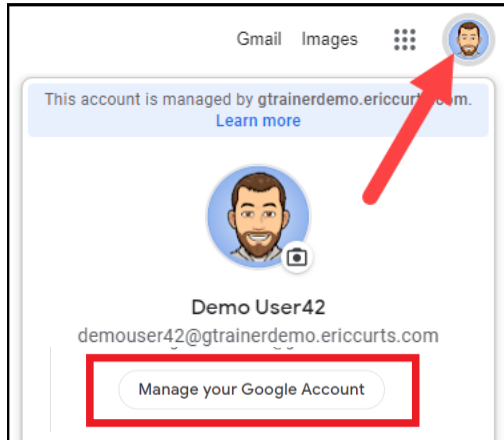


Multi Factor Authentication(MFA) on your Google Account

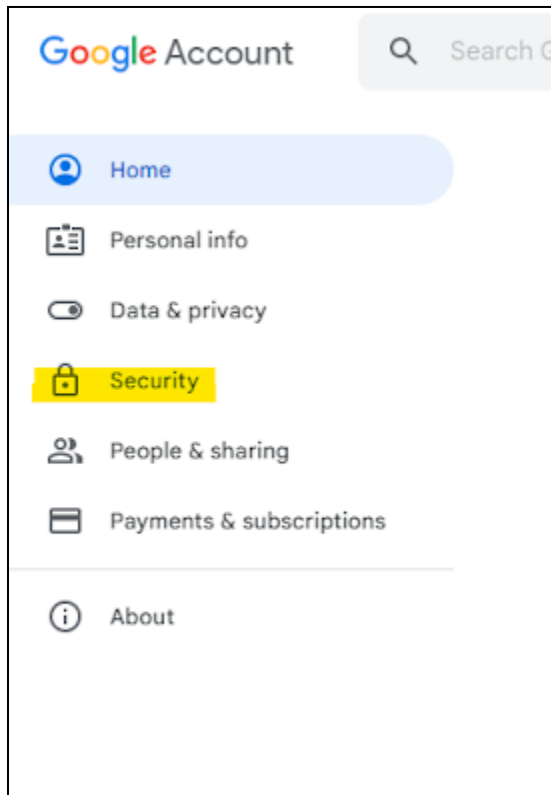
Steamboat Springs School District RE-2, South Routt School District RE-3 and North Routt Community Charter School Employees are **REQUIRED** to enable Multi Factor Authentication (MFA) on Google Accounts, Instructions are provided below to do so.

New Employees: After the new account enforcement grace period expires and MFA has **not** been enabled you will be unable to sign into your account without IT assistance as your account will not meet the sign in requirements.

1. Open Account Management Navigate to myaccount.google.com OR Select your Photo in the top Right Corner and Select “Manage your Google Account”

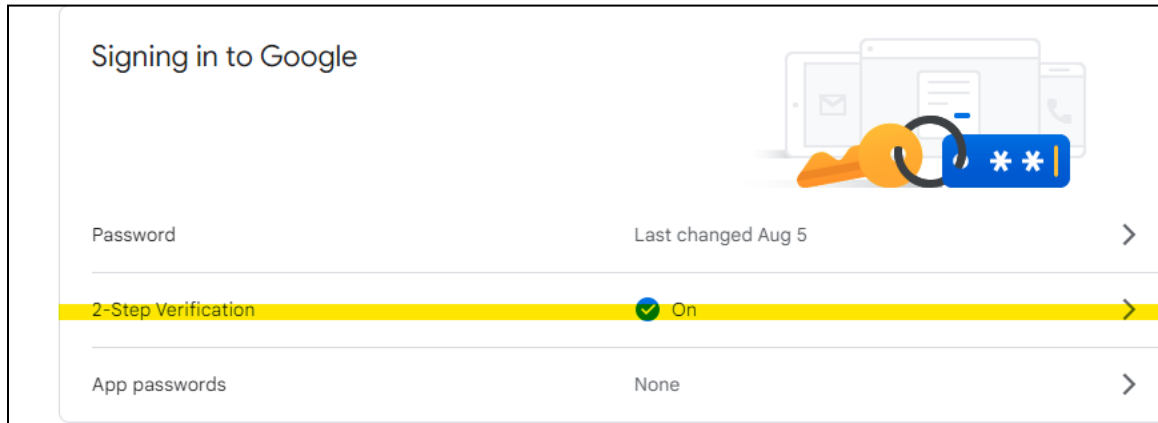


2. In the navigation panel on the left, select Security.



Multi Factor Authentication(MFA) on your Google Account

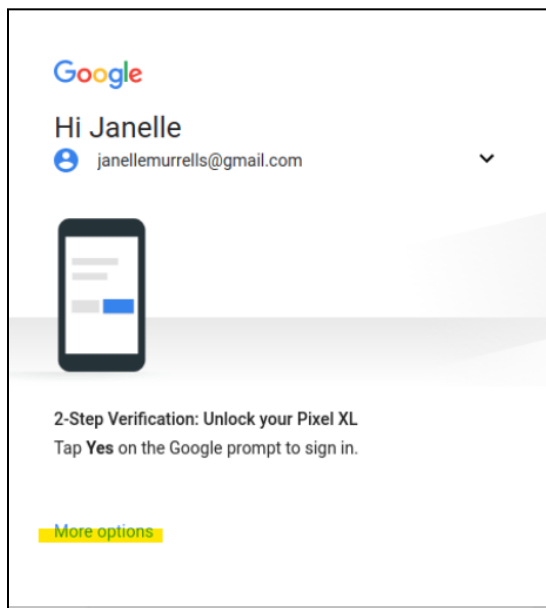
3. Under “Signing in to Google,” select 2-Step Verification and then Get started.



4. Follow the on-screen steps.

We realize that some campus locations have spotty cell service, this is why you have multiple options when it comes to MFA. Google prompts as well as the Google Authenticator app use Wifi which is available in all campus locations or a security key which is a physical key you will need to present upon login. We advise against getting voice calls to school desk telephones in the event you are signing in someplace your desk phone is not available additionally our Classroom phones do not allow outside calls between 8am and 4pm. SSSD recommends that you set up multiple options in the event an option is unavailable.

5. When you sign in and have multiple sign in methods set up you can cycle through these options by selecting the "More options" under the MFA Prompt at sign in.



*****You should always generate Backup codes and PRINT them out and store them in a safe location (Not Google Drive) in case all options are unavailable and you need immediate access to your account.*****