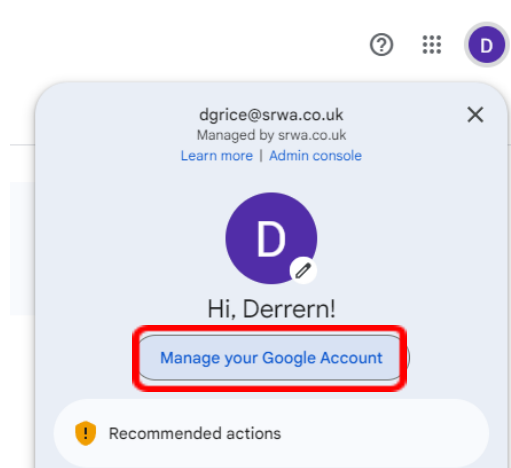


This guide will walk you through the process of activating your Google 2FA security key and linking it to your Google school account.



Firstly, make sure that you are signed in to your school Google account. Once you have signed in, click on the **“Manage your Google Account”** option in the right-hand corner drop-down menu of www.google.com.

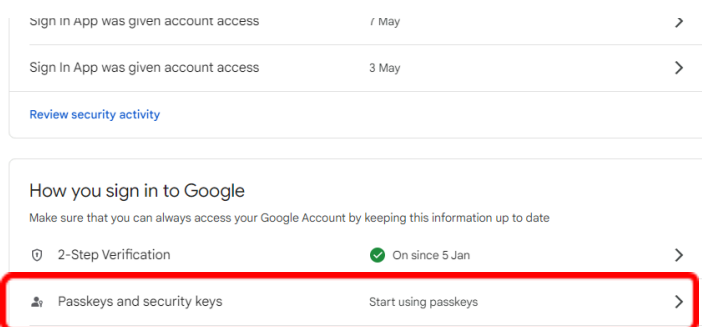
Next, click on the **Security** tab on the left hand side of the screen and click on **“Passkeys and security keys”** below **“How you sign in to Google”**.

Once this page has been selected, **insert your key** and **allow for it to fully connect with your device** (30 seconds or so).

Once this time has passed, click on the **“Use a security key”** button in the new page.

(Please note that the **admin warning** at the top of the page **can be ignored** and will not affect your ability to use the key for two factor authentication.)

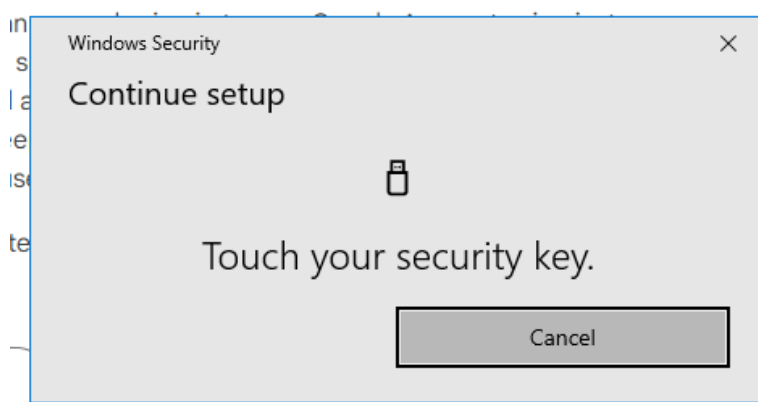
(Additional note: If you’re using Chrome and you get an error when clicking on “Use a security key”, please use the Edge browser for the key activation instead.)



Clicking this will bring up the below prompt in a separate window (you may have to manually click on the flashing icon on your taskbar to open this up as it doesn’t always open automatically):

(Please note that if you are using a Chromebook you will need to follow the prompts in the browser pop up instead.)

Click **OK** until you are prompted to **touch the key**. Touch the button on your key (it should flash at this point).



Once you have pressed the button on the key, the dialog box will close and google will state that the **new security key has been added**.

This key has now been fully added to your account.

When prompted to use this key upon logging in, **plug the key into your device’s USB port and press the button** on the key. This process will allow you to log into your account in a secure way.