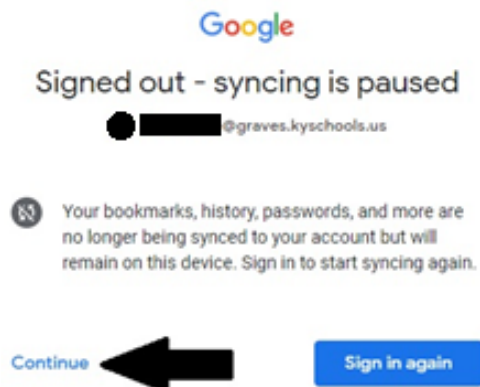
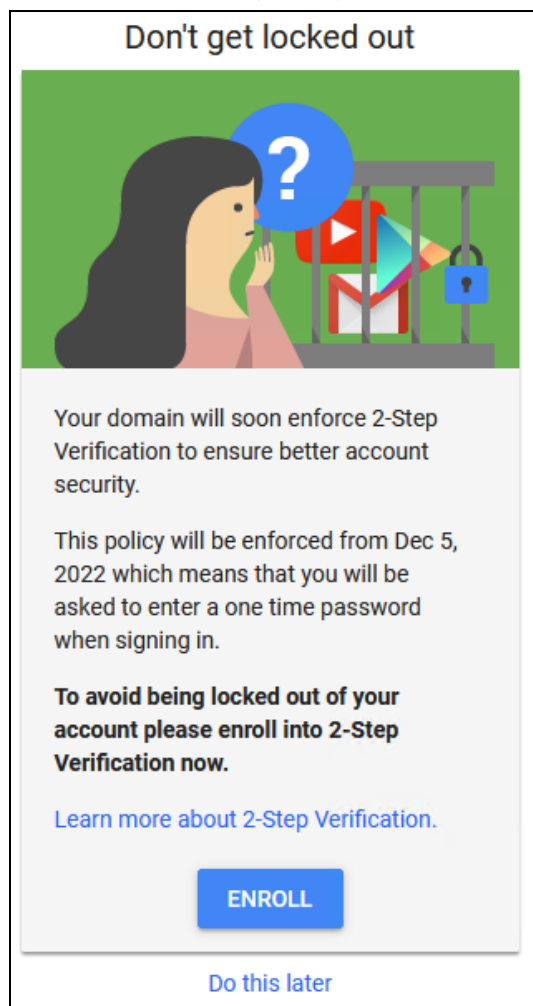


How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

1. Log **out** of all your Google Accounts. Do not just close the windows.
 - a. If you prefer, you can use a different browser or an incognito/private window.
 - b. If you get the image below, click "Continue"



2. Go to mail.google.com
3. Sign into your Graves County Schools email account.
4. You will then be prompted with the message below



How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

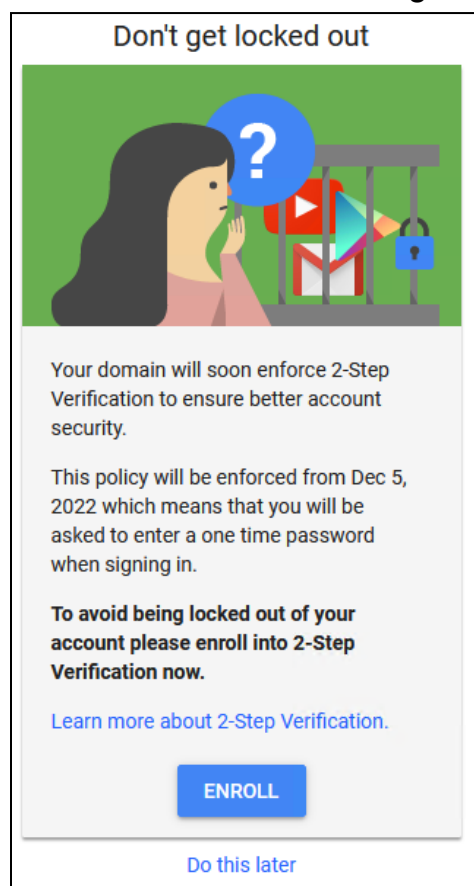
5. There are three methods you can use for MFA with Google. They are authentication through a code you receive via text messaging, the GMail app, or setting up the Google Authenticator App.

** If you want to use the Google Authenticator App, click “Do this later” and please go to step 31.

** If you want to use text messaging or push notifications through the GMail app, please continue to the next step.

NOTE: For individuals that have poor cellular service, we recommend using the Authenticator App. It will work in areas where there is no cellular service.

6. Click “Enroll” in the “Don’t get locked out” window

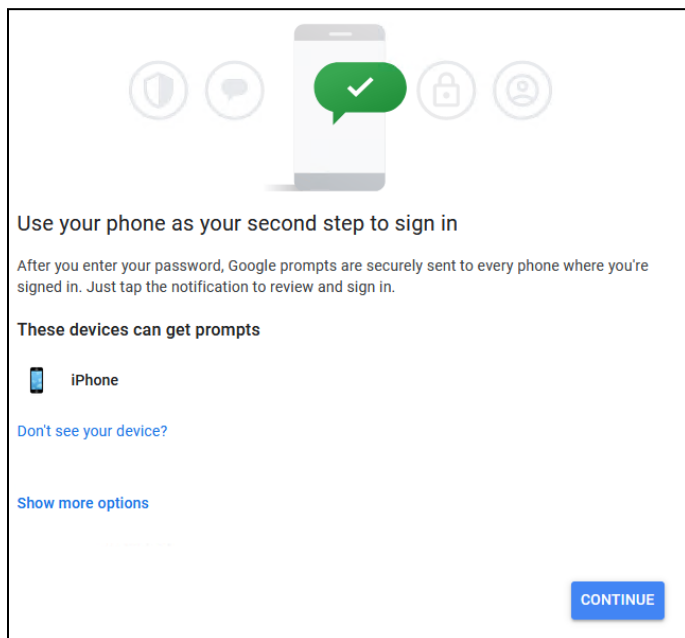


7. If prompted, enter your email password again.

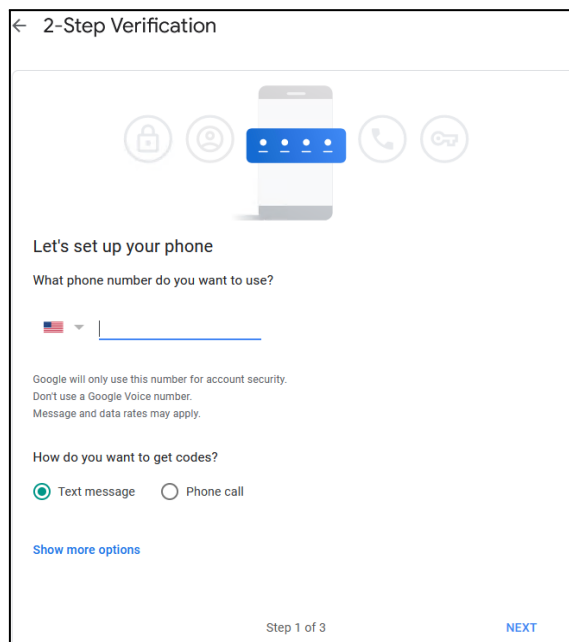
How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

8. Your screen will look like one of the two pictures below. Please note which one of the two pictures below you see, and then follow the instructions below the pictures.

Screen A



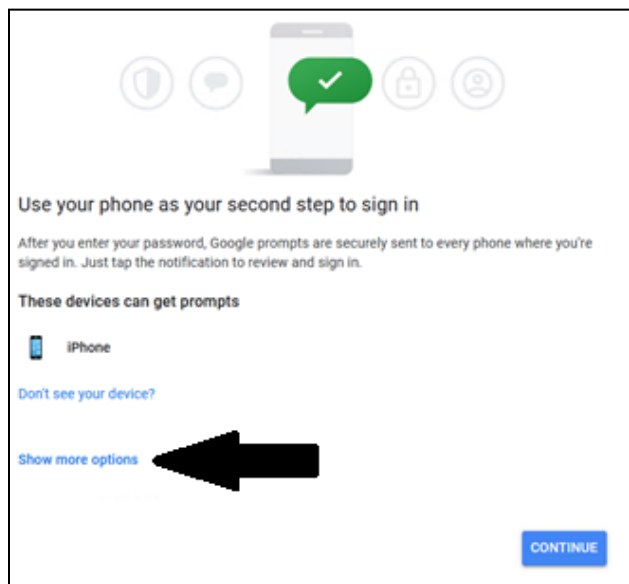
Screen B



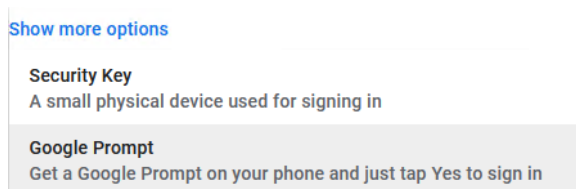
9. Depending on which method you wish to use, please follow the appropriate option below
- If you see the Screen A,
 - And you want to use push notifications on the gmail app, click "Continue" and then go to step 25
 - And you want to use text messaging, go to step 22
 - If you see the Screen B,
 - And you want to use push notifications on the gmail app, go to step 10
 - And you want to use text messaging, go to step 25
10. On your mobile phone, if you have not already, download the Gmail App. Make sure the app is from Google. You will need to know your GooglePlay or iTunes username and password to download the app.
11. Once downloaded, open the Gmail app and sign into it with your Graves County Email account.
12. Once you have signed in, please lock the phone.

How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

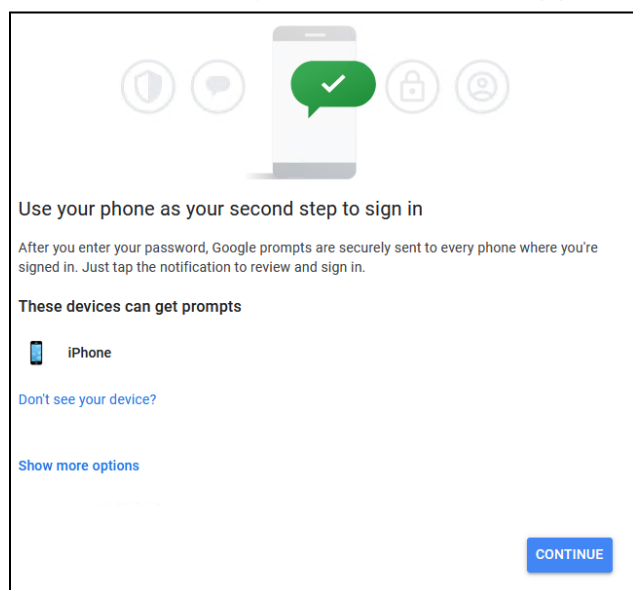
13. On the computer, click on “Show more options”



14. Click on “Google Prompt”



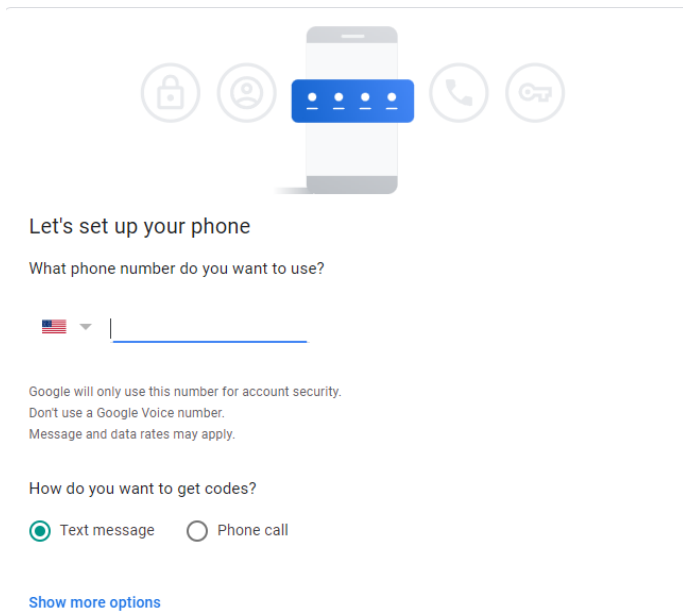
15. Verify that there is now a device under “These devices can get prompts”
NOTE: If you do not see your device listed on the screen, you need to go back to step 11 and sign into the Gmail app on your mobile device.



16. Click “Continue”

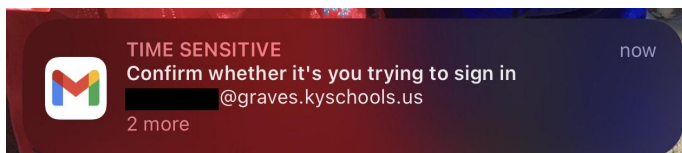
How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

17. If on your computer, you see the picture below, skip to step 24. Otherwise, continue on to the next step.

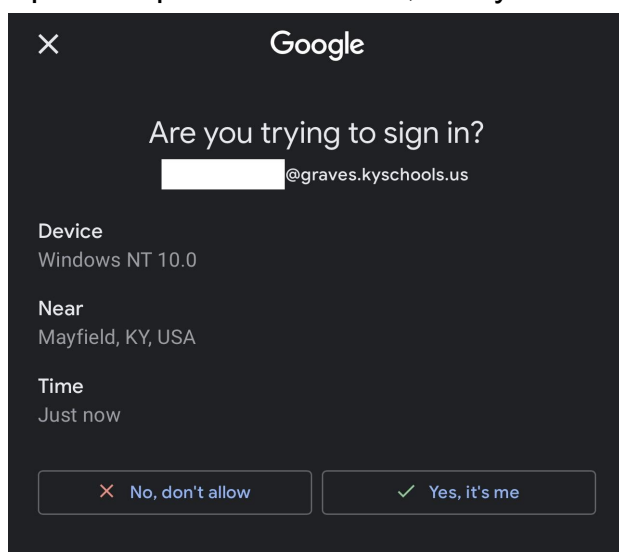


The screenshot shows a Google account security setup screen. At the top, there are five circular icons: a padlock, a person, a smartphone, a telephone, and a key. Below these is a smartphone icon with three dots on its screen. The text reads: "Let's set up your phone", "What phone number do you want to use?", and a dropdown menu for country codes (US is selected). Below this is a text input field. Further down, it says: "Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply." Then, "How do you want to get codes?" with two radio buttons: "Text message" (selected) and "Phone call". At the bottom, there is a link "Show more options".

18. On your mobile phone, you will get a message similar to the picture below.



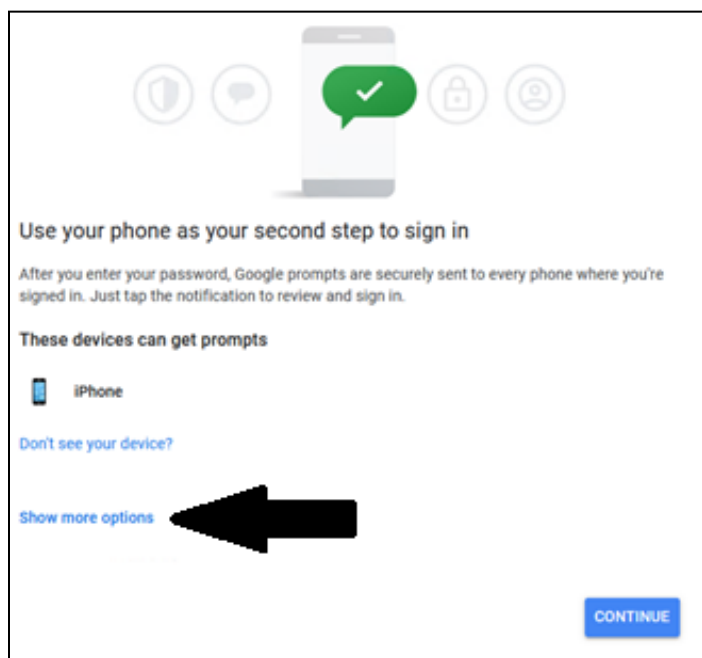
19. Open the push notification, and you should see this on your mobile phone.



20. Click "Yes, it's me"
21. On your phone, you will be redirected to your email. You can close the app.
22. You can now skip to step 25. While you have set up push notifications, Google requires a second option for verification when using push notifications.

How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

23. To set up text messaging, first click on the “Show more options” link.



24. Click on “Text message or voice call”

Text message or voice call
Get codes by text message or phone call

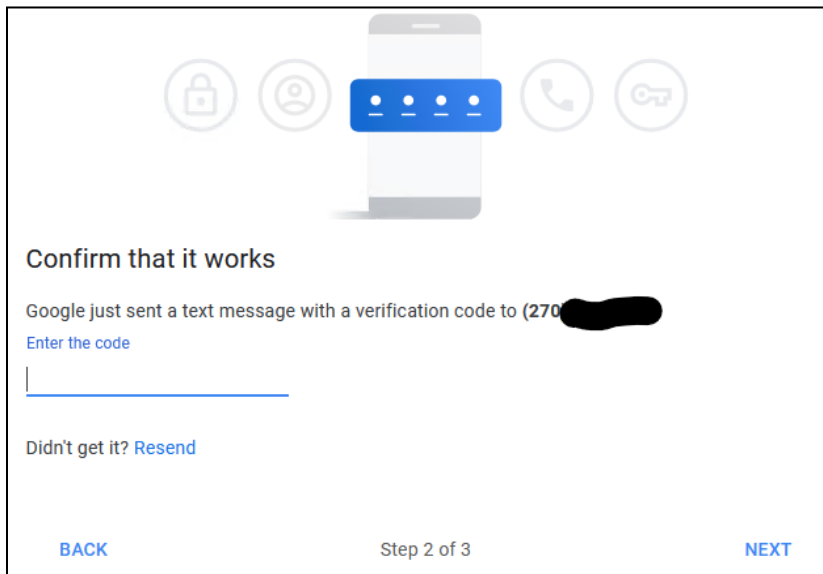
25. Enter your mobile phone number in the appropriate textbox.

A screenshot of the Google account security setup screen for entering a phone number. At the top, there are five circular icons: a padlock, a person icon, a blue bar with four white dots, a telephone handset, and a key. Below these icons is a smartphone graphic. The main heading is "Let's set up your phone". Below this is the question "What phone number do you want to use?". There is a dropdown menu with the US flag and a text input field. Below the input field is a paragraph: "Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply." Then, it asks "How do you want to get codes?" with two radio buttons: "Text message" (which is selected) and "Phone call". At the bottom is a link "Show more options".

26. Click “Send”

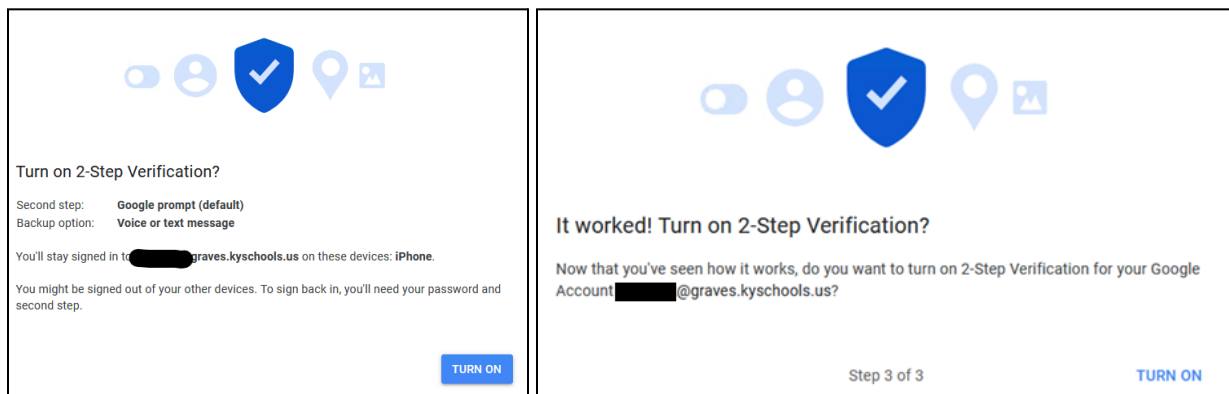
How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

27. A text message with a code on it will be sent to your phone.
28. On your computer, enter the code you received in the “Enter the code” textbox.



The screenshot shows a Google account setup screen for Multi-Factor Authentication. At the top, there are icons for a lock, a person, a smartphone, a phone, and a key. Below these is a graphic of a smartphone displaying a blue bar with four white dots. The main heading is "Confirm that it works". Below that, it says "Google just sent a text message with a verification code to (270) [redacted]". There is a link "Enter the code" above a text input field. Below the input field, it says "Didn't get it? [Resend](#)". At the bottom, there are three buttons: "BACK", "Step 2 of 3", and "NEXT".

29. Click “Next”
30. You should get one of the two messages below.



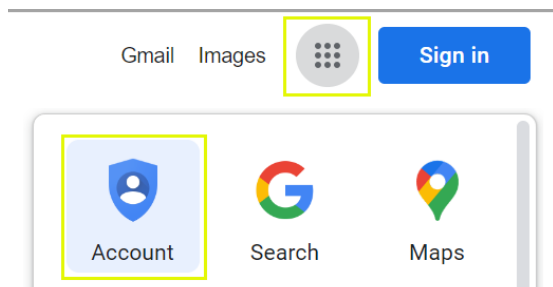
The two screenshots show the Google account setup screen for Multi-Factor Authentication, specifically the "Turn on 2-Step Verification" step. Both screens have a header with icons for a toggle switch, a person, a shield with a checkmark, a location pin, and a photo. The left screenshot shows the "Turn on 2-Step Verification?" heading. Below it, it says "Second step: Google prompt (default)" and "Backup option: Voice or text message". It then says "You'll stay signed in to [redacted]@graves.kyschools.us on these devices: iPhone." and "You might be signed out of your other devices. To sign back in, you'll need your password and second step." At the bottom right is a "TURN ON" button. The right screenshot shows the "It worked! Turn on 2-Step Verification?" heading. Below it, it says "Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account [redacted]@graves.kyschools.us?". At the bottom right is a "TURN ON" button. Both screens have "Step 3 of 3" in the bottom center.

31. In either case, click on “Turn on”

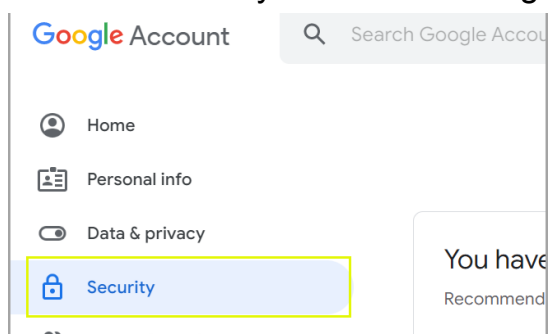
Congratulations! You’ve successfully completed the set up of your Google MFA using either text messaging or push notifications on the Gmail app. You can close the window you were using and use your email as you needed. There is no need to complete any further steps in this document.

How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

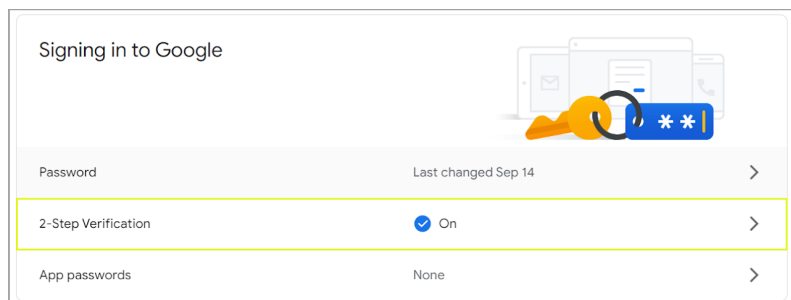
32. You should be fully into your email. If you are not, please sign into your email.
33. Click on the App Switcher (Waffle) in the top right hand corner of your screen



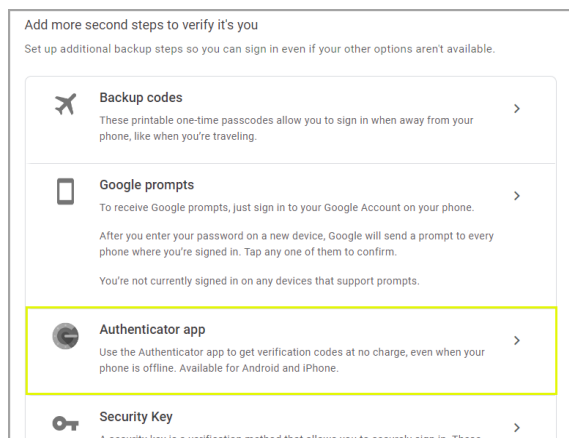
34. Click on “Account”
35. Click on “Security” on the left navigation



36. Scroll down and click on “2-Step Verification” in the “Signing in to Google” section

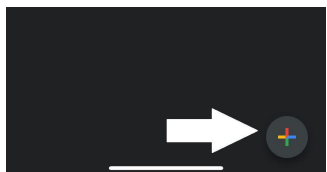


37. Select “Authenticator App”

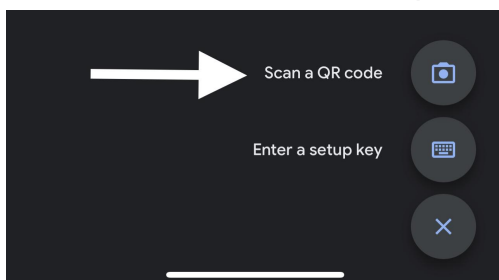


How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

38. On your mobile phone, if you have not already, download the Google Authenticator App. Make sure the app is from Google. You will need to know your GooglePlay or iTunes username and password to download the app.
39. Once downloaded, open the Google Authenticator App and click on the + in the lower right corner.



40. Click on "Scan a QR code". The phone will automatically open your camera.



If your camera does not open, go into the settings of your phone and give the Google Authenticator app permission to use your camera.

41. On your computer, click "Set up Authenticator"

← Authenticator app

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

First, download Google Authenticator from the [Google Play Store](#) or the [iOS App Store](#).

[+ Set up authenticator](#)



42. You will see a screen similar to the one below.

Set up authenticator app

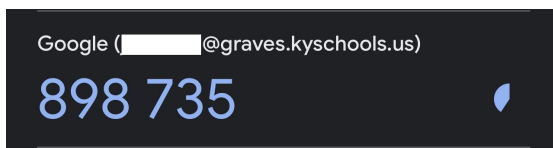
- In the Google Authenticator app tap the +
- Choose **Scan a QR code**



[Can't scan it?](#)

43. Point your phone's camera at the QR code on the screen.
44. On your phone, you will now see a code associated with your account

How to Setup your Multi-Factor Authentication (MFA) with Google Graves County Schools

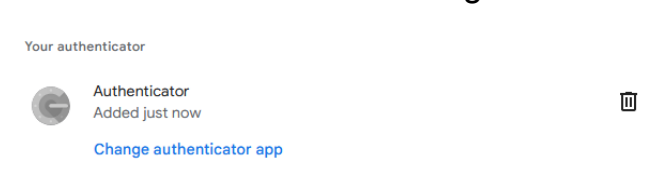


45. On the computer, enter this code into the “Enter Code” textbox

A screenshot of a "Set up authenticator app" dialog box. It contains the text "Enter the 6-digit code you see in the app" and a text input field labeled "Enter Code".

46. Click “Verify”

47. Your screen should now see the image below on your computer screen



Congratulations! You’ve successfully completed the set up of your Google MFA using the Google Authenticator App. You can close the window on your computer and the app on your phone. You can use your email as you needed.