

## **What is 2 Step Verification-**

To log into your Google Account, not only do you log in with your password but with 2SV you will need to provide a second step to help prove your identity. If you check the box that says remember this device (such as a desktop computer), you will not have to do a 2SV for that device again unless you remove an account, etc. It will be only when you log into a device for the first time or a Chromebook. Here are the different ways that you can do 2SV:

- **Clicking on a verification button that pops up on your phone.** - This step does require you to have a smartphone and to be logged into your Google Account on your phone. This is the recommended method.
- **Typing in a one time use code that gets texted** (or you can set it up to receive a phone call) to your phone. - This step does NOT require you to be logged into your Gmail account on your phone and can work with all phones including a landline.
- **Using a mobile app to generate a one-time use code** - You would install an app such as Google Authenticator. This option is handy if your phone has temporarily lost connectivity. You do not have to have your school account on your phone to use Google Authenticator, but you can. It is nice as a backup in case your phone does not have cell service.

With 2SV enabled, if someone does discover your password they can not get into your account. If you see the popup and you are not trying to login, you will know that your account has been compromised and that you should change your password immediately.

If you would rather watch some short instructional videos you can click on the links below or continue reading the instructions:

**Please Note:** If you want access to your school email on a mobile device, you will need to use the Google Gmail app and have a passcode on your device.

[Install Gmail App and Add Account](#) You will want to do this first if you want to have Gmail on your phone USING THE GMAIL APP.

\*iPhone and iPad Users: You must use the Gmail/Google app.

[2-Step Verification for Non-Smart Phones](#)

[2-Step Verification for Smartphones using Google Prompt \(Suggested Method\)](#)

[Installing Google Authenticator App](#) - Great for a backup or when your phone is not connected to data or WiFi

**If you want to have your Gmail account on your phone you need to do the next 2 steps  
1st thing:**

1 - Download the Gmail app or Google app to your phone. Android phones should already have this so Apple iOS (iPhone/iPad) will need to download the Google or Gmail app.

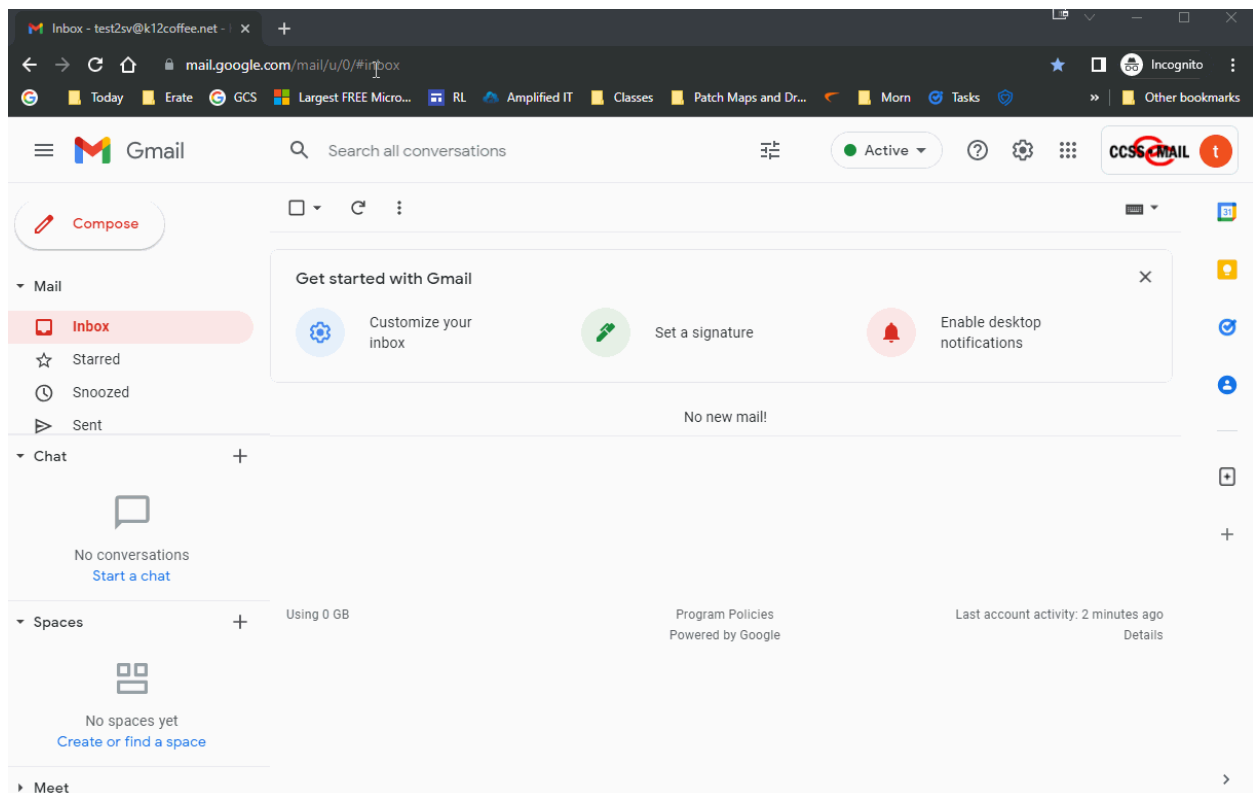
note: If you use Apple mail on a Mac or iOS, after May 24 you will not be able to use Apple mail to access [k12coffee.net](http://k12coffee.net)

2 - Log into your account on your mobile device. In the Google App you would choose Menu and then add an account. Make sure you choose Google and then add your account. On iOS you may see something about [google.com](http://google.com) for signing in. At that point choose continue and then add your account.

Once you get the Google account on your phone or you are planning on using the one time code sent by text/voice you can now enable 2SV.

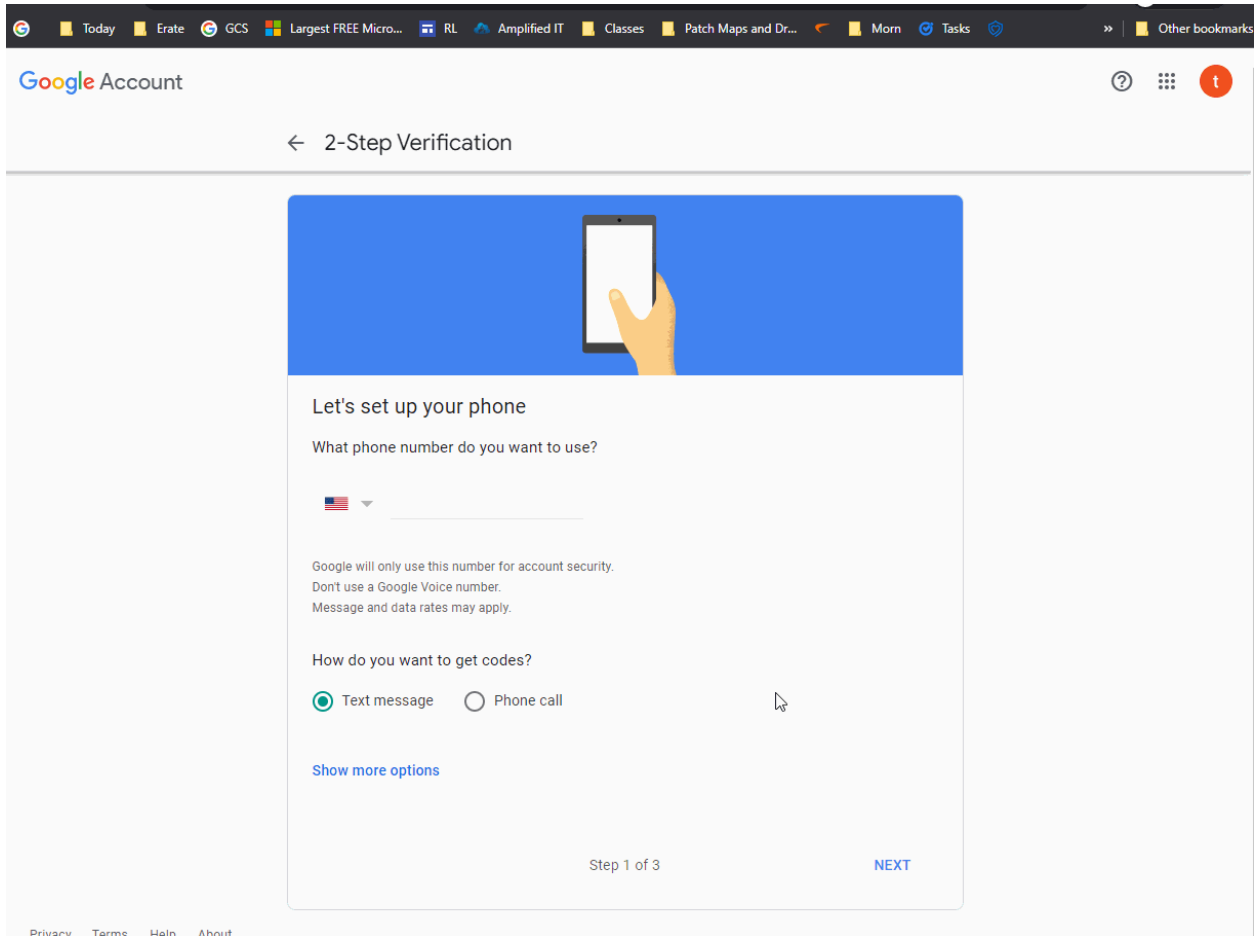
### You need to do the following on a computer.

Once Logged into your account click on your icon in the top right, choose Manage Your Google Account and then Security on the Left and scroll down and click on **2-Step Verification** and then click **get started** and enter your password (click image to enlarge)



You will now need to set up your phone. If you are planning on using your phone with just text/voice you would put in the number and click **next**. If you have installed the Google app on your phone your choice will be Google Prompt (My Suggestion) :

### To receive a code via text/voice




The screenshot shows a web browser window with a Google Account page for 2-Step Verification. The page title is "2-Step Verification" with a back arrow. The main heading is "Let's set up your phone". Below this, it asks "What phone number do you want to use?" with a dropdown menu showing the US flag. A note states: "Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply." The next question is "How do you want to get codes?" with two radio button options: "Text message" (selected) and "Phone call". There is a "Show more options" link below. At the bottom, it says "Step 1 of 3" and a "NEXT" button. The browser's address bar and various bookmarks are visible at the top.

Google Account

← 2-Step Verification

Let's set up your phone

What phone number do you want to use?

 ▼

Google will only use this number for account security.  
Don't use a Google Voice number.  
Message and data rates may apply.

How do you want to get codes?

☒ Text message ☐ Phone call

[Show more options](#)

Step 1 of 3 [NEXT](#)

[Privacy](#) [Terms](#) [Help](#) [About](#)

If you had chosen text/voice you will get a screen that you can put the code in and then click **next**



## Confirm that it works

Google will call you at (931) ~~884-888~~ to give you a verification code.

Enter the code

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Didn't get it? [Resend](#)


[BACK](#)

Step 2 of 3

[NEXT](#)

If you have your Gmail account loaded on your phone you will see the Google Prompts below with your device listed that you have logged into Google with. You would choose the device that you want to use and then continue.

## ← 2-Step Verification



**Use your phone as your second step to sign in**

After you enter your password, Google prompts are securely sent to every phone where you're signed in. Just tap the notification to review and sign in.

**These devices can get prompts**

[Don't see your device?](#)

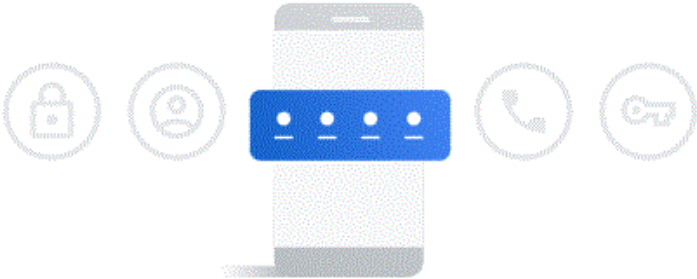
**XOVR DEVICE**

[Show more options](#)

**CONTINUE**



You will need to provide a phone number as a backup. You should not use your phone that is going to be your prompt phone. You can use an office phone, spouse cell or any other phone that you have access to. PLEASE NOTE: You can have multiple backup numbers.

## ← 2-Step Verification



**Almost there! Add a backup option**

If you lose your phone or your second step is unavailable, you'll need a backup option to help you get in to your account.

  \_\_\_\_\_

Google will only use this number for account security.  
Don't use a Google Voice number.  
Message and data rates may apply.

How do you want to get codes?

☒ Text message    ☐ Phone call

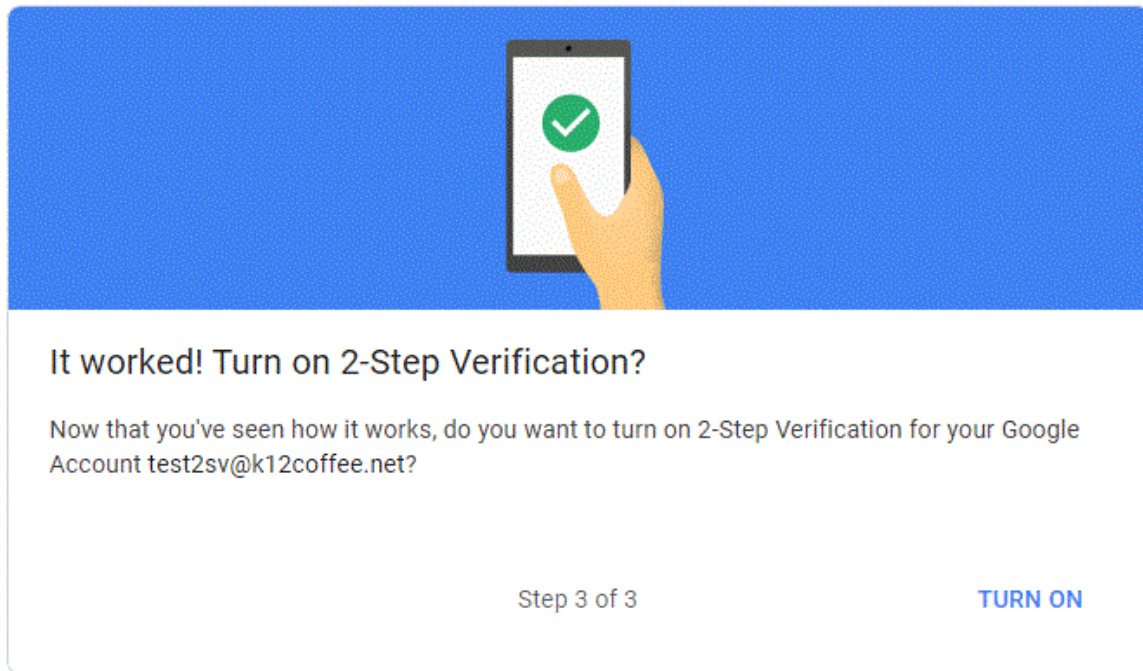
[USE ANOTHER BACKUP OPTION](#) [SEND](#)

After you have completed the steps for the backup number you should see **It Worked!**

At this point you would click **Turn On**.

## ← 2-Step Verification

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If you like you can install the Google Authenticator App. I suggest you watch the video. (Same as the video link at the beginning of this email above)

[Install Google Authenticator App](#)

If you have any trouble, you may be able to get help from another staff member that has gone through the process or you can certainly reach out to us. You (or have another staff member) create a ticket. You can create a ticket at [help.k12coffee.net](https://help.k12coffee.net).