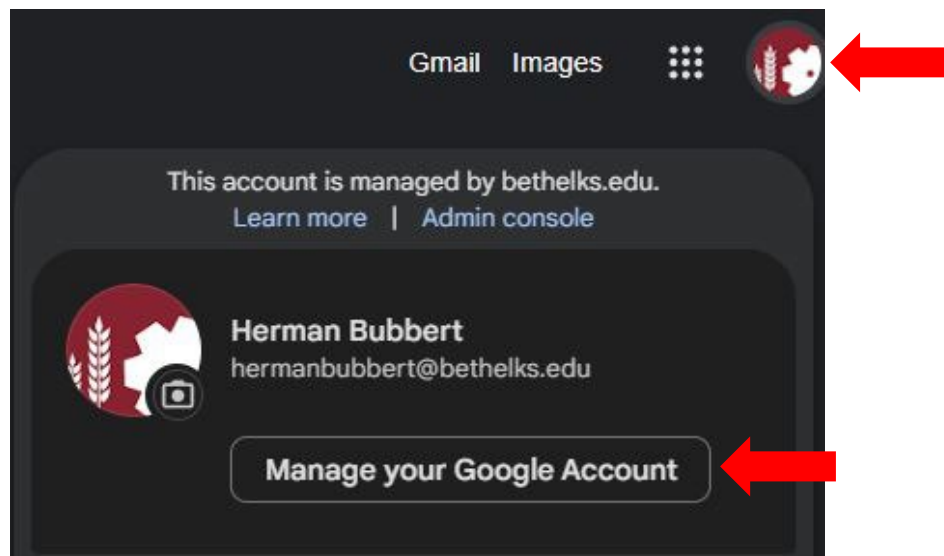
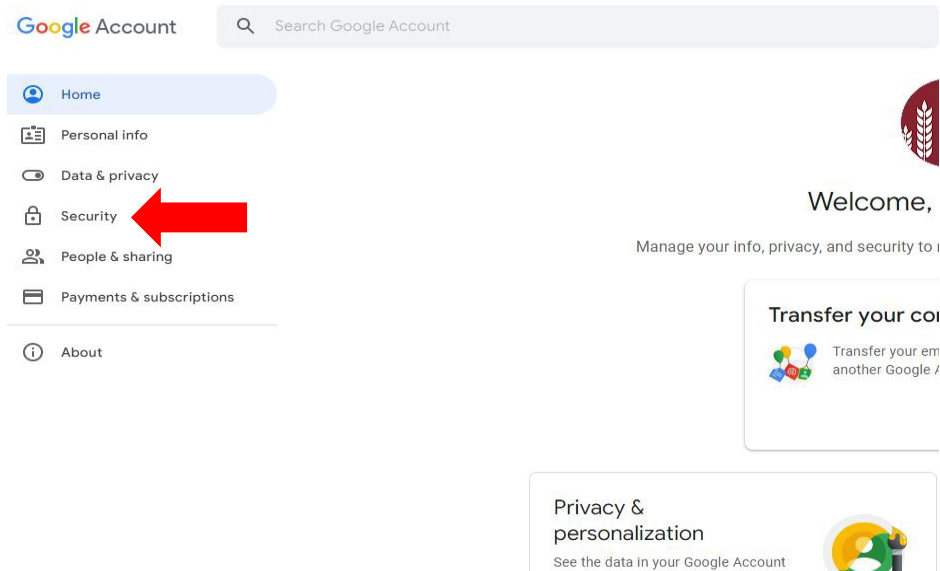


## Enabling 2-Step Verification for your Bethel Google account

1. First, make sure that you are logged in to your Bethel Google account. Next, in the upper right-hand corner, click on your **profile picture** and then choose “**Manage your Google Account**”.



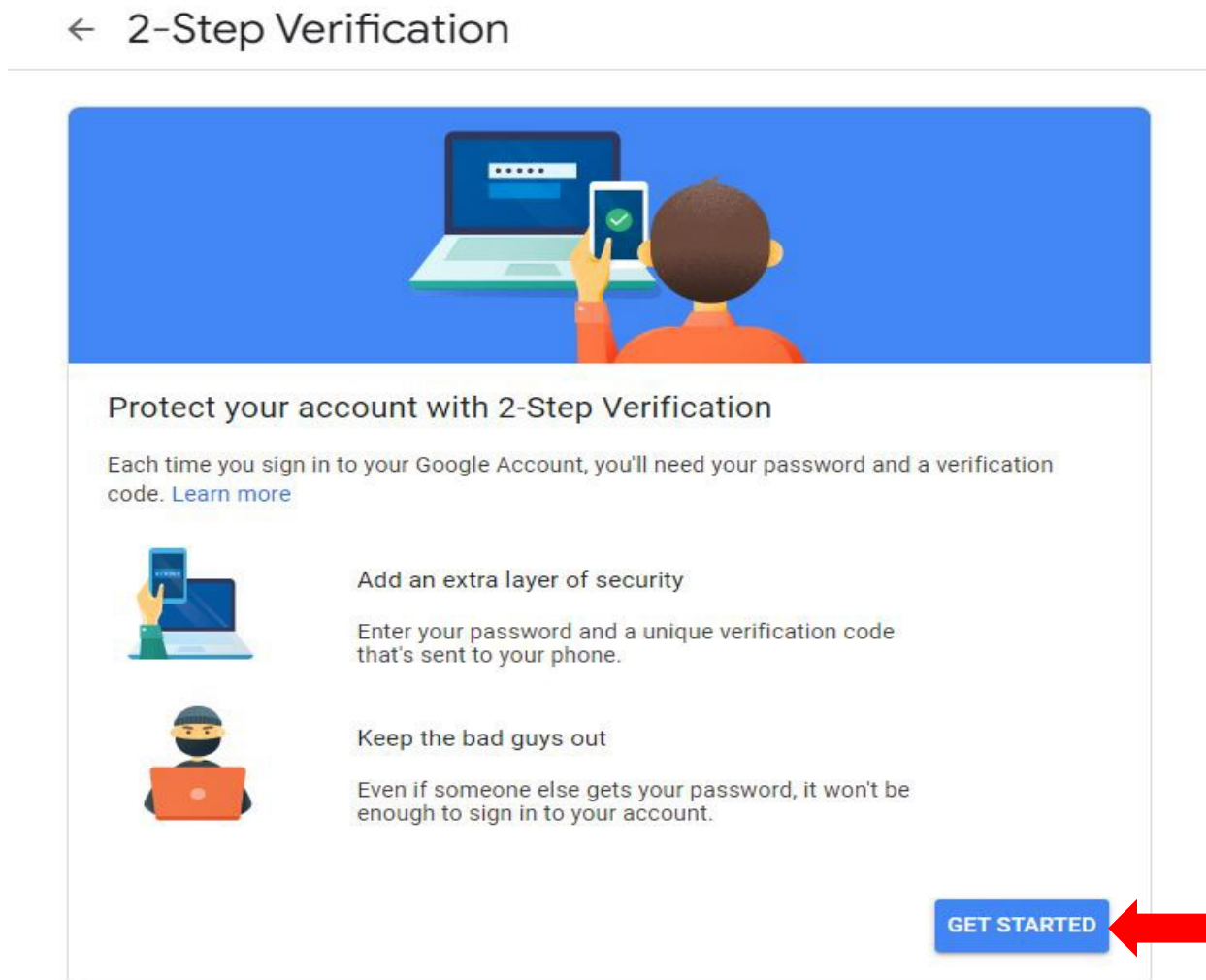
2. Next, choose the **Security** tab, located on the left-hand side.



### 3. Click on "2-Step Verification"




Next, click on "Get Started".

A screenshot of the "2-Step Verification" setup page. At the top, there is a blue header with an illustration of a person using a laptop and a smartphone. Below the header, the text reads "Protect your account with 2-Step Verification". Underneath, it says "Each time you sign in to your Google Account, you'll need your password and a verification code. [Learn more](#)". There are two main sections: "Add an extra layer of security" with an icon of a hand holding a smartphone, and "Keep the bad guys out" with an icon of a person in a mask. At the bottom right, there is a blue "GET STARTED" button with a red arrow pointing to it.

4. If you have previously logged into your Google account on your phone, it will be listed as your default option to receive Google prompts.  
If you have not previously logged in on your phone, follow the directions on the next page to add your Google account.


## ← 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**

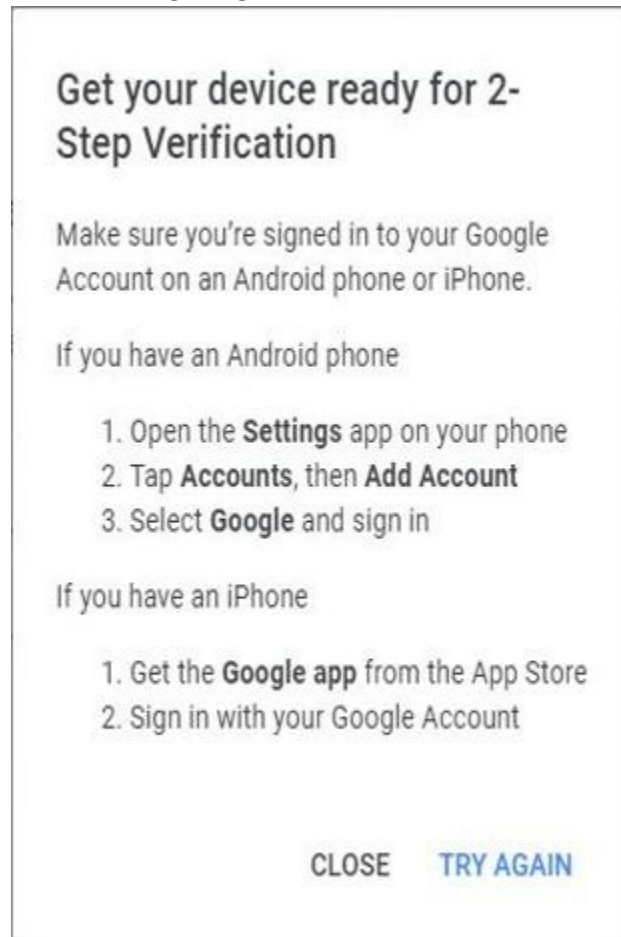
-  Galaxy J7(2016)

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

[Show more options](#)

 **CONTINUE**

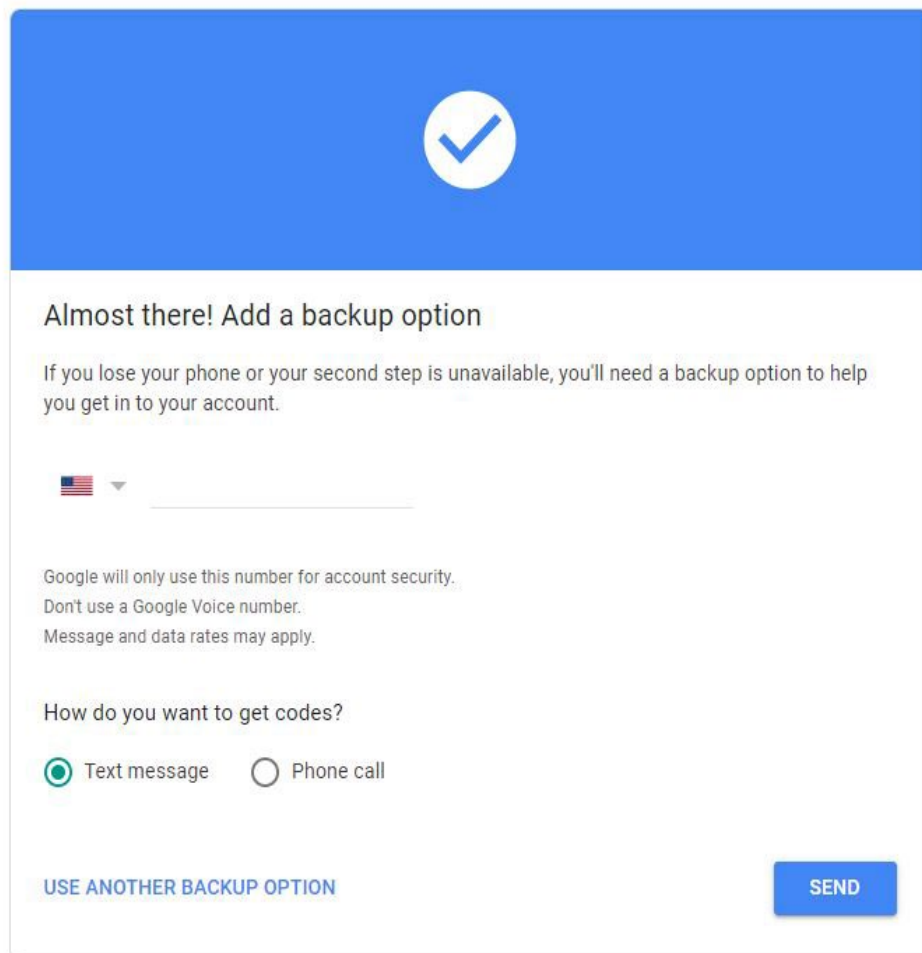
**Don't see your device?** If you are not currently logged in on your mobile phone, please follow these directions below to get signed in.



5. Next, you will need to choose at least one "Backup option". If you lose your phone or your second step is unavailable, you'll need a backup option to help you get into your account.

There are a couple options you can choose from:

- Text or Phone call  
A code will be delivered via text message or phone call.  
(You can enter in your desk phone # if you elect this option).
- Backup codes  
These are pre-generated 8-digit codes that you can print out (and keep in a secure location). You will be provided with ten codes to use. These are single-use codes that will only work one time.

[← 2-Step Verification](#)

The screenshot shows a Google account security screen. At the top is a blue header with a white checkmark icon. Below it, the text reads "Almost there! Add a backup option". A sub-header says "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." There is a dropdown menu for country selection, currently showing the United States flag. Below that, a text input field is present. A note states: "Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply." The question "How do you want to get codes?" is followed by two radio button options: "Text message" (which is selected) and "Phone call". At the bottom left is a link "USE ANOTHER BACKUP OPTION" and at the bottom right is a blue "SEND" button.

If you elected to receive a text message, you will receive a text with a verification code to complete the process. If you elected to receive a phone call, a phone call will be sent to the number you chose. It will be an automated voice message from Google, with a code that you will use to finish the verification.

Once you have added a backup option, you will then be able to add or change your "Second steps". The options include: Backup Codes, Google Authenticator App, or a Security key.

For more information on Two-Step Verification from Google, please visit:  
[https://support.google.com/accounts/answer/185839?hl=en&ref\\_topic=7189195](https://support.google.com/accounts/answer/185839?hl=en&ref_topic=7189195)