

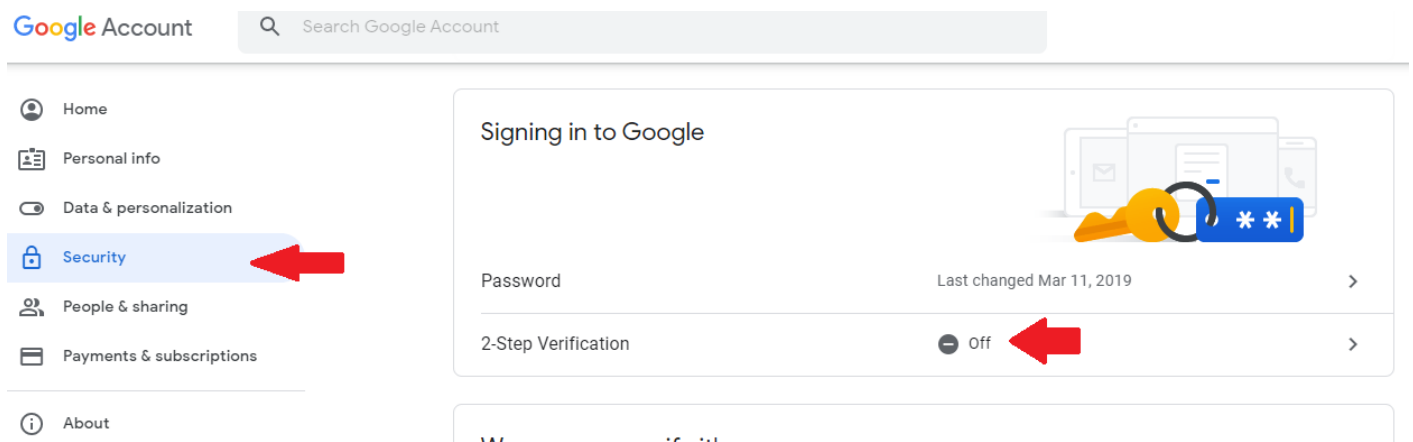
# Gmail

- [How to Setup Multi Factor Authentication for Gmail](#)
- [Use Gmail App for Multi-factor Authentication](#)
- [How to Setup GAuth Authenticator with Gmail](#)
- [How to change Cell Phone number for 2 Factor Authentication](#)

# How to Setup Multi Factor Authentication for Gmail

Step 1. Go to <https://myaccount.google.com/> and make sure you are signed into Gmail with your ISS Account

Step 2. Click **Security** on the left hand side of the screen, and then click where it says **Off** beside 2-Factor Verification (Pictured below)



Step 3. Click **Get Started** on the next page (pictured below) and it may prompt you to sign in again.

## ← 2-Step Verification



### Protect your account with 2-Step Verification

Each time you sign in to your Google Account, you'll need your password and a verification code. [Learn more](#)



Add an extra layer of security

Enter your password and a unique verification code that's sent to your phone.



Keep the bad guys out

Even if someone else gets your password, it won't be enough to sign in to your account.



GET STARTED

Step 4. If you have the Gmail App on your phone that is signed into your ISS Email account, you will see something that says "**These devices can get prompts**" and you will see something that says your Phone name. (Photo below) **If you use the Gmail App on your phone, please [click here](#) for further instructions.** If you are NOT using the Gmail App or you DO NOT WANT to use the Gmail App, Please continue to the next step. (Photo below)

## ← 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



Ethan's iPhone



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

[Show more options](#)

CONTINUE

Step 5. Click **Show more options** and then click **Text message or voice call** (Photo below)

## ← 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



Ethan's iPhone

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



Click this first

[Show more options](#)

#### Security Key

A small physical device used for signing in

#### Text message or voice call

Get codes by text message or phone call

Click this second



CONTINUE


Step 6. Enter your cell phone number in the field for your phone number. You can choose whether you want to receive a code via text message, or via phone call and then click **Next**. (Photo below)

## ← 2-Step Verification



### Let's set up your phone

What phone number do you want to use?

 | Phone Number Here

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?

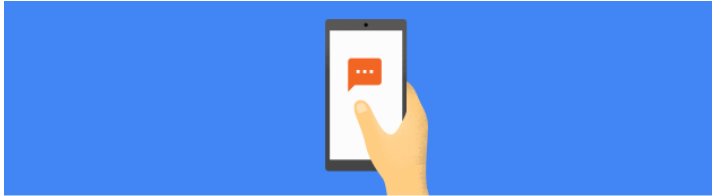
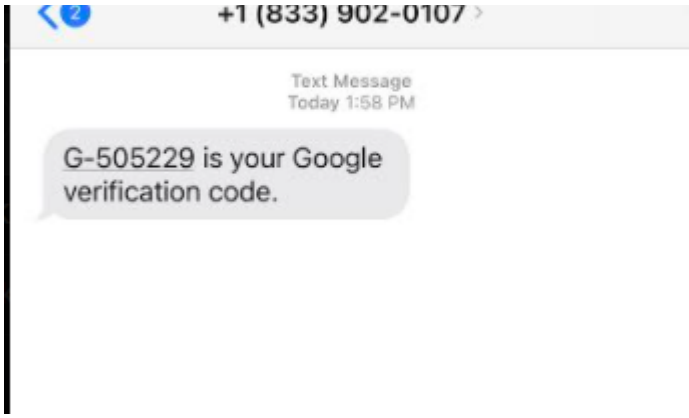
Text message     Phone call

[Show more options](#)

Step 1 of 3

[NEXT](#)

Step 7. If you choose text message, Google will text you a Google Verification Code. You will then enter the code **without the G- in front** into the text box. (Photo below)



### Confirm that it works

Google just sent a text message with a verification code to

Enter the code

505229

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

[BACK](#)

Step 2 of 3

[NEXT](#)

Step 8. Click **Turn On** to confirm that you want to turn on 2-Step Verification. (Photo below)

## ← 2-Step Verification

---



### It worked! Turn on 2-Step Verification?

Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account @iss.k12.nc.us?

Step 3 of 3

 **TURN ON**

Here is a video on the steps to setup Multi Factor Authentication

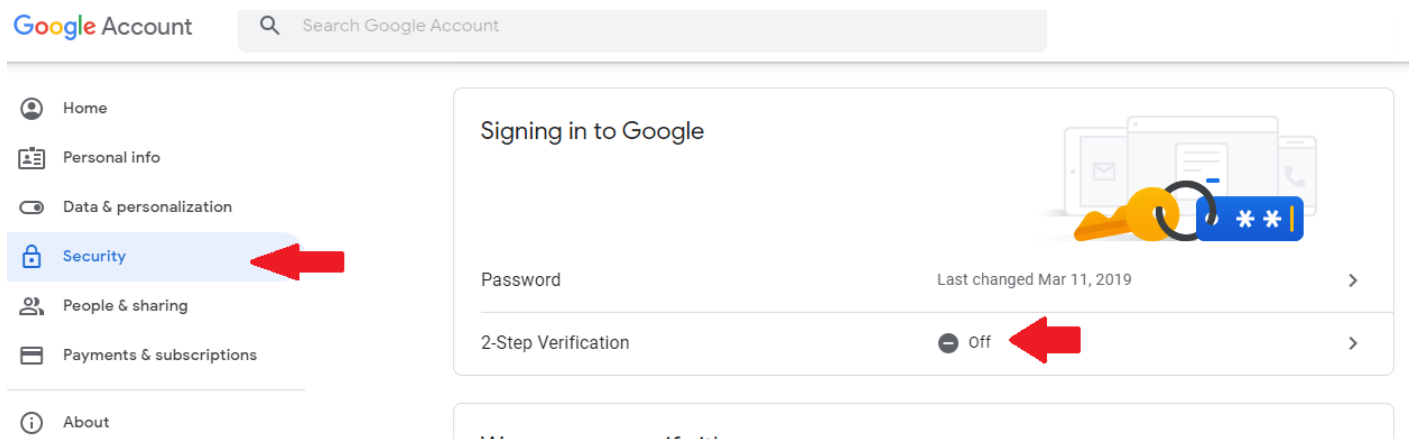
<https://drive.google.com/file/d/1Pss2Lr6tzljv19wx4w2jXsfqMm1g9t9K/preview>

# Use Gmail App for Multi-factor Authentication

IF YOU DO NOT USE THE GMAIL APP ON YOUR PHONE, PLEASE DO NOT USE THE INSTRUCTIONS BELOW, Please [CLICK HERE](#) for instructions WITHOUT the App.

Step 1. Go to <https://myaccount.google.com/>

Step 2. Click **Security** on the left hand side of the screen, and then click where it says **Off** beside 2-Factor Verification (Pictured below)



Step 3. Click **Get Started** on the next page (pictured below) and it may prompt you to sign in again.

## ← 2-Step Verification



### Protect your account with 2-Step Verification

Each time you sign in to your Google Account, you'll need your password and a verification code. [Learn more](#)



Add an extra layer of security

Enter your password and a unique verification code that's sent to your phone.



Keep the bad guys out

Even if someone else gets your password, it won't be enough to sign in to your account.



Step 4. If you have the Gmail App on your phone that is signed into your ISS Email account, you will see something that says **These devices can get prompts** and you will see something that says your Phone name. (Photo below) Make sure your device is there and selected and then click 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



Ethan's iPhone

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

[Show more options](#)





CONTINUE

Step 5. It will make you enter a phone number, just to be safe. Please enter your phone number, and then choose either a text message or a phone call to confirm and then press **Send**.



## 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.

  | Phone Number Goes Here

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

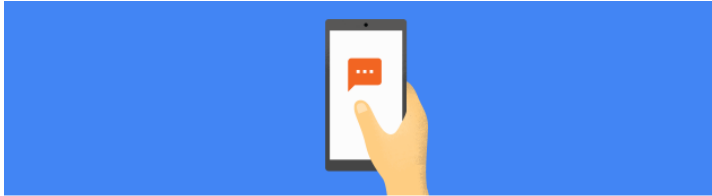
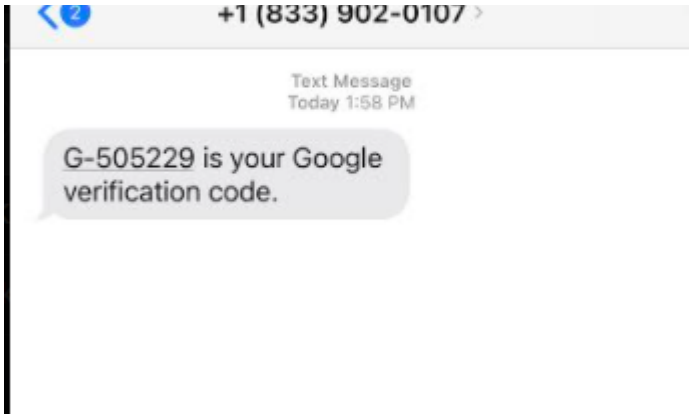
How do you want to get codes?

Text message     Phone call

[USE ANOTHER BACKUP OPTION](#)



Step 6. If you choose text message, Google will text you a Google Verification Code. You will then enter the code into the text box, without the G- and then click **Next**



### Confirm that it works

Google just sent a text message with a verification code to

Enter the code

505229

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

[BACK](#)

Step 2 of 3

[NEXT](#)

Step 7. The next time you sign in, it will prompt you to confirm on your phone. Make sure to click the check box beside **Don't ask again on this device** if you would like to stay logged in on this device. (Photo below)



## 2-Step Verification

This extra step shows it's really you trying to sign in

@iss.k12.nc.us ▾



### Open the Gmail app on Apple iPhone XS Max

Google sent a notification to your Apple iPhone XS Max. Open the Gmail app and tap **Yes** on the prompt to sign in.

Don't ask again on this device

[Try another way](#)

Step 8. When you are on this screen, you will need to open the Gmail App on your phone and confirm whether or not you are the person trying to sign in to the device. After you choose **Yes** on your phone, you should then be signed into Gmail on the computer.



Is it you trying to sign in?

@iss.k12.nc.us

**Device**

Windows NT 10.0

**Near**

Hope Mills, NC, USA

**Time**

Just now

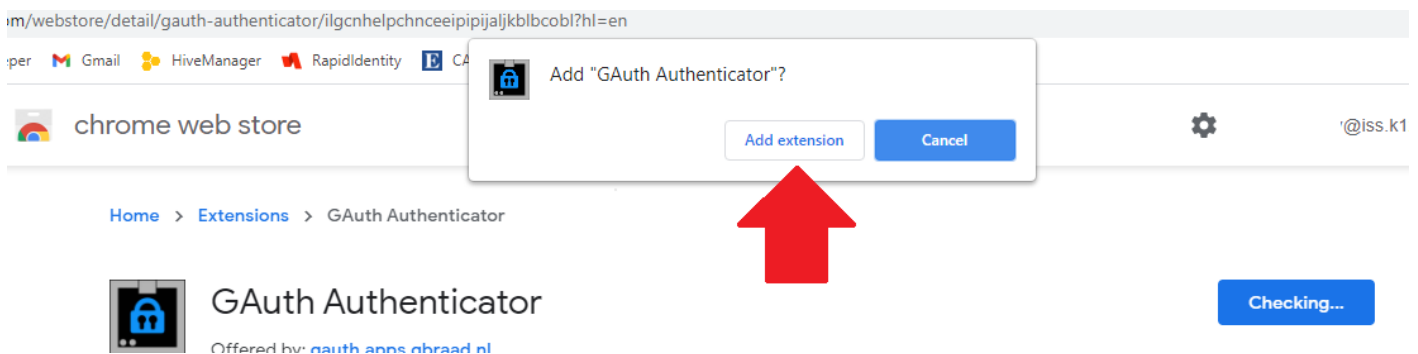
 [No, it's not me](#)

 [Yes](#)

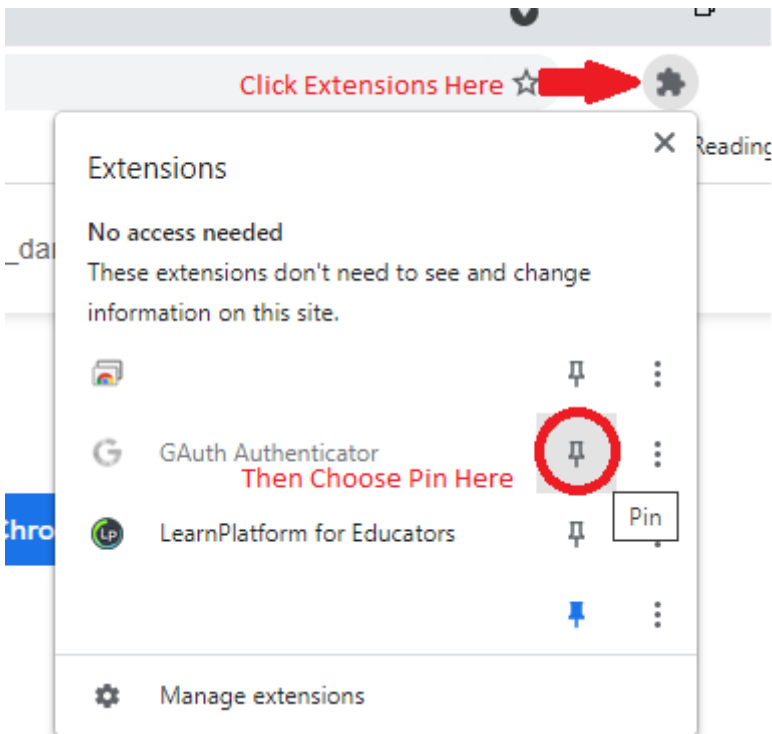
# How to Setup GAuth Authenticator with Gmail

Please make sure you have enabled Two Factor Authenticator in Gmail. If this has not been done, please follow the instructions listed [here](#).

Step 1. Please add the Chrome Extension GAuth Authenticator by [clicking here](#) and click **Add to Chrome**. (Pictured Below)

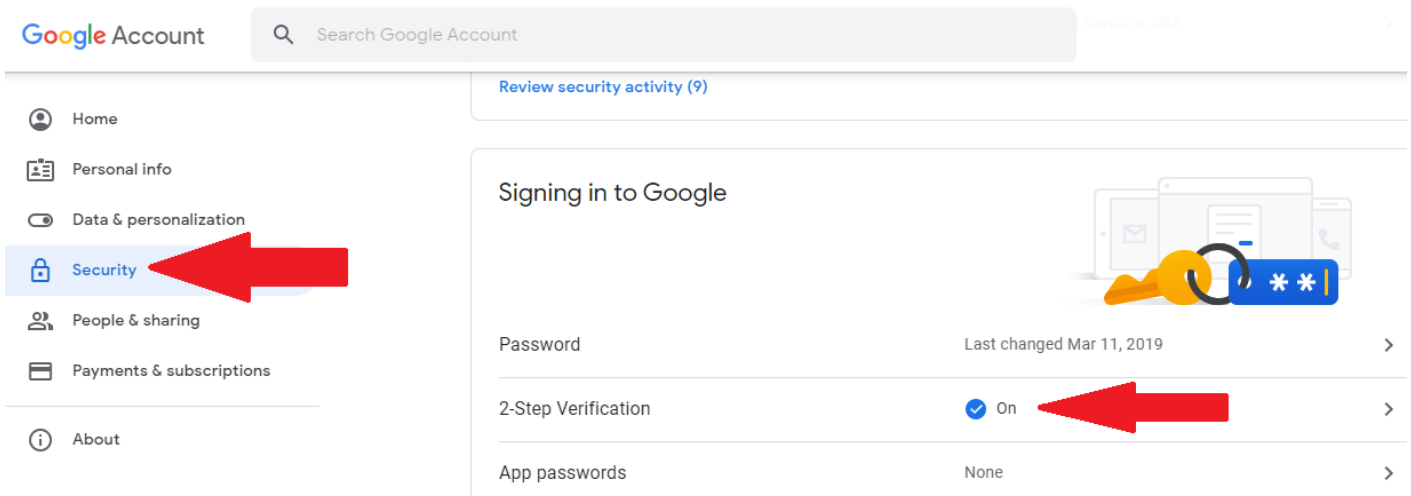


Step 2. In the Top Right Hand corner of the screen, choose the extensions icon that looks like a puzzle piece. After you click on that, then click on the thumbtack beside of GAuth Authenticator to Pin GAuth Authenticator. (Pictured Below)



Step 3. Go to <https://myaccount.google.com/>

Step 4. Click **Security** on the left hand side of the screen, and then click where it says **On** beside 2-Factor Verification (Pictured below)




Step 5. Scroll down, and find where it says **Authenticator app** and then click **SET UP** (Photo Below)

## ← 2-Step Verification


### Available second steps


A second step after entering your password verifies it's you signing in. [Learn more](#)


 **Google prompts (Default)** [?](#)

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.  
To stop getting prompts on a particular phone, sign out of that phone. [Learn more](#)

**Note:** If you sign in to your Google Account on any eligible phone, Google prompts will be added as another method for 2-Step Verification.

 **iPhone**  
Added: Unknown

 **Voice or text message**


**Verified** 

Verification codes are sent by text message.

[ADD PHONE](#)


### Add more second steps to verify it's you

Set up additional backup steps so you can sign in even if your other options aren't available.


 **Backup codes**


These printable one-time passcodes allow you to sign in when away from your phone, like when you're traveling.

[SET UP](#)

 **Authenticator app**

Use the Authenticator app to get free verification codes, even when your phone is offline. Available for Android and iPhone.

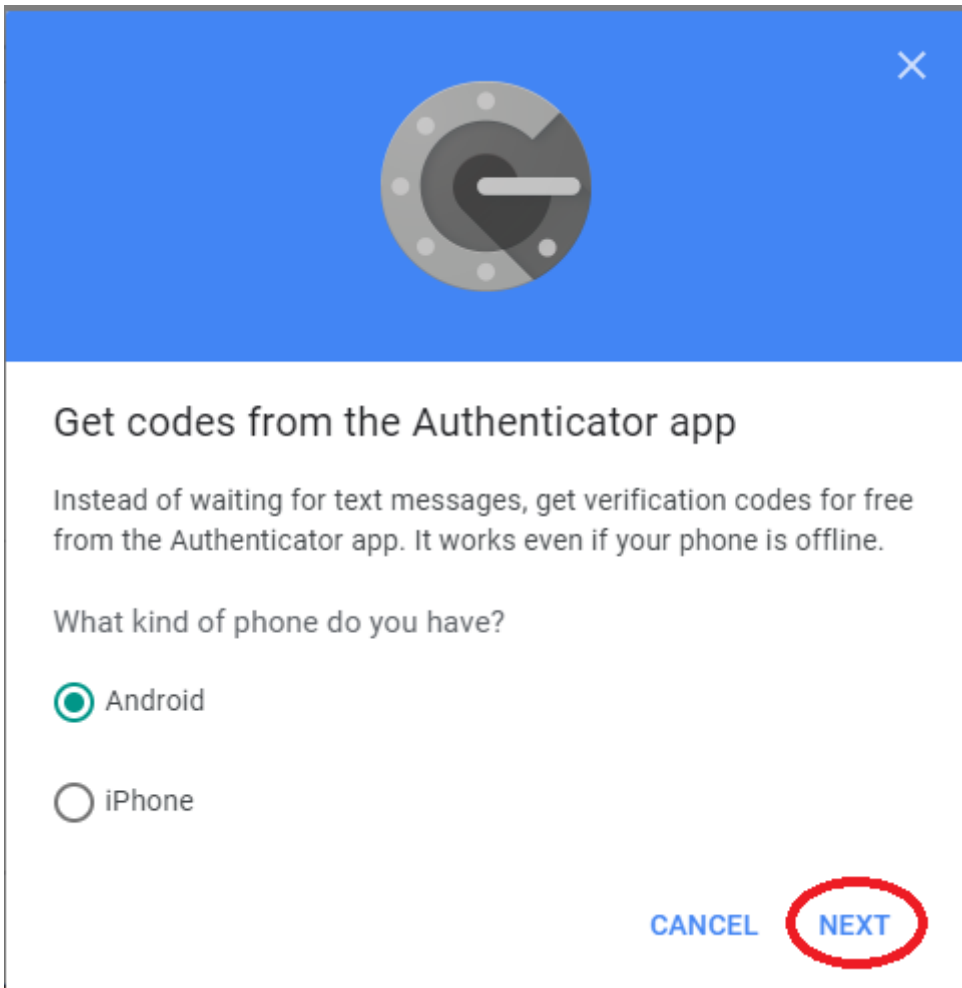
[SET UP](#) 

 **Security Key**

A security key is a verification method that allows you to securely sign in. These can be built in to your phone, use Bluetooth, or plug directly into your computer's USB port.

[ADD SECURITY KEY](#)

Step 6. You can leave the selection on Android, and then click Next. (Photo Below)



Step 7. On the next screen, you will Choose **Can't Scan It?** below the QR Code. (Photo Below)



## Set up Authenticator

- Get the Authenticator App from the [Play Store](#).
- In the App select **Set up account**.
- Choose **Scan a barcode**.

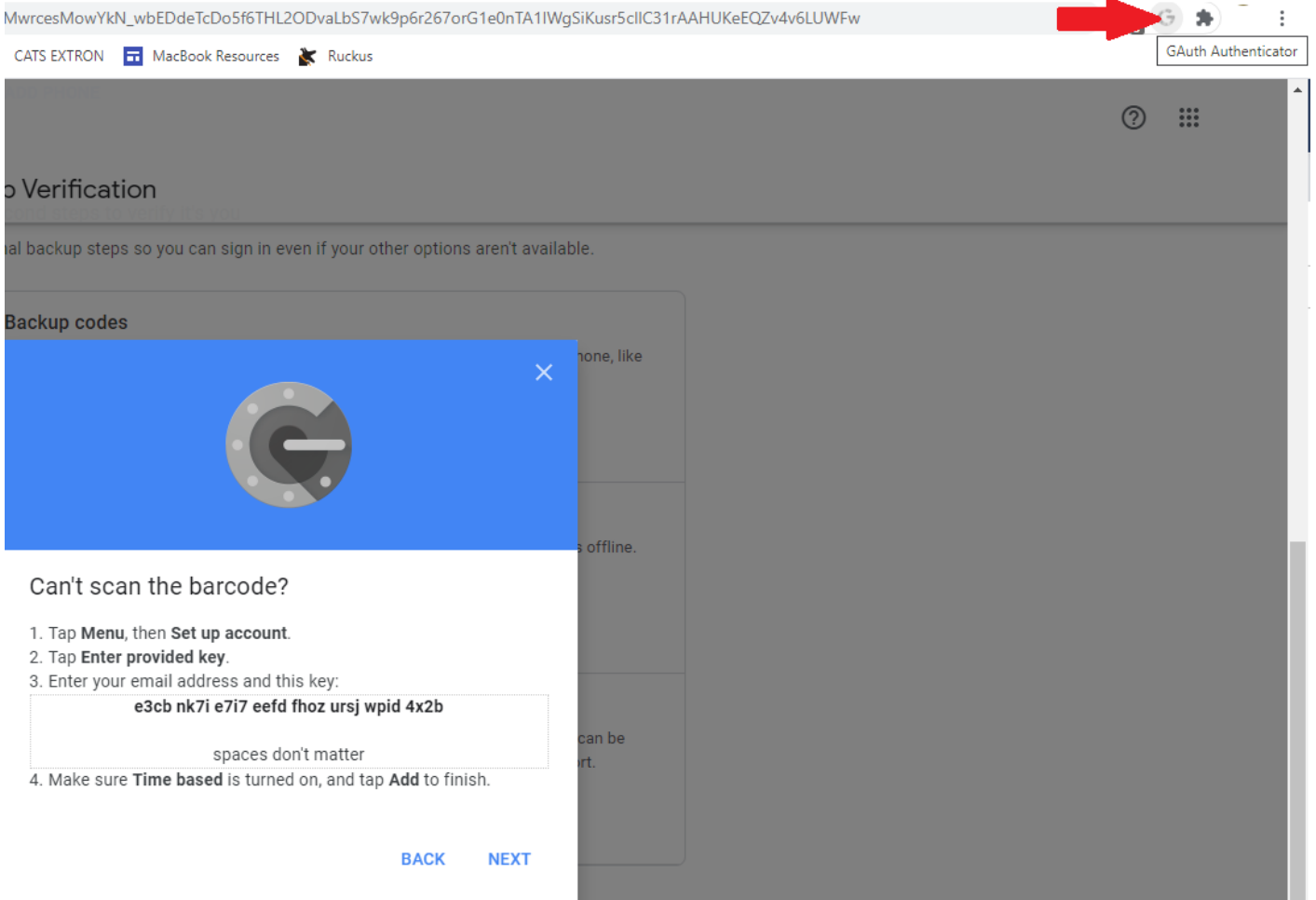


[CAN'T SCAN IT?](#)

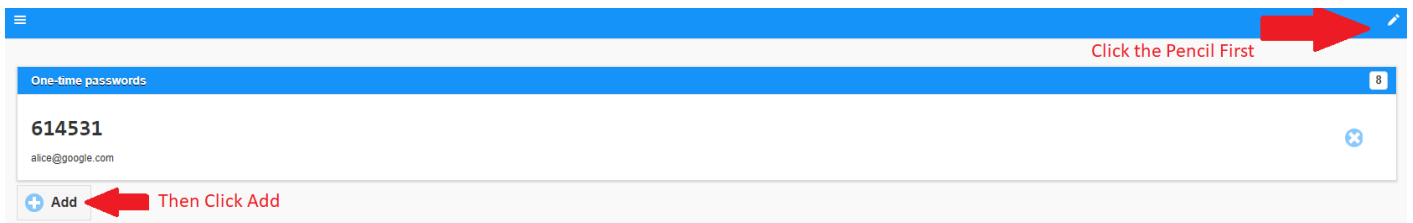


[CANCEL](#)   [NEXT](#)

Step 8. Next you will Click on GAUTH Authenticator icon in the top right.



Step 9. On the next step, you will need to select the pencil in the top right, and then click Add. (Photo Below)



Step 10. You will then go to Add the Account - Make the **Account Name** Gmail or ISS Gmail, then you will have to go back to the Chrome tab that has the Key (from Step 8) and then paste it in the text box that says **Secret key** and then click Add.



## Can't scan the barcode?

1. Tap **Menu**, then **Set up account**.
2. Tap **Enter provided key**.
3. Enter your email address and this key:

**6wsk aipl 33rt fmgj rusp 5ude 2xuo 5skd**  
Copy and paste the code given to you  
to your clipboard  
spaces don't matter



4. Make sure **Time based** is turned on, and tap **Add** to finish.

**PLEASE NOTE, THIS  
CODE CHANGES EVERY  
30 SECONDS OR SO**

[BACK](#)   [NEXT](#)

Account name:

Secret key:

[+ Add](#)   [Cancel](#)

Step 11. Copy the Code that GAuth Authenticator gives you, go back to the Google Accounts Page, and click Next and paste the code there and click verify.

**099279**

Gmail 3



## Set up Authenticator

Enter the 6-digit code you see in the app.

Enter code

099279

CANCEL    VERIFY

**Now, every time that you need a 2 factor authenticator code, you can click on the G-Auth Extension in the top right, and get the code for gmail and copy and paste it in as your 2 factor authentication code.**

**Below is a video of how to set it up, [click here](#) if the video does not work.**

<https://drive.google.com/file/d/15SZZyIT9yl-2eioj5hQQV100PgCn7F7x/preview>



# How to change Cell Phone number for 2 Factor Authentication

1. Sign into your email on a Windows computer or MacBook.

2. Navigate to your email

3. Click the circle next to the ISS banner in the upper right hand corner a. It will either have the first letter of your first name or your profile picture

[Bp3k6uDvBKnN0mnjBHffauBNrbOCDG338wonLxRfE6fq6JXnlcU](#)

4. Click "Manage your Google Account"

[\\_f-NOVL09Ss\\_akq81YfwgbhcDi2ICH8hdf2iOp\\_TDSBiL](#)

5. Click "Security"

qoxS7DXtRNvM-os0A9eJFkhyHzj1a3jRQ1r4EtbCbqO3Dk4x-vZ

6. Then under the “Signing in to Google” section

QOMAZXyAcAMII57a8fobl4E21GhyuUGATEKSJLwdxob47gEkvLMFyeiVOy-jFLWbMCO8y6viZc

a. Click 2-Step Verification

7. Then click the arrow next to “Voice or text message”

8. Now you should see a list of the phone numbers set up for 2-Factor Authentication

a. To remove a phone number click the trash can

b. To edit click the pencil