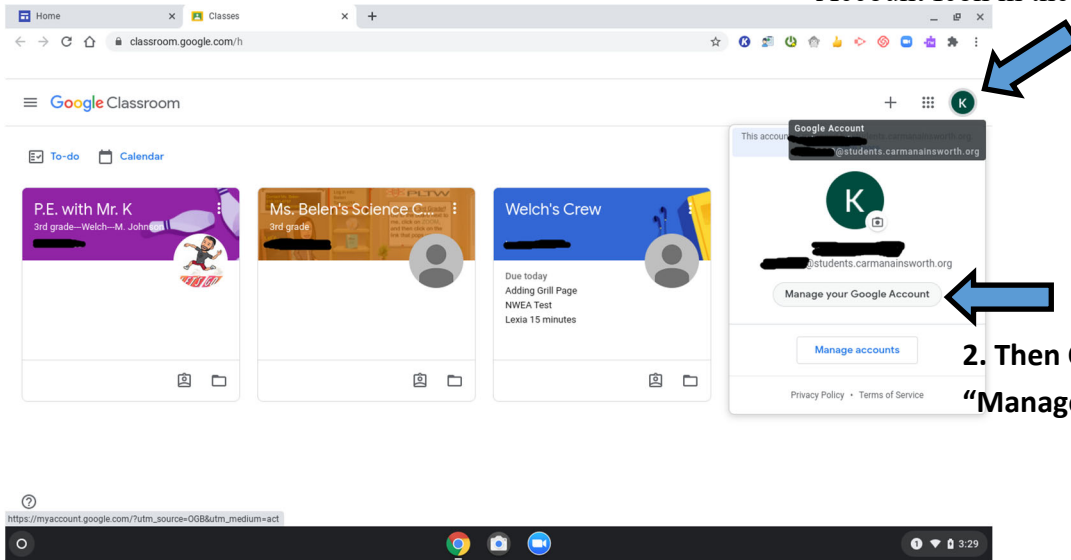


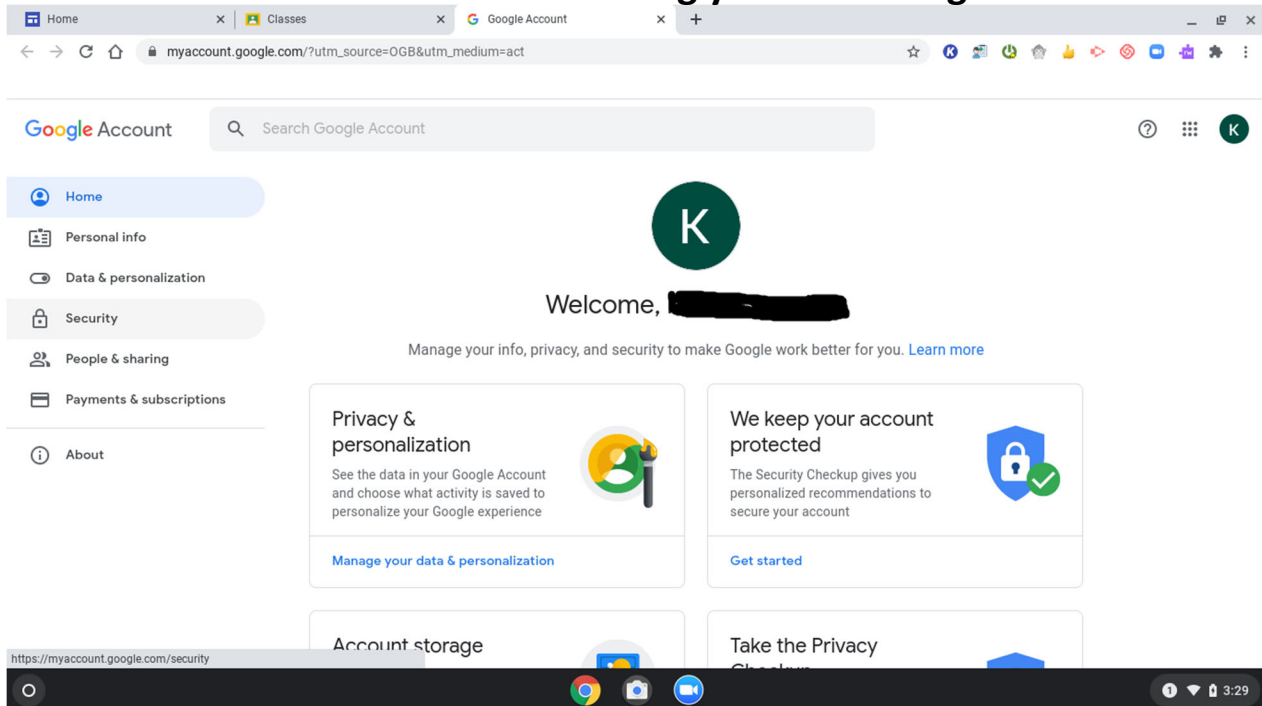
Guide for Setting up Two-Factor Authentication

1. Once you are logged into your Student or Staff account go to Google Classroom. Click on the Account Icon in the upper right corner.



2. Then Click on "Manage your Google Account"

3. Then that will bring you to this Page



4. Click on the Security Section



A screenshot of the Google Account 'Security' page. The browser address bar shows 'myaccount.google.com/security'. The page features a left-hand navigation menu with 'Security' highlighted. The main content area includes a 'we keep your account protected' section, a 'Signing in to Google' section with a '2-Step Verification' toggle set to 'Off', and a 'Recent security activity' section. A blue arrow points to the 'Off' toggle for 2-Step Verification.

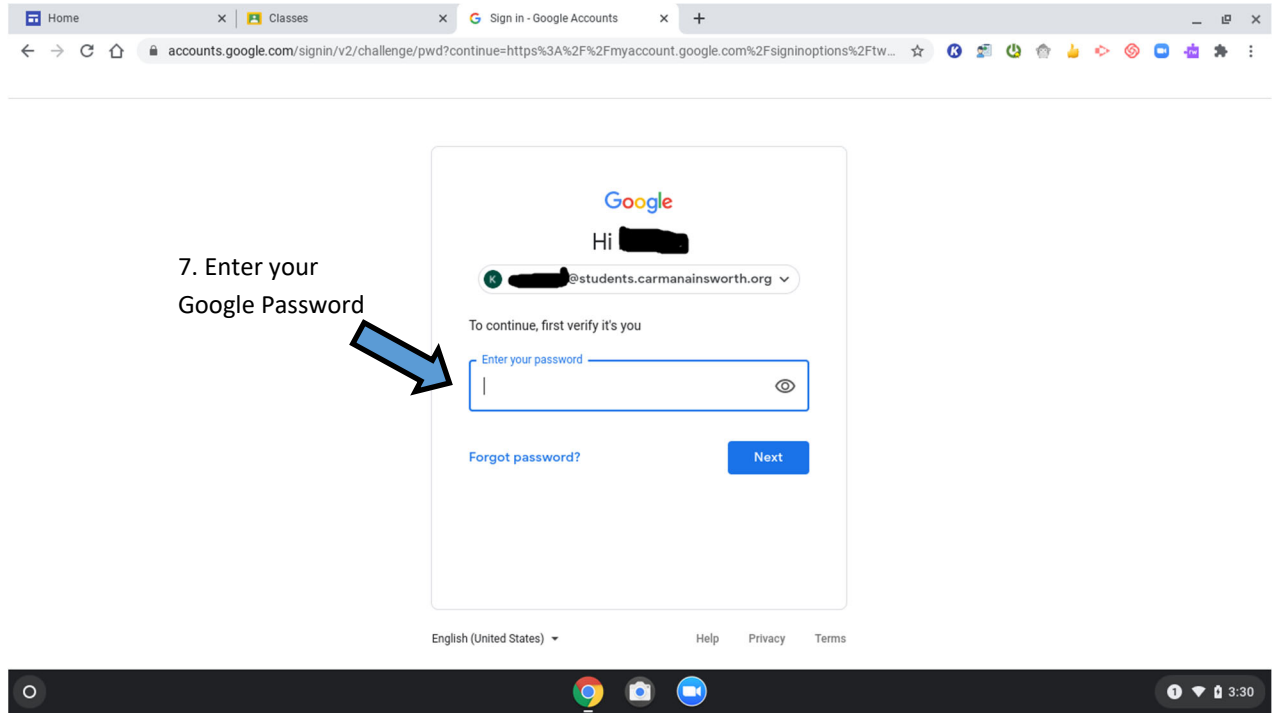
5. Click on the 2-Step Verification



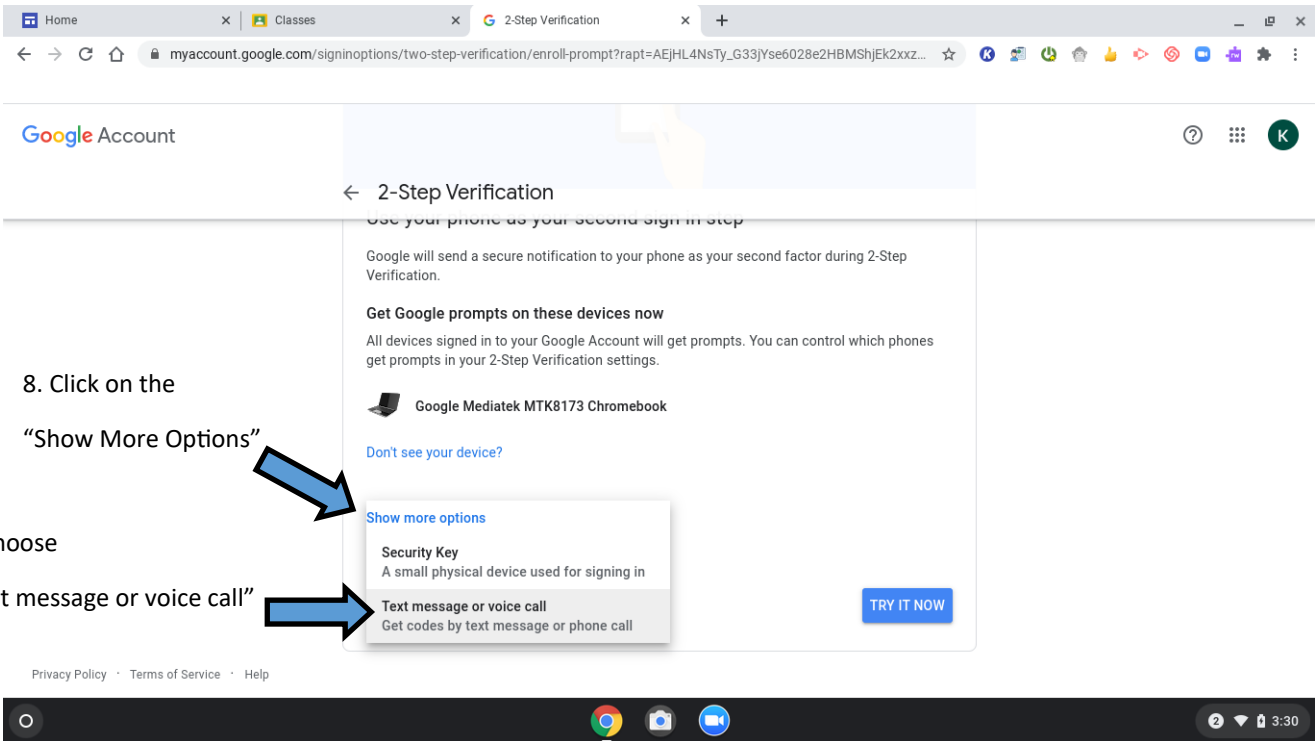
A screenshot of the Google Account '2-Step Verification' enrollment page. The browser address bar shows 'myaccount.google.com/signinoptions/two-step-verification/enroll-welcome'. The page title is '2-Step Verification'. The main content area is titled 'Protect your account with 2-Step Verification' and includes two bullet points: 'Add an extra layer of security' and 'Keep the bad guys out'. A blue 'GET STARTED' button is located at the bottom right of the main content area. A blue arrow points to this button.

6. Click on Get Started





7. Enter your Google Password

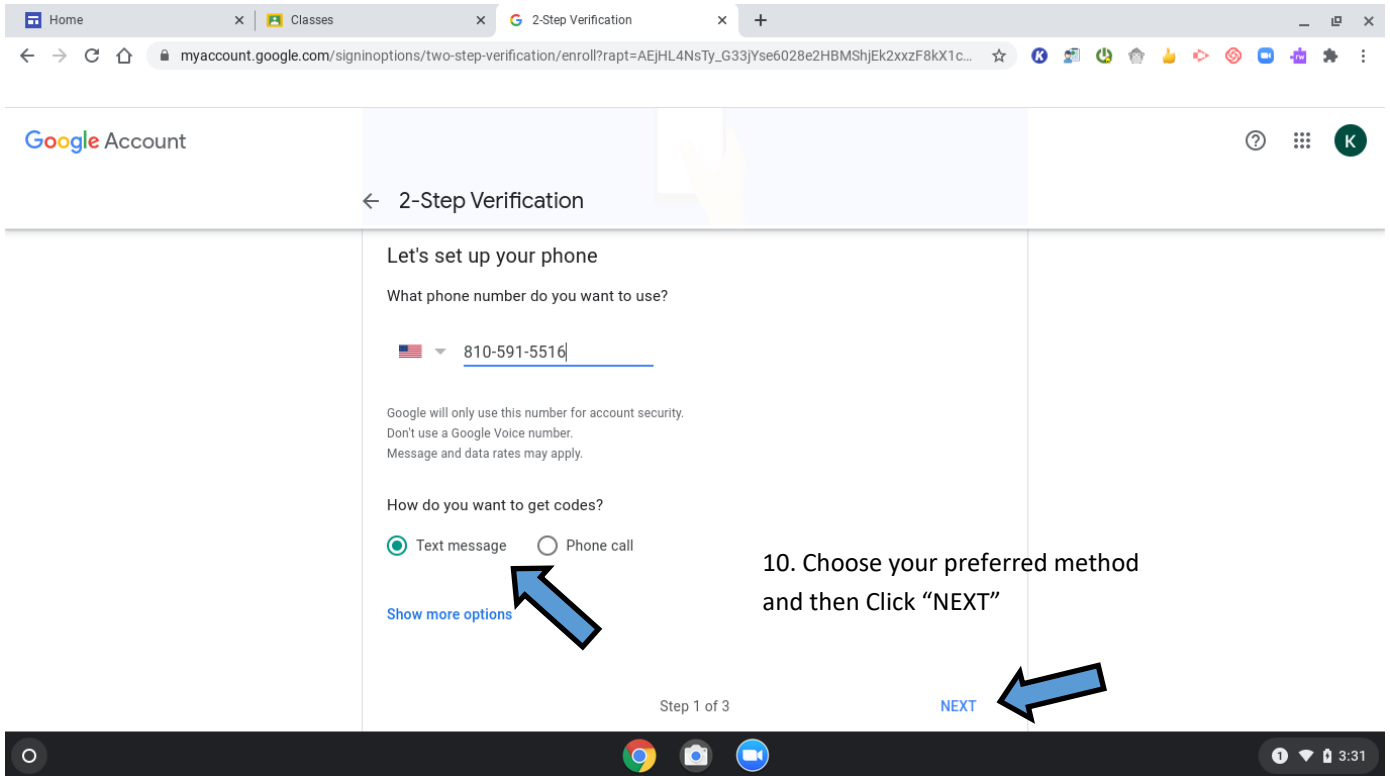


8. Click on the "Show More Options"



9. Choose "Text message or voice call"





11. If you choose Text Message Method you will see a text on your phone and you will need to enter it on the Chromebook to confirm the Process of Setting up the 2-Step Verification.

If you choose the Phone Call method you will receive a call and hear a message with the code.

