

Two factor authentication is an important part of keeping accounts and data secure.

Due to a recent rise in cyber attacks and phishing emails we are requiring **ALL EMPLOYEES** with a district issued account to use two factor authentication.

Turn on 2-Step Verification

1. Open your Google Account. (myaccount.google.com)
2. In the navigation panel, select Security.
3. Under "Signing in to Google," select 2-Step Verification > Get started.
4. Follow the on-screen steps.

Verify it's You

After you turn on 2-Step Verification, you must complete a second step to verify it's you.

To help protect your account, Google will ask that you sign in to your account again.

Once signed in you will see a list of devices that Google is able to send a prompt to.

If you do not see a device listed in this section please read and follow the directions below.

Setup - Google Prompts

Google Prompts are push notifications you'll receive on:

-Android phones that are signed in to your Google Account.

-iPhones with the Smart Lock app , the Gmail app , the Google Photos app , the YouTube app , or Google app  that are signed in to your Google Account.

This means you can receive a prompt from any of these apps when you are signed in to that device and syncing your district issued Google Account. We recommend the Google app for those who do not want to sign in to their work email accounts on a personal device. This app is a search engine and does not require access to email.

****You MUST be signed in to your district account to receive 2 Step Verification prompts on a secondary device. If you DO NOT see a device listed in the Google Prompts section it is because you are not signed in to your district account on a secondary device. Please sign in to your district issued account using one of the above mentioned applications on the secondary device and repeat the steps to complete enrollment.**

***Required - Download/Print Backup Codes**

After completing the steps you will be given a screen with your backup codes. You are given the option to download and print the codes.

You will receive 10 codes that are one time use only. You will have the option to print or download the codes for future use. Please download then print these codes. They are for you to use in the event that you are unable to receive prompts on your device. This will allow you one time access to your account for each code. You may generate more codes as needed.

These should only be used when the other authentication method is unavailable (such as a lost or stolen cell phone) and should NEVER be shared with anyone else.