



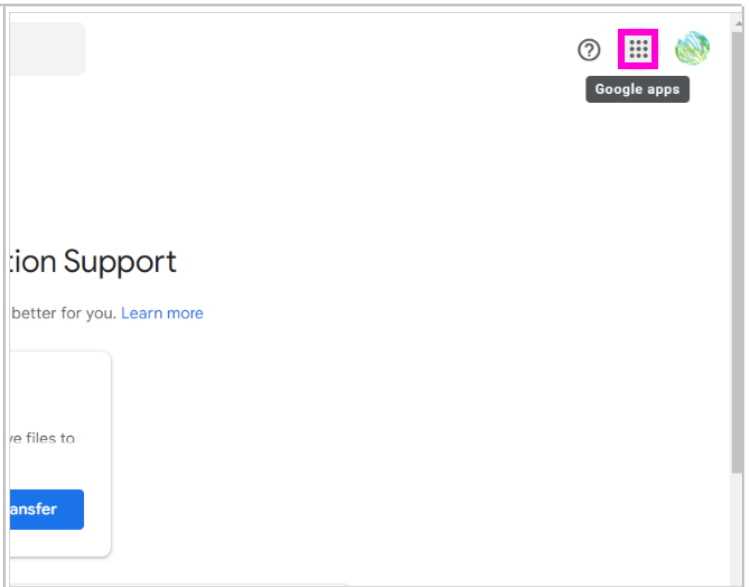
Google Workspace - How to turn on Two-Factor Authentication.

P-CCS Technology

1



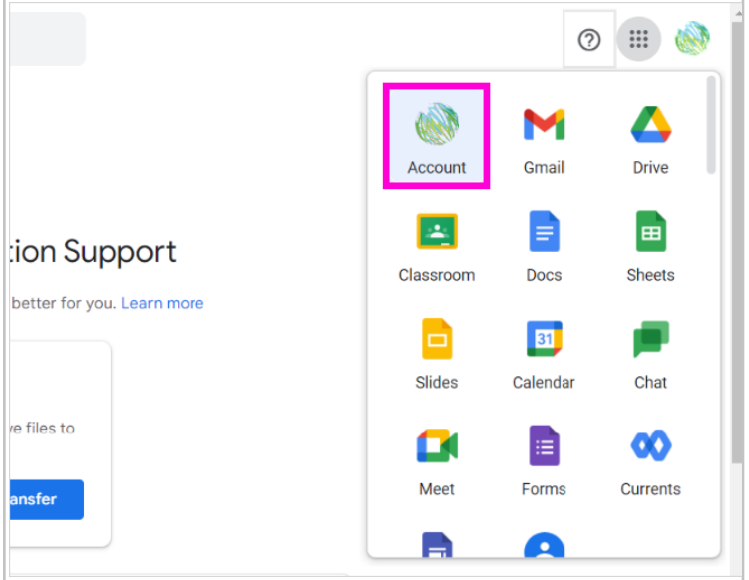
The first step is to open your **Google Account** by clicking on the apps launcher (aka the waffle) in the upper right corner.



2



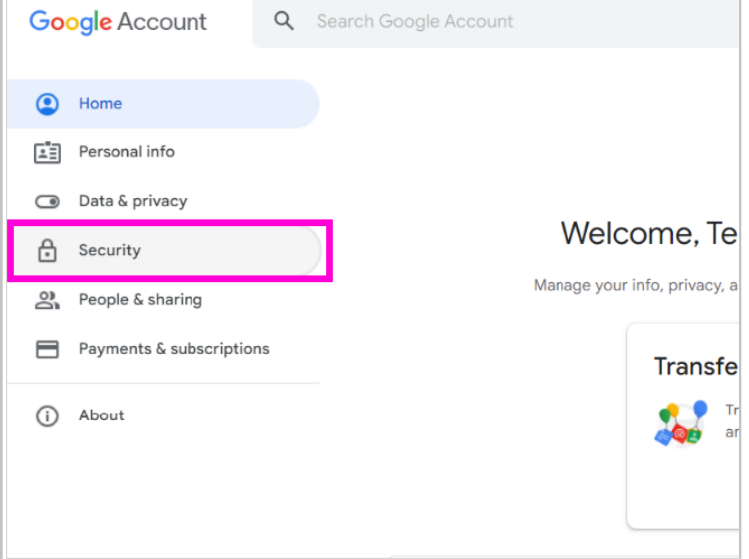
Click **Account**



3



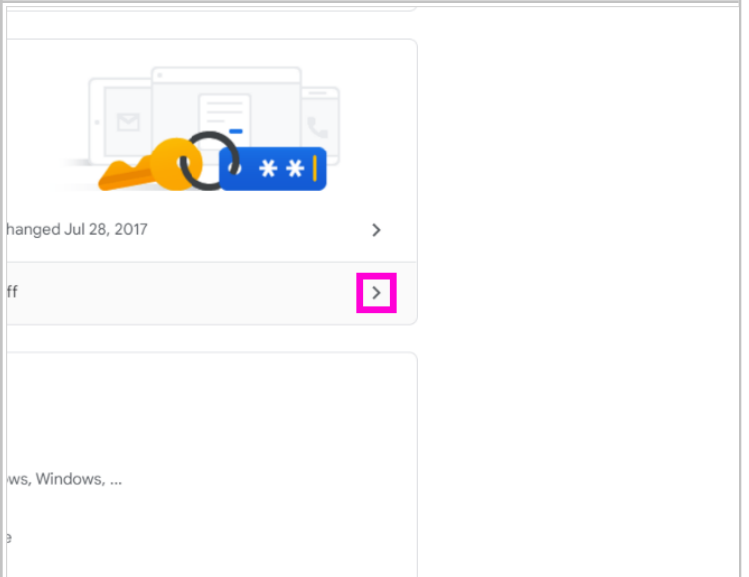
Click **Security** from the left menu.



4



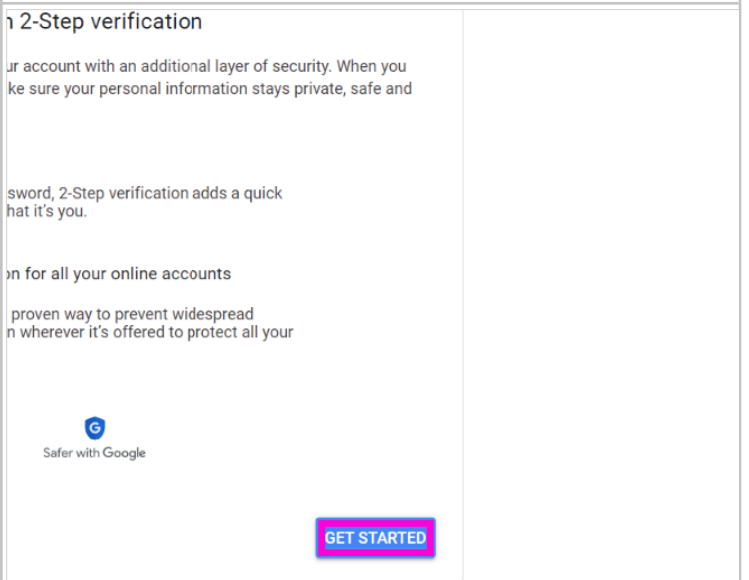
Scroll down and **click the arrow next to 2-step Verification** under the "Signing in to Google" heading.



5



Click **Get started**



6



Verify it is you by typing your password, then Click **Next**

7



If you'd like to use your cell phone for verification, which may be the easiest route, click continue and follow the prompts on your cell. Then go to step 12.

8



If you do not wish to use your cell phone, then click **Show more options**. Then Click **Text message or voice call**. (You can also choose security key if you have purchased your own security key device)

9



Click to **Enter a phone number**. It is recommended you enter a phone number you always have easy access to.

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](#)

10



Choose how you would like to get codes and **click on text message OR phone call**.

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](#)

11



After making your choice, click **Next**

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

12



Confirm that it works! Click and then type to **Enter the code** you received either by google prompt, text or phone call.

Confirm that it works

Google will call you at [redacted] to give you a verification code

[Enter the code](#)

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

[BACK](#) Step 2 of 3

13



Then, Click **Next**

to give you a verification code.

Step 2 of 3

[NEXT](#)

14



It worked! Last, Click **Turn on.**

Verification?

Do you want to turn on 2-Step Verification for your Google

Step 3 of 3

[TURN ON](#)



That's it! Your account is more secure. Now you can access any PCCS digital platforms from the waffle (apps launcher) or close your tab.

