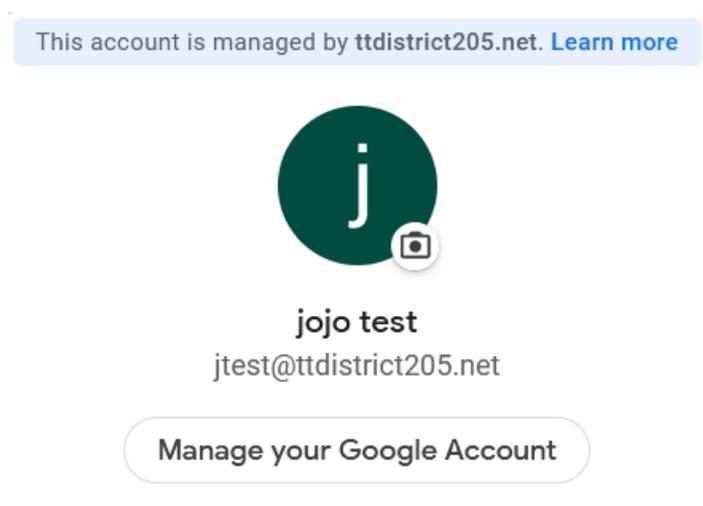


Here is a how-to guide on accessing “backup codes” an alternative way of utilizing 2FA/MFA that does not require an external device like your cell phone after the initial setup.

An alternative way of accessing backup codes is shown in this video directly below which is also linked at the end of this how-to guide.

<https://www.youtube.com/watch?v=8xvlhbLr4cQ&t=1s>

After you have set up your 2FA/MFA for Google initially, you can then use “backup codes”. For example, using your office/Classroom phone as your initial 2FA/MFA you can then go to “manage my google settings”



Click on “Security”

Google Account Search Google Account

Home
Personal info
Data & privacy
Security
People & sharing
Payments & subscriptions
About

Welcome, [j]

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience

[Manage your data & privacy](#)

You have security recommendations

Recommended actions found in the Security Checkup

[Protect your account](#)

Privacy suggestions available

Take the Privacy Checkup and choose the settings that are right for you

Privacy Terms Help About

Click on 2-step verification as circled in the below picture

Google Account Search Google Account

Home
Personal info
Data & privacy
Security
People & sharing
Payments & subscriptions
About

Signing in with 2-Step Verification was turned on Aug 23 · Illinois, USA [Review security activity \(8\)](#)

Signing in to Google

Password Last changed Sep 24, 2021 [>](#)

2-Step Verification On [>](#)

App passwords None [>](#)

You may be prompted to input your password.



Hi jojo

 jtest@ttdistrict205.net ▾

To continue, first verify it's you

Enter your password

Show password

[Forgot password?](#)

Next

After putting in your password you can scroll down until you see the “backup codes” option and click on it.

Google Account

2-Step Verification

Add more second steps to verify it's you
Set up additional backup steps so you can sign in even if your other options aren't available.

-  **Backup codes**
These printable one-time passcodes allow you to sign in when away from your phone, like when you're traveling. >
-  **Authenticator app**
Use the Authenticator app to get verification codes at no charge, even when your phone is offline. Available for Android and iPhone. >
-  **Security Key**
A security key is a verification method that allows you to securely sign in. These can be built in to your phone, use Bluetooth, or plug directly into your computer's USB port. >

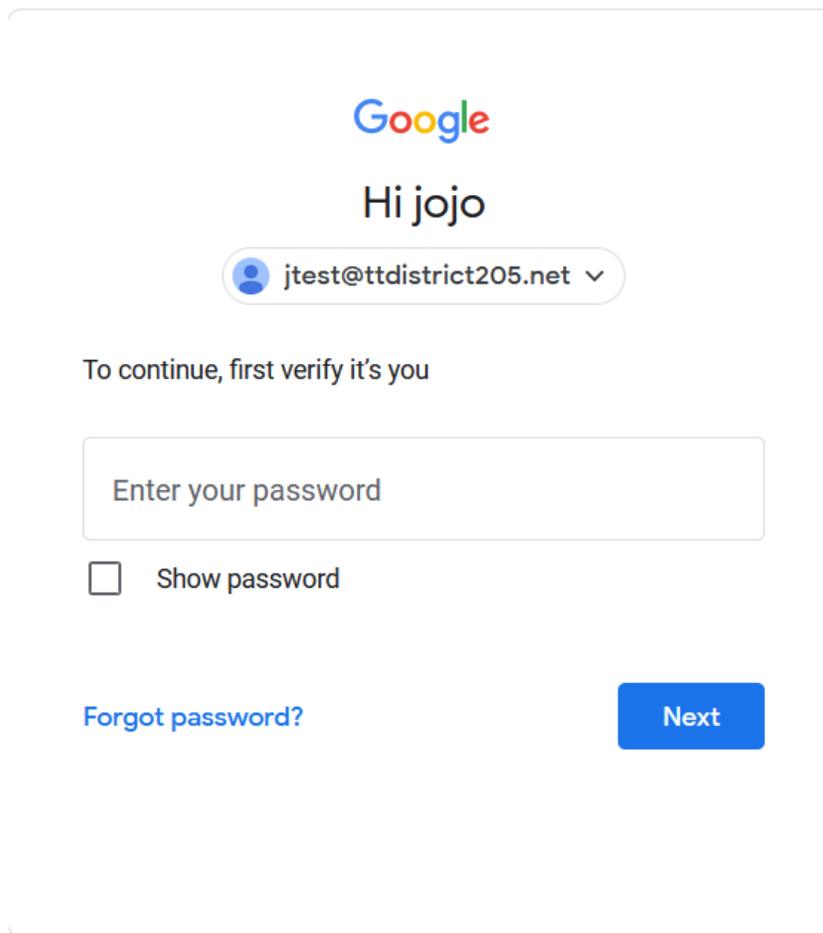


Backup codes

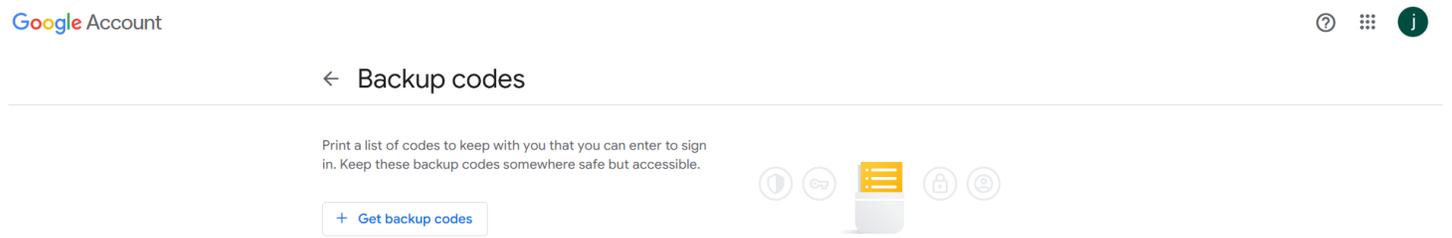
These printable one-time passcodes allow you to sign in when away from your phone, like when you're traveling.



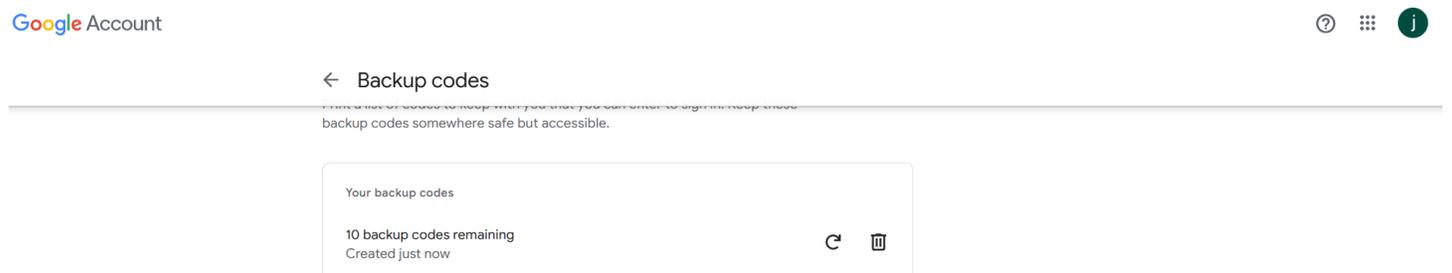
After clicking on Backup Codes you will be brought to the below page.



After typing in your password, you will be brought to this page where in order to get the backup codes you will need to click on "Get backup codes".



After doing so your screen should look like the below, but with the generated codes showing.



 Print codes

 Download codes

When you try to sign in again you will see something like this, but make sure instead of using your office/classroom phone, instead you choose, “Try another way”

2-Step Verification

To help keep your account safe, Google wants to make sure it's really you trying to sign in

Don't ask again on this device

[Resend it](#)

[Try another way](#)

After choosing, “Try another way” you will be able to then choose “Enter one of your 8-digit backup codes” to authenticate instead.



2-Step Verification

To help keep your account safe, Google wants to make sure it's really you trying to sign in

 jtest@ttdistrict205.net ▾

Choose how you want to sign in:

 Tap **Yes** on your phone or tablet

 Use your phone or tablet to get a security code (even if it's offline)

 Get a verification code at (...)-(...)-
Standard rates apply

 Enter one of your 8-digit backup codes

Or try [account recovery](#) instead



2-Step Verification

To help keep your account safe, Google wants to make sure it's really you trying to sign in

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2-Step Verification

Enter one of your 8-digit backup codes

Don't ask again on this device

[Try another way](#)

Next

After entering one of the 8-digit backup codes you generated, you'll be logged into the account. Each backup code works only once, then you will need to use the next backup code. When you are nearing your last few backup codes, it is highly recommended to generate 10 new backup codes to utilize. Using this method you do not have to use your personal device in any way shape or form if you choose to not use in order to access Google apps/email. While in your classroom or office you could utilize your classroom/office phone, and if you are away from the classroom/office phone you can utilize the backup code. **If you use all of your backup codes without generating new ones and/or are locked out of your 2FA in anyway please call helpdesk and/or create a Schooldude ticket. A helpdesk Technician will be able to generate new codes for you to utilize, after which you can then generate your own backup codes again.**

This link below is a slightly alternative way of accessing the backup codes

<https://www.youtube.com/watch?v=8xvlhbLr4cQ&t=1s>