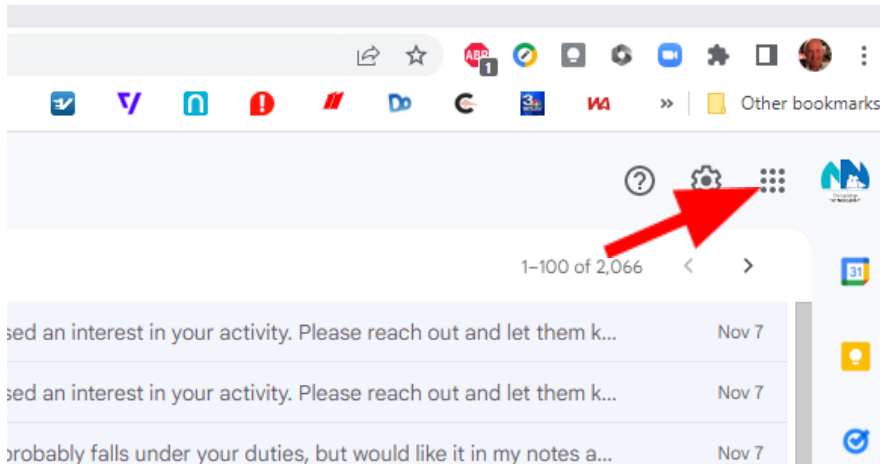
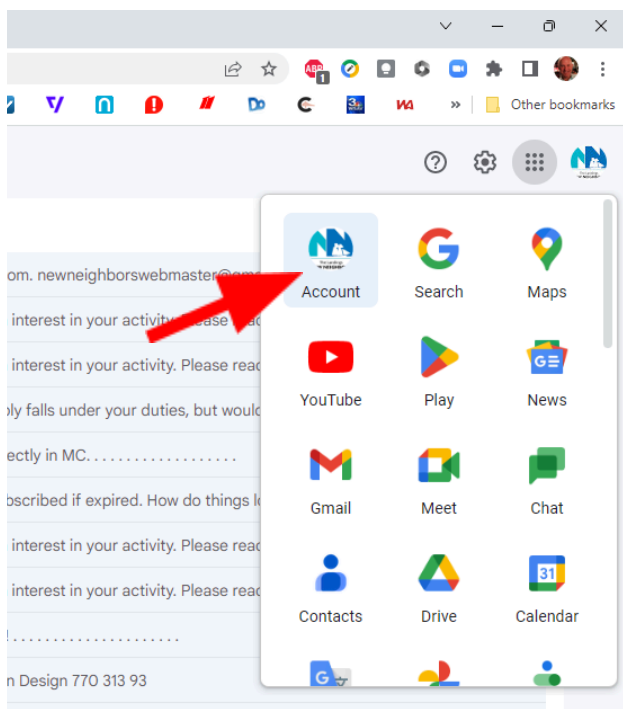


## Schedule A – TURNING OFF TFA (Two-Factor Authentication)

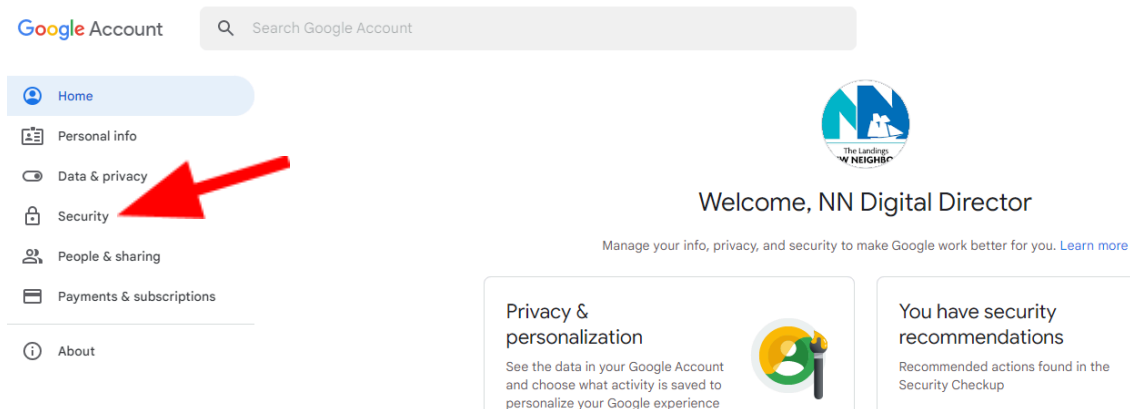
1. In a browser on your computer, open Gmail. (NOTE: the screen below is from a PC – Mac will look different, and things may be in different places, but same idea. NOTE: Only one person on the NN activity account will have to do this. It will affect everyone on the account signing in.)
2. Select the **9-dot icon**.



3. Select **Account** – you may have to scroll to find it.



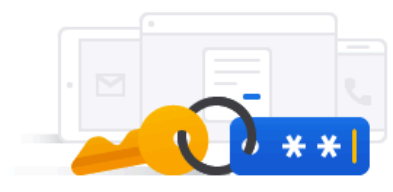
4. Select **Security**.



5. Scroll down until you see **Signing in to Google**, select 2-Step Verification

[Review security activity](#)

### Signing in to Google



Password	Last changed Sep 19	>
2-Step Verification	<input checked="" type="checkbox"/> On	>
App passwords	None	>

6. Enter your password as requested.

7. Select **Turn Off**

## ← 2-Step Verification

2-Step Verification is ON since Nov 9, 2022 [TURN OFF](#)

### Available second steps

A second step after entering your password verifies it's you signing in. [Learn more](#)

8. All done. NOTE: we do not know if this will remain an option once Google makes TFA mandatory.