Enabling multi-factor authentication on your Google account

Google refers to multi-factor authentication as 2-step verification. It provides an added level of security to your Google account. Once it is turned on, logging in to your account on a new computer or device requires your password and either a response to a message on your phone (a Google prompt) or a verification code that is texted to your phone.

Google prompts are more secure and easier to use. They are used if you have an Android phone or an IOS phone with the Google App installed on it. Text messages with verification codes are used with all other devices. Regardless of which method you use, two step verification is not used when logging on to the devices you use every day.

To make sure that you can still get into your account when you don't have your phone, print off a list of back up codes. The codes can be used to login to your account instead of responding on your phone or using the texted verification code.
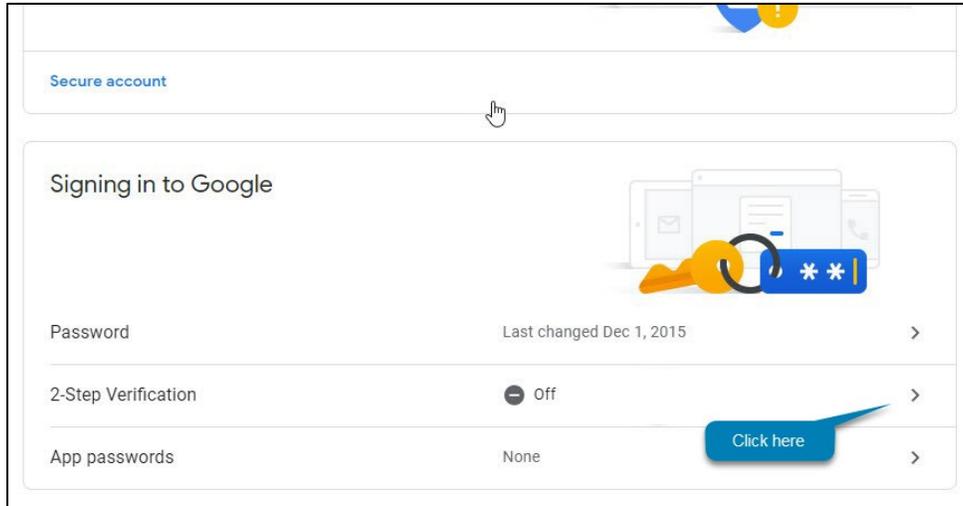
Android phones or an IOS phone with the Google App installed
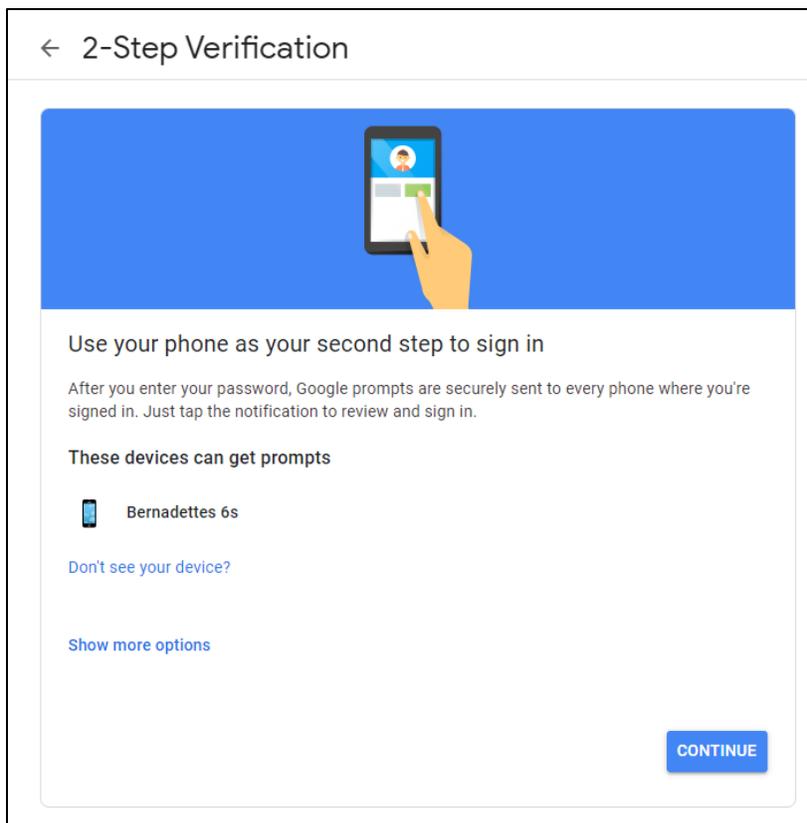
To enable two-step verification:

1. Open Gmail.
2. Click your profile photo.
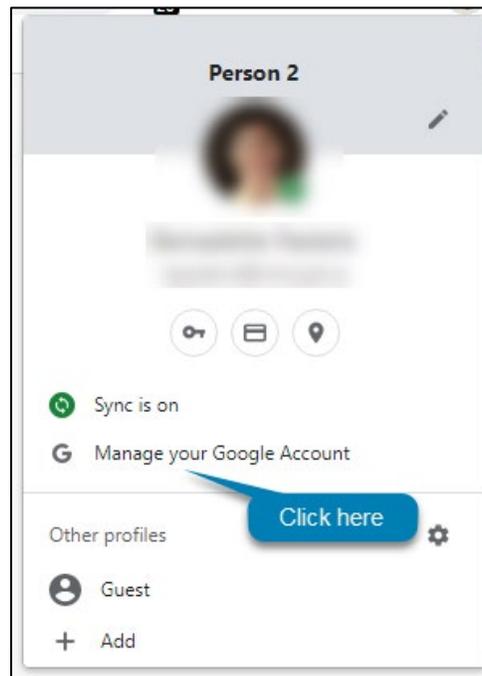
3. Click **Manage your Google Account**. Your Google Account webpage appears.

4. Select **Security** from the left menu. The security page appears.

5. Under Signing in to Google, select **2-Step Verification**. The 2-Step Verification page appears.
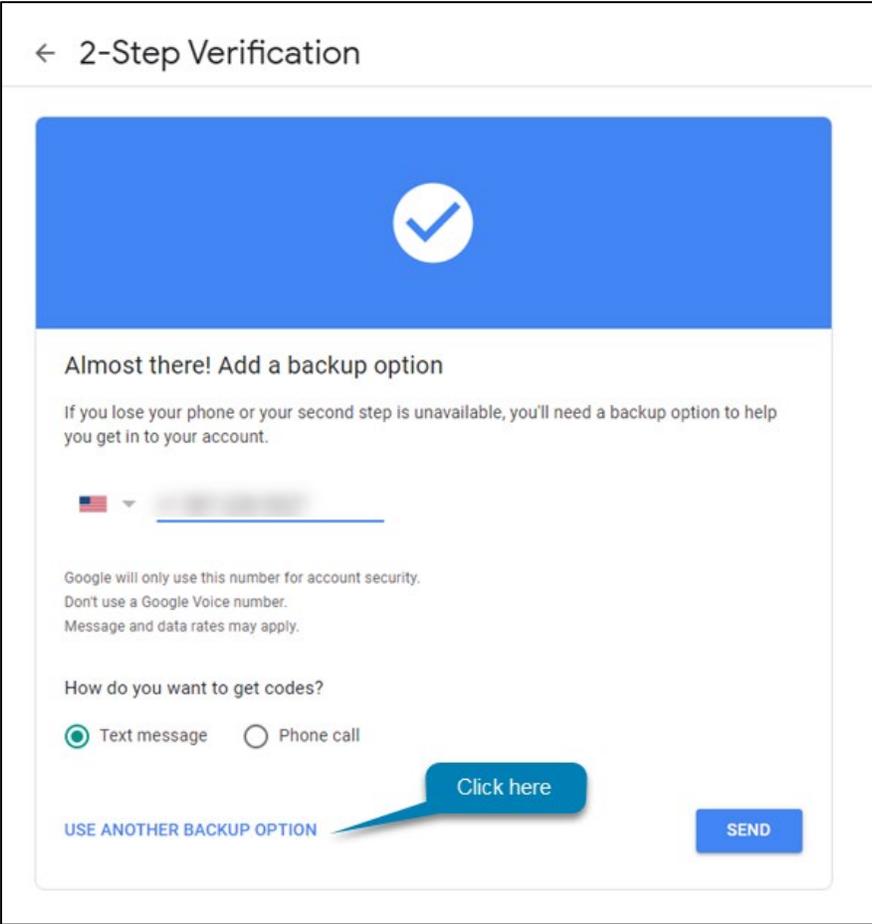

6. On the bottom right of the page click the **Get Started** button. The Google login page appears.

7. Login to your Google account. You are returned to the two-step verification page. All the devices that you sign into Google with are listed.

   Notes:

   - If you don't see your device listed, you may have been logged out of your Google account on that device. Log back in and refresh the page.

   - If you see a device listed that you don't want to receive prompts. Complete the set up for two-step verification and then follow the instructions in the quick reference guide called [Removing a phone from the 2-step verification Google prompt list](#).

8. Click the **Continue** button. The backup option page appears.

9. Click **USE ANOTHER BACKUP OPTION.** A list of backup codes appears.

10. Print the codes. Cut them out so only the codes appear and store them in a secure location like your wallet or a locked desk drawer.

Notes:

- You may use a backup phone number instead. If you choose this option, use your landline and ask to receive your code via a Phone call or use a second cell phone that you control. Do not use your admins phone number as this gives them access to your account.
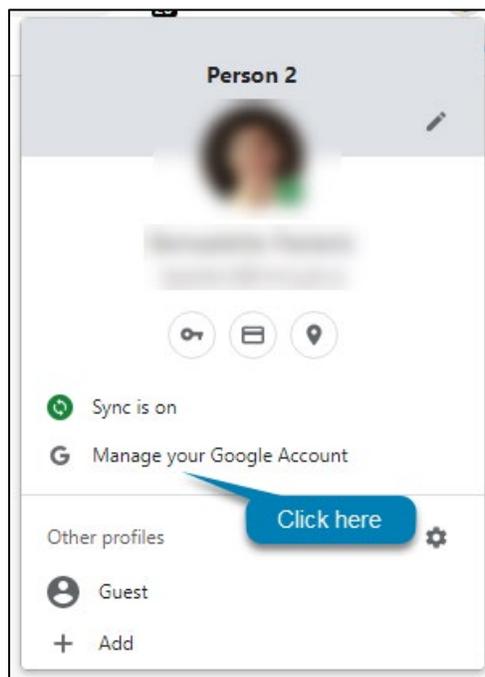- Each backup code can only be used once. Print off new codes as you need them.

11. Click the **Next** button. The Turn on 2-step verification page appears.

12. Click the **Turn on** button.

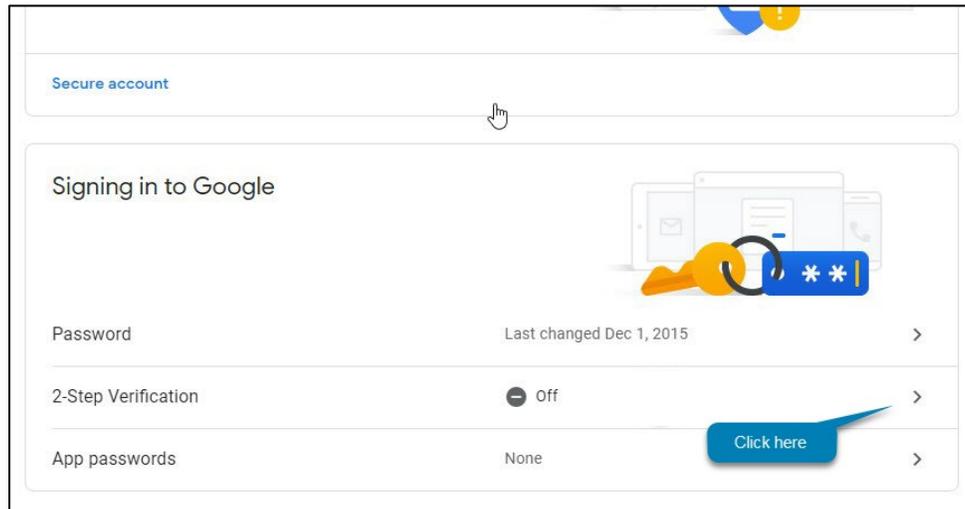# Non Android devices without the Google app installed

To enable two-step verification:

1. Open Gmail.
2. Click your profile photo.

3. Select **Manage your Google Account**. Your Google Account webpage appears.
4. Select **Security** from the left menu. The security page appears.

5. Under Signing in to Google, select **2-Step Verification**. The 2-Step Verification page appears.

6. On the bottom right of the page click **Get Started**. The Google login page appears.

7. Login to your Google account. You are returned to the two-step verification page.
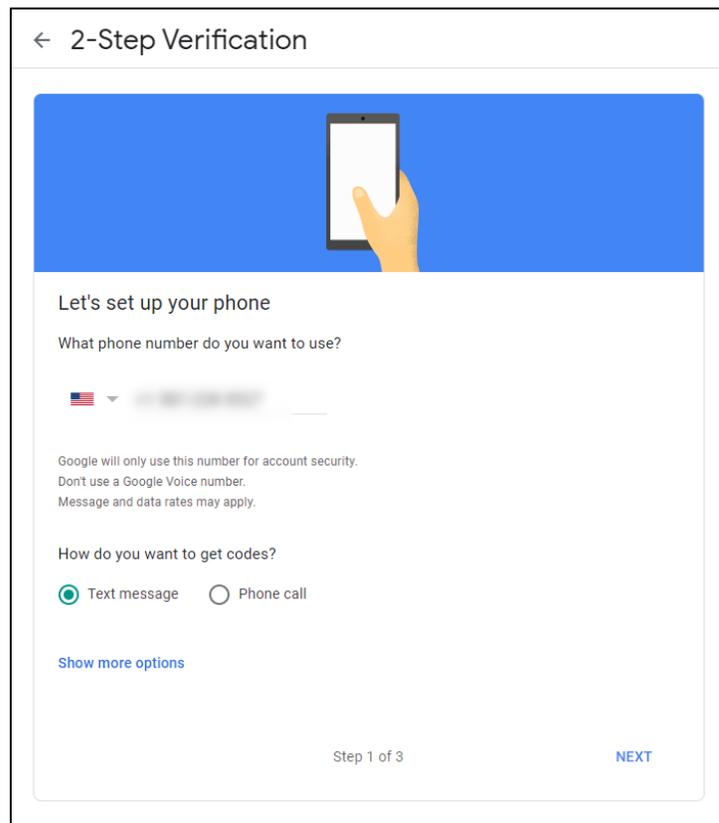
8. Click the US flag. A list of countries appears.

9. Scroll down and select **Canada**. The international dialing code for Canada appears.

10. Enter your cell phone number in the text box.

11. Select **Text message**.

12. Click **NEXT**. The Confirm that it works page appears and a verification code is texted to your phone.

13. Enter the code in the text box.

14. Click **NEXT**. The It worked page appears.

15. Click **TURN ON**. You are returned to the 2-step verification page.

16. Scroll down to locate the **Backup codes** heading.

17. Click **SHOW CODES**. The backup codes dialog box appears.

Note: The backup codes are used when you forget or lose your phone.

18. Print the codes. Cut them out so only the codes appear and store them in a secure location like your wallet or a locked desk drawer.

Notes:

- You may use a backup phone number instead of backup codes as your backup option. If you choose this option, use your landline and ask to receive your code via a phone call or use a second cell phone that you control. Do not use your admins phone number as this gives them access to your account.

- Each backup code can only be used once. Print off new codes as you need them.