



Bloomington School District

Tech Tip

Google Security - 2FA or “Two-Factor” authentication.

This article features directions only. If you want to know more about 2FA or ‘Two-Factor’ authentication, Google searches are a great way to get started. As of August 2022, 2FA verification is mandatory with the use of all district email accounts. Let’s get started.

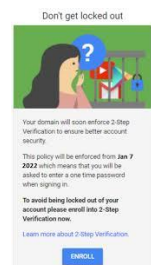
The overview of the following steps:

1. Add a verification method
2. Turn on 2FA or make sure it is on!

Step 1 - Add a verification phone number.

You need to add a cell phone number to your Google email account so the system can text or call you for verification. Can you add something besides a text / cell phone number? Technically you can but it is more difficult for you to be authenticated. . For the sake of this tutorial, we will presume you are adding a cell phone as your verification tool.

1. Sign into your Google account
2. If you are just getting started, you may be prompted to set up 2FA and you will see the following image.
3. Click on Enroll. Enter your password again to verify your account. Click on Next
4. Setup your phone number. No need to add the ‘1’ in front of the phone number if it is a phone number from the USA. Determine if you want a phone call or a text message (best choice). Click on next.





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5. Google will text (or call) you the verification code. This code starts with the letter "G." You need to type this number into the screen and click next. No need to add the letter 'G' - just enter the number! Click on Next
6. Last, click on Turn On - That should be it!

LET'S CHECK!

1. Open your [Google Account](#).
2. In the navigation panel, select Security.
3. Under "Signing in to Google," locate 2-Step Verification ➤ Is it on? If so, you are done! If not, continue!
4. Click on the Arrow to the right. It will prompt you to enter your password again.
5. In the upper right, click on the button "Turn On"
6. Note that once on this page, you can change the device you are getting prompts on and /or the phone number of your cell phone.
7. That's It!

Checking on an iOS or Android device? The following presumes you have set up email on your phone or mobile device.

1. Open Gmail on your device.
2. In the upper right, you should see the icon you use for your district email account. If not, click on the icon and select the district email icon.
3. Click on the icon in the upper right corner. Click on Manage your Google account.
4. Across the top of the body, there are several links: Click the one called "security."
5. You should see an indication that "2-Step verification" is On> If not, click on the small arrow to the right and complete the directions. These directions are the same as Steps 4 - 7 from above!

Need more directions? [Check out the Google Help Doc!](#)