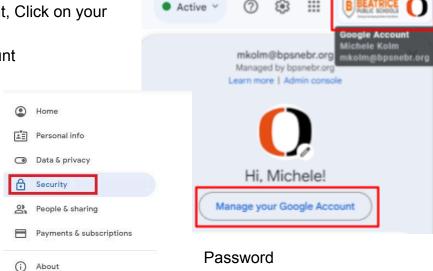
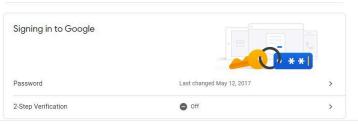
Google Security

- From your Google inbox or account, Click on your user identifier in the upper right.
- Select Manage your Google Account
- From the Index on the left, choose Security
- Select Signing in to Google

Change Password

- Select the Right Arrow by
- Enter current Password





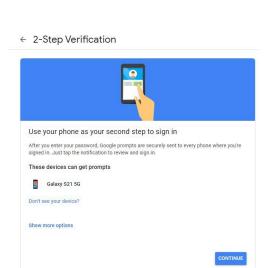
- Enter and confirm your new password
- Hit Change Password Button

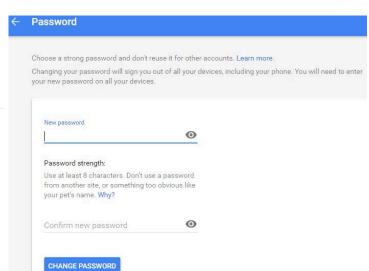
2 Step Verification

- Select the "2 Step Verification" arrow. It defaults to off.
 - If you want to change verification methods it will show as on hit the arrow.
- Enter Password

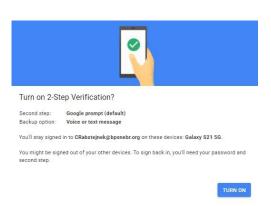
Note - Google prompts are the Default 2nd Step. They are sent to phones you are signed into with your BPS Google Account.

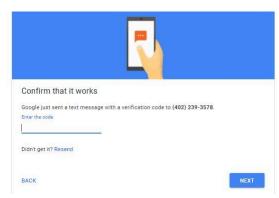
- A message will come to your phone asking if it was you trying to sign in - tap yes. OR no if it wasn't you
- Next screen, you should see your phone.
- Continue

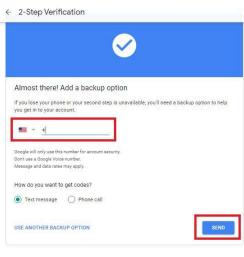




- Next screen enter Phone number probably should be your Cell phone so you can get a text anywhere. If you add a regular phone, it will call you with the information needed, but you need to be by that phone.
 - Select how to receive the code
 - Hit Send
 - You will get a text message on your phone
 - Enter the code from the message
 - Hit NEXT
- Select Turn on



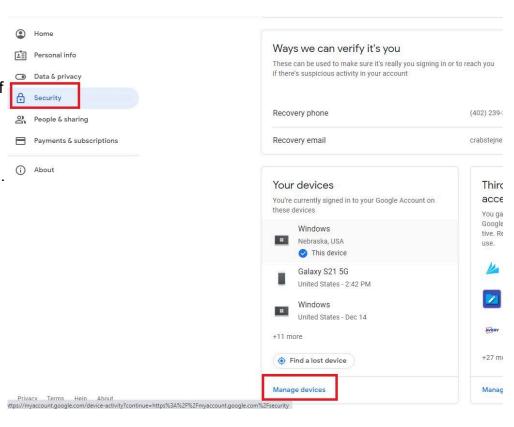




Check Devices you are signed in to.

Sometimes you may get an email saying someone has signed into your Google Account.

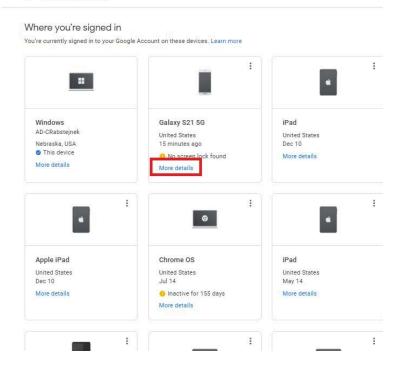
- Always change your password if you think something fishy might be happening.
- Check what devices you are signed in and sign out if needed.
 - While in Security, Find "Your devices"
 - Select Manage Devices



- This screen shows the devices you are signed in to.
- Select View Details
- You can Sign out from this screen if this is a device you do not recognize.
- For more information or to see the IP of the devices, select the links MOre info. or Show IP address.



← Your devices



Ipad

If you have issues with your iPad not being able to access your Google Account - try this:

- Create an App Password for your iPhone or iPad
 An App Password allows 2-Step Verification users to access their account from apps or devices that do not support verification codes.
 - Note: If you have iOS 8.3 or higher on your device, you will no longer have to use App passwords to use 2-Step Verification.
- Go to the App Password Page Click HERE
- You may be asked to sign in to your Google Account.
- At the bottom, click Select app and choose the app you're using, for example, "Mail".
- Click Select device and choose "iPhone" or "iPad"
- Click Generate.
 - It will generate a 16 character code
- Click DONE
- On your iPad:
 - Go to Settings > Mail, Contacts, Calendars.
 - o Select your Google Account from the list.
 - o Click Account.
 - When it asks for your Google Password, enter your App Password in the password field instead of your actual Google Password
 - Note: If you have iOS 8.3 or higher on your device, you will no longer have to use App passwords to use 2-Step Verification.

