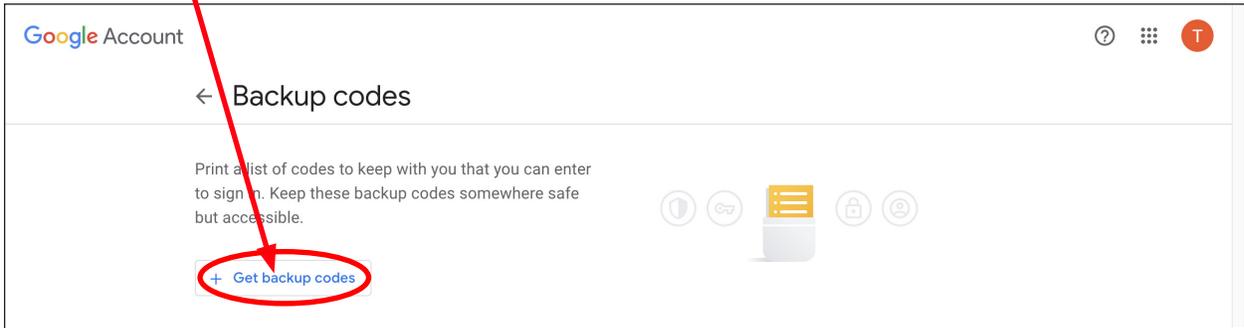


Option 1: Backup Codes

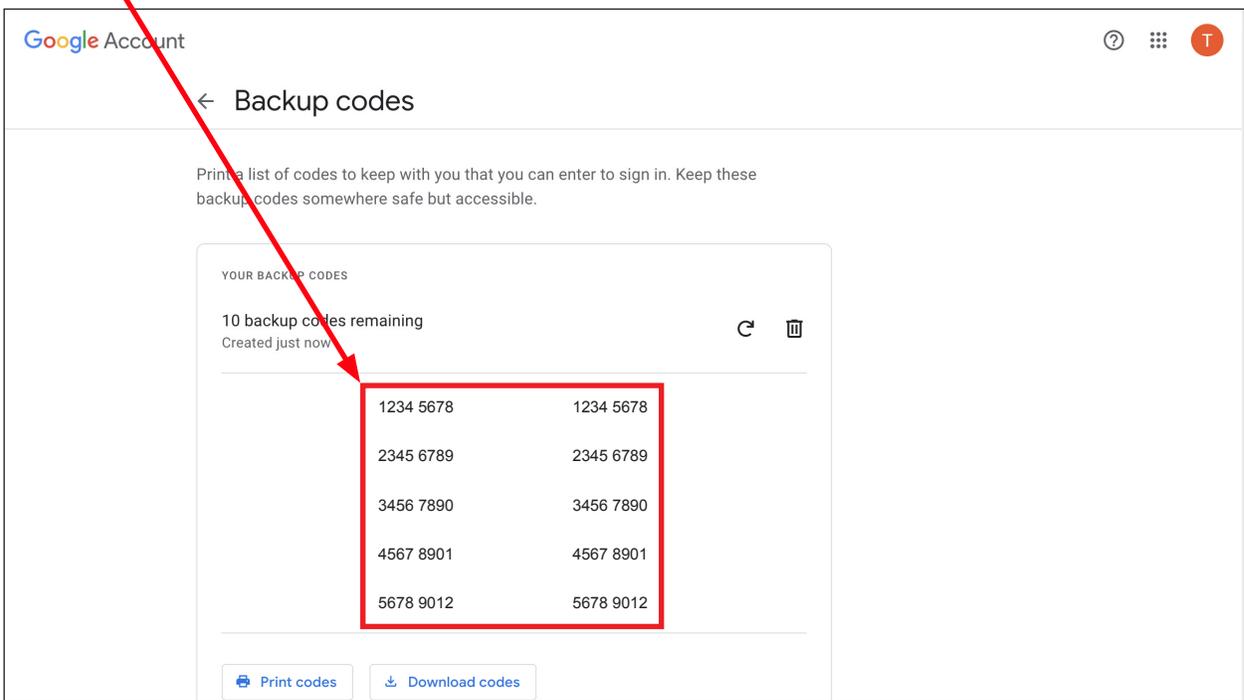
12 Click on Backup Codes.



13 Click on "Get Backup Codes".



14 Print or Download Codes.



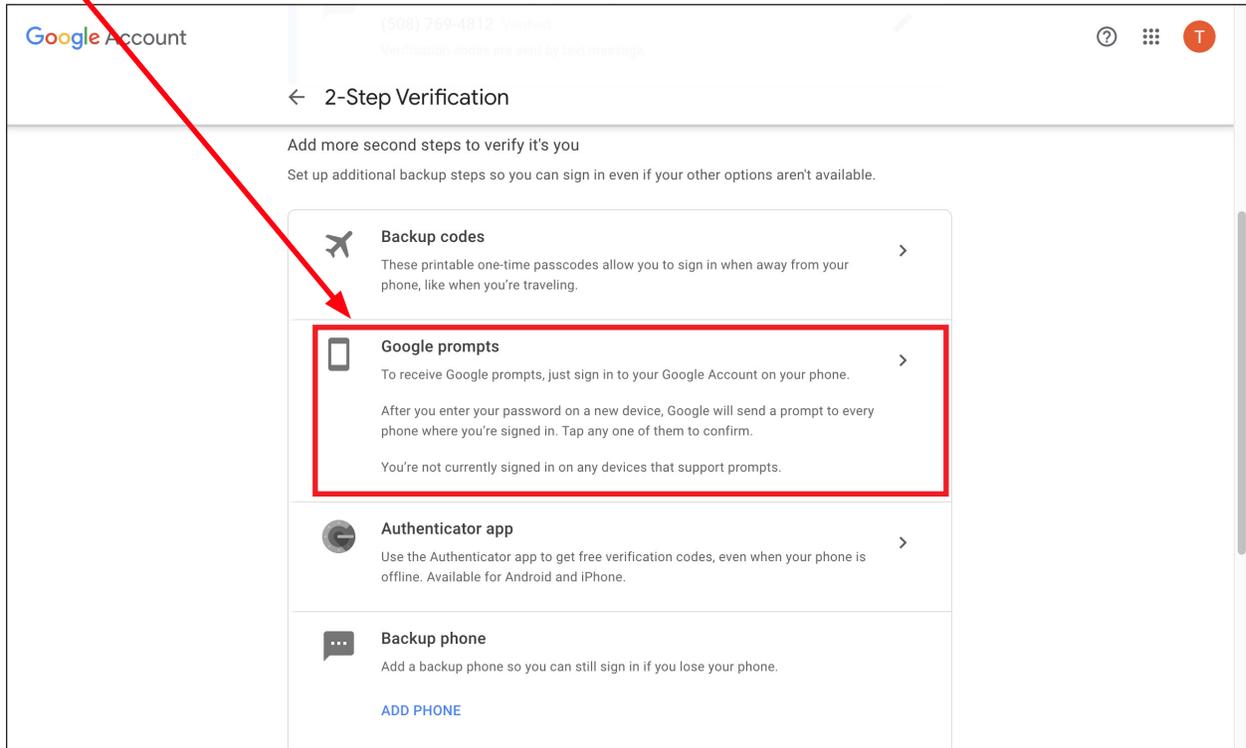
The ten backup codes created can be used when you do not have cell service. When all ten have been used, create and print/download ten more.

Option 2: Google Prompts

To use this option, you will need to download the **Google App** to your *Android Phone* or your *iPhone*. When it has downloaded and installed, sign in to your Google Account from the App. Now you will be able to select it in **Step 15**. The device will also now appear in the list in **Step 16** below.

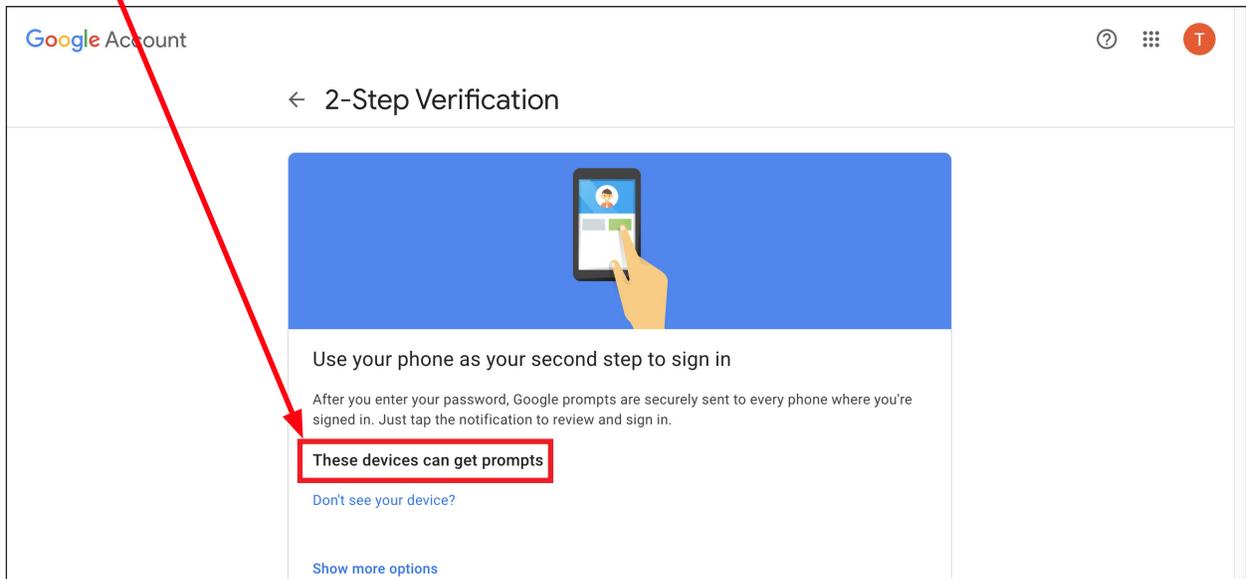


15 Click on Google Prompts.



16 Tap the notification that appears on the Google App. You are all set!

The Devices that can get Prompts you can use to approve the 2-Step Verification with will appear here.



Google - Turn On 2-Step Verification (Shorthand Version)

1. Click the **Logo Icon** in the upper right to view your Account.
2. Click on “**Manage your Google Account**”.
3. Click on **Security** in the menu on the left.
4. Click on “**2-Step Verification**”.
5. Click on the “**Get Started**” Button.
6. Enter your **Password** and Click the “**Next**” Button.
7. Enter your **Phone Number** and choose “**Text Message**” or “**Phone Call**”.
8. Enter the **Code** received and Click the “**Next**” Button.
9. Click the “**TURN ON**” Button. Your Phone Number will show and you are all set!

Optional: Additional Second Steps:

10. Click on “**add more second steps**” and choose **Backup Codes**, **Google Prompts** or both.

Option 1: Backup Codes

11. Click on “**Backup codes**”.
12. Click on “**Get Backup Codes**”.
13. *Print or Download* the **Codes** generated and store in a safe place.
14. *Use Codes* as needed. *Generate* ten more once all ten are used.

Option 2: Google Prompts

15. *Download and install* the **Google App** on your Android phone or iPhone.
16. *Sign In* to your **Google Account** on the App.
17. Click on “**Google Prompts**”.
18. *Tap* the **Notification** you receive through the **Google App**.

