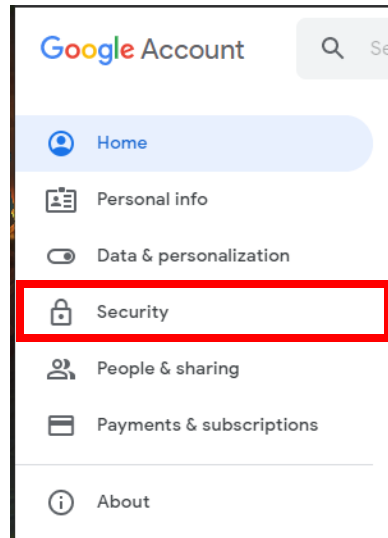
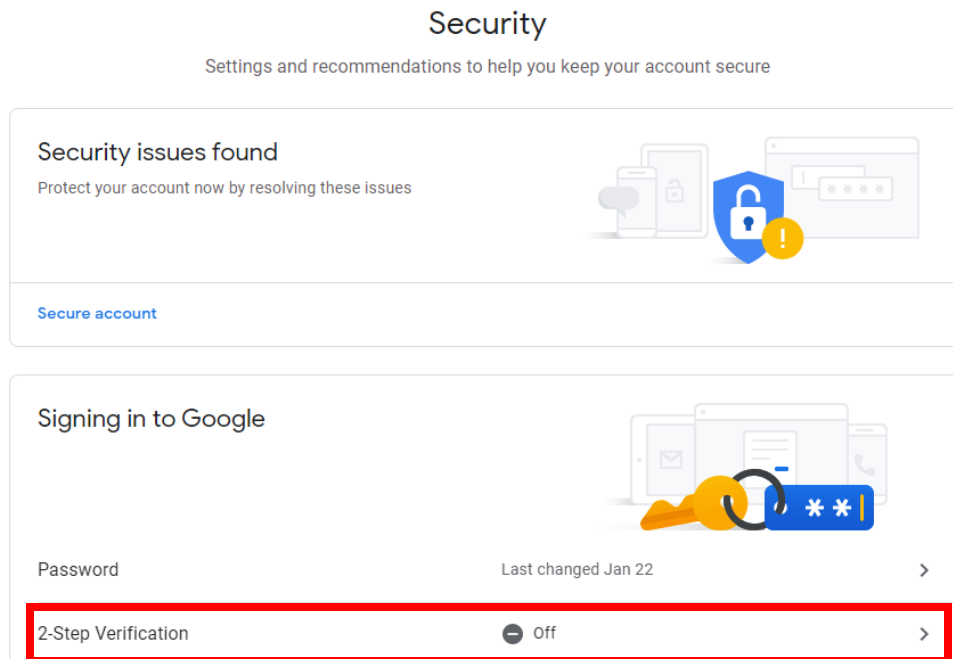


Enabling 2-Step Verification For your Shaker Google Account

1. Open your web browser and navigate to myaccount.google.com
2. In the menu on the left hand side of the screen, left-click the “Security” option.

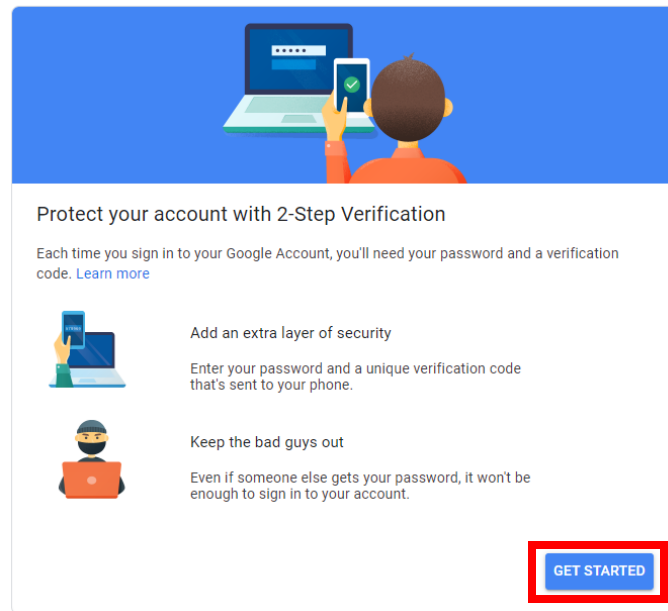


3. On the Security page, below the “Signing in to Google” heading, there is an option for 2-Step Verification. Left-click the words “2-Step Verification” to begin the setup process.



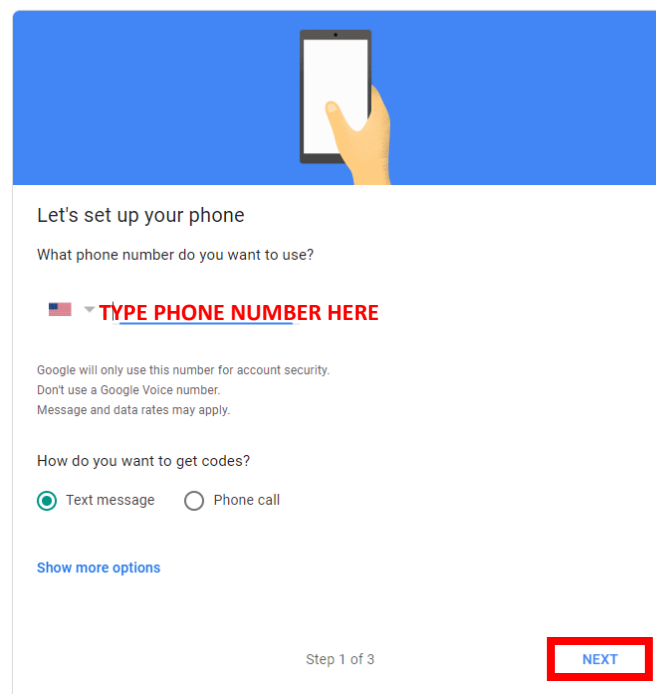
4. You should be taken to the 2-Step Verification page. Take a moment to read the benefits of enabling 2-Step Verification for your account and then left-click the blue “Get Started” button to move forward. You may be prompted to enter your password after this step.

← 2-Step Verification

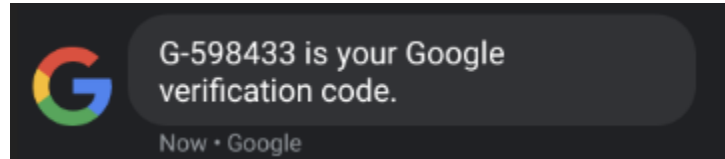


5. On the next page, enter the phone number that you wish to receive your 2-Step Verification codes on. You can opt to either receive a text message or phone call. Shaker Heights (IT recommends the text message option). Once the phone number is entered, left-click the blue “Next” button at the bottom of the page.

← 2-Step Verification



- You will receive a text, or call depending on the selected method, with a confirmation code. The text option will look something like this:



- Enter the code you received and left-click the "Next" option.

← 2-Step Verification

A screenshot of the Google 2-Step Verification code entry screen. The header shows a hand holding a smartphone with a text message icon. The main text says "Confirm that it works" and "Google just sent a text message with a verification code to (216)". Below this is a text input field with the code "598433" entered, highlighted with a red box. There is a "Resend" link and a "NEXT" button at the bottom right, also highlighted with a red box. The screen is labeled "Step 2 of 3".

- You're almost there. On the final page, be sure to left-click the "Turn On" option to enable 2-Step Verification and begin receiving a code when attempting to log in.

← 2-Step Verification

A screenshot of the Google 2-Step Verification confirmation screen. The header shows a hand holding a smartphone with a green checkmark icon. The main text says "It worked! Turn on 2-Step Verification?" and "Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account tmctesty@stu.shaker.org?". At the bottom right, there is a "TURN ON" button highlighted with a red box. The screen is labeled "Step 3 of 3".