



2-Step Verification for Employees

Minot Public School Google Workspace

Minot Public School District will use “2-step verification” within Google. You may know it by other names like “2FA”, “two-factor authentication”, or “multi-factor authentication (MFA)”.

2-step verification adds a second layer of protection during the login process. Currently, your Google login is tied to “something you know” (your password). Two-step verification adds the second layer of “something you have” (typically your smartphone or a temporary code). You most likely already have experience using two-factor authentication with an online banking account so enabling it within Google hopefully will not be a new experience.

Most cyber insurance provider's requirements are driven by an ongoing review of what security-related best practices are appropriate. Times are changing and hackers are finding new and creative ways to acquire user passwords; they can buy lists of usernames and passwords on the dark web, they can use social engineering and email phishing tactics to steal passwords, they can use something called “dictionary attacks” as a brute force method to guess weak passwords. Adding a second form of verification dramatically decreases the likelihood of your password being compromised.

Google will require 2-step authentication every time you log in to your PC or Chromebook. Once you authenticate and complete two-step authentication on your phone or other devices you will have the option to “remember this device”. From that point on Google will not prompt you to perform 2-step authentication on that device unless you clear your browser's cache, change your password, or if Google suspects that your account has been breached.

If you have a smartphone and you are interested in enabling it now feel free, we encourage it!

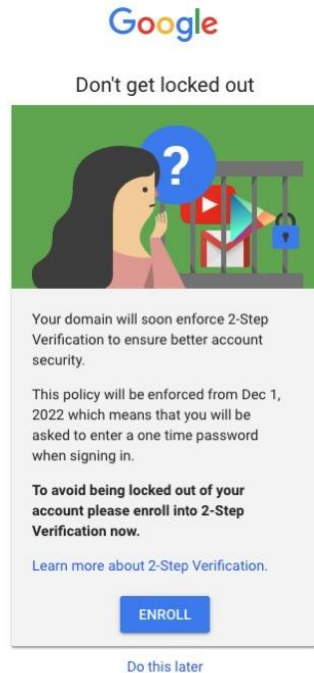
If you haven't logged into Google for an extended period of time, you may be locked out due to the enforced policy of 2-Step Verification, you will need to [submit a MPS tech request](#) to get your account released and receive your one-time passcode.

Directions for enabling 2-Step Verification are on the next pages.

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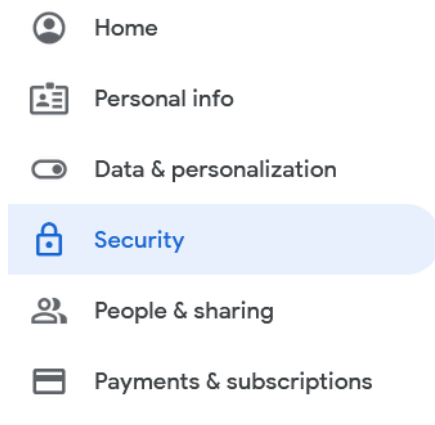
Enabling 2-step verification



In a web browser visit your Google settings page located here <https://myaccount.google.com> and select "Security" on the left.

After signing in **you may get this message**, click on enroll. If you are signed into your @mymps.us account click on security.

(Possible step for some) In the center of the page scroll down to the section labeled "Ways we can verify it's you" and make sure you have a recovery phone entered, if not add it now.



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(Required Step) Also located on the “Security” page go to the section labeled “Signing in to Google” and click the right arrow next to “2-Step Verification”.

Signing in to Google



Password	Last changed Jan 25	>
2-Step Verification	Off	>

Select the “GET STARTED” button, you will then be prompted to enter in your mymps.us password.

← 2-Step Verification



Protect your account with 2-Step verification

Prevent hackers from accessing your account with an additional layer of security. When you sign in, 2-Step verification helps make sure your personal information stays private, safe and secure.



Security made easy

In addition to your password, 2-Step verification adds a quick second step to verify that it's you.



Use 2-Step verification for all your online accounts

2-Step verification is a proven way to prevent widespread cyberattacks. Turn it on wherever it's offered to protect all your online accounts.



Safer with Google

GET STARTED

You can continue with these directions or follow the on-screen prompts provided by Google.

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It should show that your phone is already known to Google, select the "CONTINUE" button.

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



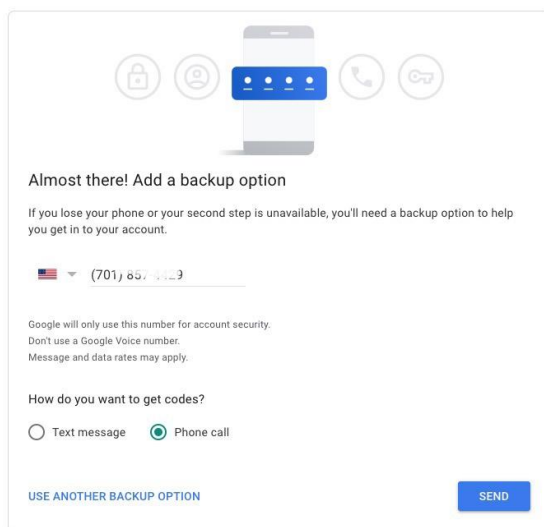
w01234567's iPhone

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

[Show more options](#)

CONTINUE

← 2-Step Verification

A screenshot of the Google 2-Step Verification backup setup screen. At the top, there are icons for a lock, a person, a smartphone, a phone, and a key. Below these icons, the text reads "Almost there! Add a backup option". A sub-header says "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." Below this, there is a dropdown menu showing a US flag and the number "(701) 657-4429". 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." Then, it asks "How do you want to get codes?" with two radio button options: "Text message" and "Phone call", where "Phone call" is selected. At the bottom left, there is a link "USE ANOTHER BACKUP OPTION" and at the bottom right, a blue "SEND" button.

You will then be asked to configure a backup method to complete 2 - step verification. Select the "Text message" option and click "SEND"

Google will then send you a test message through the app you configured on your phone (GMail or Google Search). You may have to open the app to complete the confirmation request. Select the "Yes" button. If you have any doubt, Select No.



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Confirm that it works

Google just sent a text message with a verification code to (508) 000-0000.

[Enter the code](#)

34567

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

[BACK](#) [NEXT](#)

You will receive a text message from Google with a code, enter that code in to the web site and click "NEXT"

Lastly, confirm that you want to enable 2-Step Verification by pressing the "TURN ON" button.

Turn on 2-Step Verification?

Second step: **Google prompt (default)**

Backup option: **Voice or text message**

You'll stay signed in to username@nwhite.k12.in.us on these devices:

My iPhone. (the name of your device will appear when you turn on 2-Step Verification)

You might be signed out of your other devices. To sign back in, you'll need your password and second step.

[TURN ON](#)

It will take you to the 2-Step Verification page. Here you can review your settings and optionally configure alternate methods to complete two-factor authentication.

For additional assistance, submit a Tech Request ticket: <https://ida.minot.k12.nd.us/techrequest>

- Currently this is only available when on the district network.

Or call the Technology Office at 701-857-4429 during business hours.

For additional information to turn on 2-step verification visit

<https://support.google.com/accounts/answer/185839>