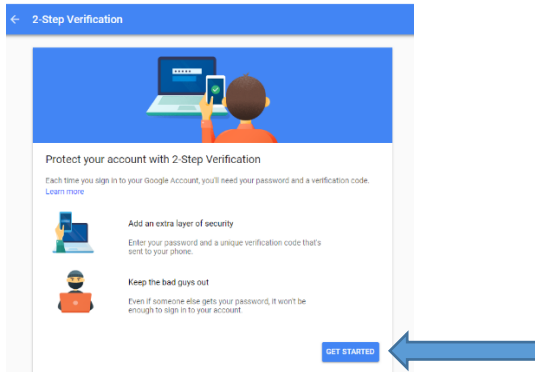
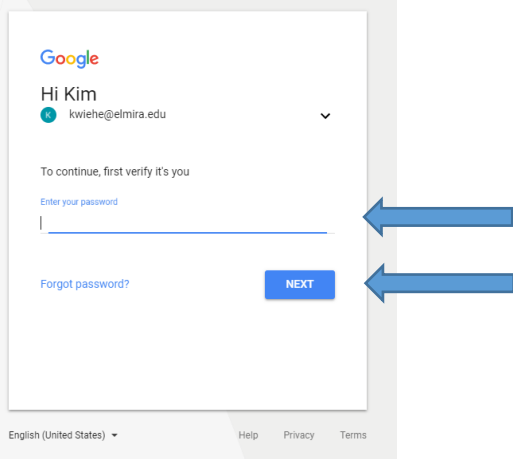


## To set up G Suite 2-Step Authentication

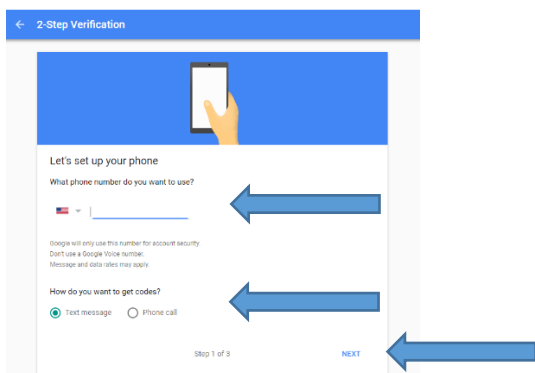
1. Go to: <https://myaccount.google.com/signoptions/two-step-verification/enroll-welcome>
2. You will now see the below window. Select **Get Started**



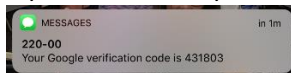
3. You will now have to log into your Elmira College email and then select **Next**



4. Now determine if you want to receive text messages or phone calls for verification.
  - a. If text message, type in your cell phone number and select **Next**.
  - b. If you want a phone call, change the radio button to phone call and then type in your phone number and select **Next**.

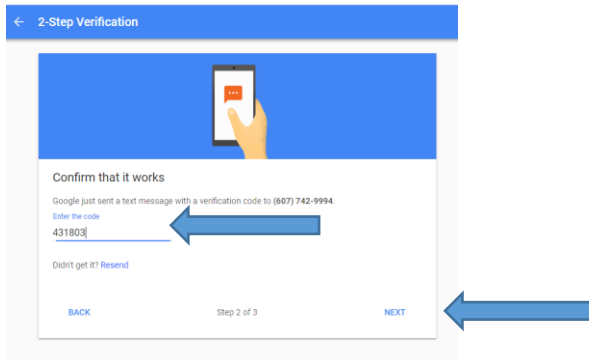


5. If you choose text, you will receive a text alert to your device, just like below.



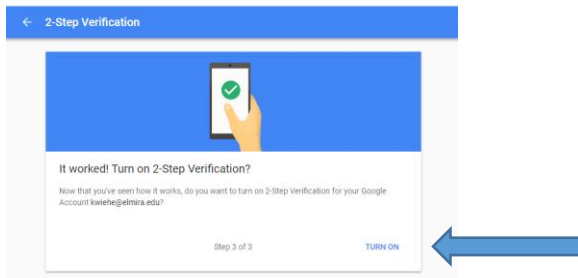
## To set up G Suite 2-Step Authentication

### 6. Enter the Google verification code and select **Next**



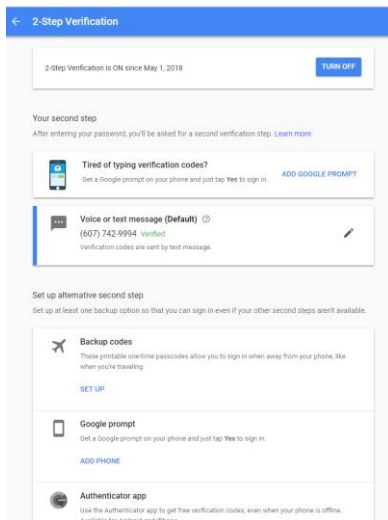
The screenshot shows the '2-Step Verification' screen. At the top, it says 'Confirm that it works'. Below that, it states 'Google just sent a text message with a verification code to (607) 742-9994'. There is a field labeled 'Enter the code' with the value '431803' entered. A blue arrow points to this field. Below the field is a link 'Didn't get it? Resend'. At the bottom, there are 'BACK' and 'NEXT' buttons. A blue arrow points to the 'NEXT' button. The page is labeled 'Step 2 of 3'.

### 7. Select **Turn On**



The screenshot shows the '2-Step Verification' screen with a green checkmark icon. It says 'It worked! Turn on 2-Step Verification?'. Below that, it asks 'Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account kwiehe@elmira.edu?'. At the bottom, there is a 'TURN ON' button. A blue arrow points to this button. The page is labeled 'Step 3 of 3'.

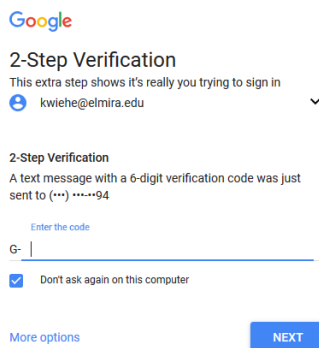
### 8. Now you have set up 2-Step Verification.



The screenshot shows the '2-Step Verification' screen with a 'TURN OFF' button. It says '2-Step Verification is ON since May 1, 2018'. Below that, it says 'Your second step' and 'After entering your password, you'll be asked for a second verification step. Learn more'. There are three options: 'Tired of typing verification codes?' with an 'ADD GOOGLE PROMPT' button, 'Voice or text message (Default)' with a 'Verified' status and a pencil icon, and 'Set up alternative second step' with options for 'Backup codes', 'Google prompt', and 'Authenticator app'.

### 9. An email will be sent to you with a confirmation that you have set up the 2-Step Verification.

### 10. Each time you log onto a new device or browser, you will have to use this 2-Step Verification.



The screenshot shows an email from Google titled '2-Step Verification'. It says 'This extra step shows it's really you trying to sign in' and 'kwiehe@elmira.edu'. Below that, it says '2-Step Verification' and 'A text message with a 6-digit verification code was just sent to (\*-) \*-\*-\*94'. There is a field labeled 'Enter the code' with 'G-' entered. At the bottom, there is a checked box for 'Don't ask again on this computer' and a 'NEXT' button.