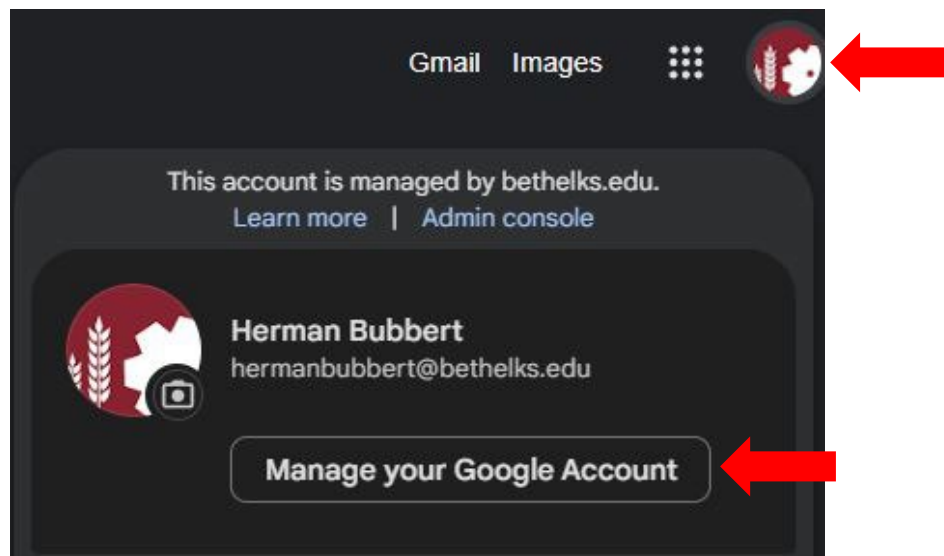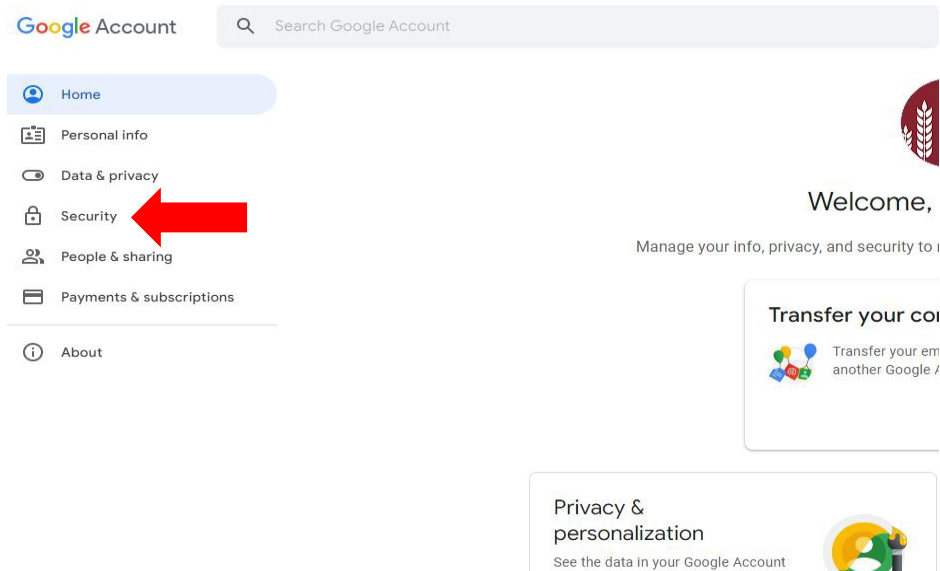## Enabling 2-Step Verification for your Bethel Google account

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
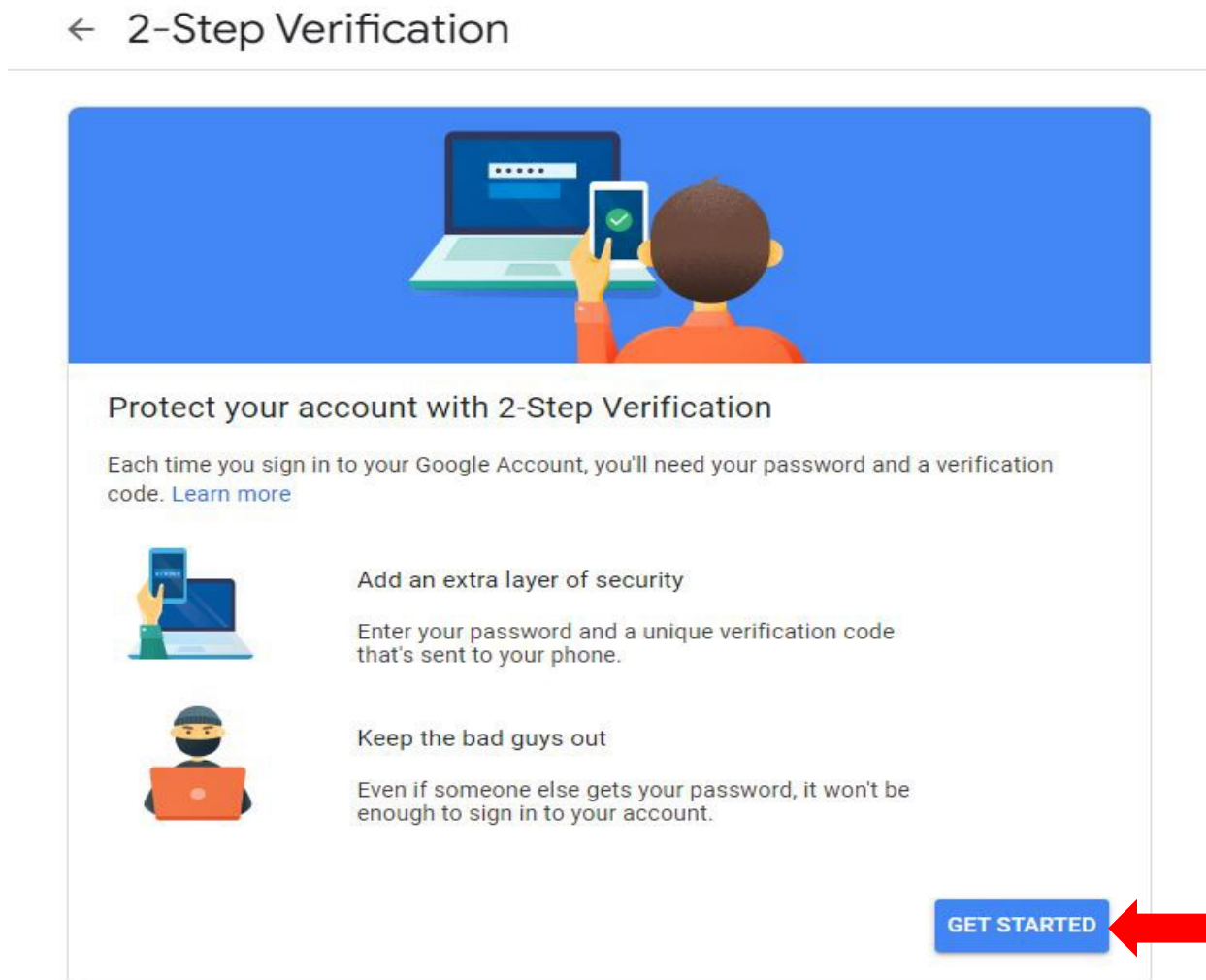"**Manage your Google Account**".

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

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

Next, click on "**Get Started**".

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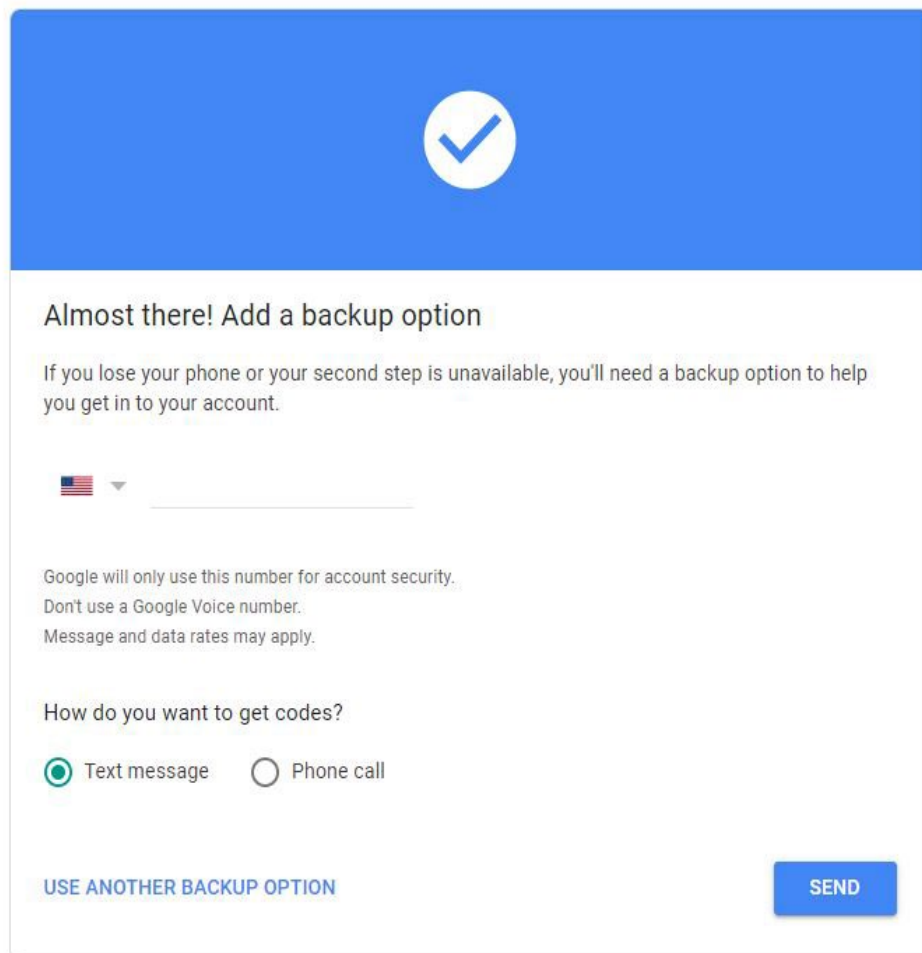
Don't see your device? If you are not currently logged in on your mobile phone, please follow these directions below to get signed in.

Get your device ready for 2-Step Verification

Make sure you're signed in to your Google Account on an Android phone or iPhone.

If you have an Android phone

1. Open the **Settings** app on your phone
2. Tap **Accounts**, then **Add Account**
3. Select **Google** and sign in

If you have an iPhone

1. Get the **Google app** from the App Store
2. Sign in with your Google Account

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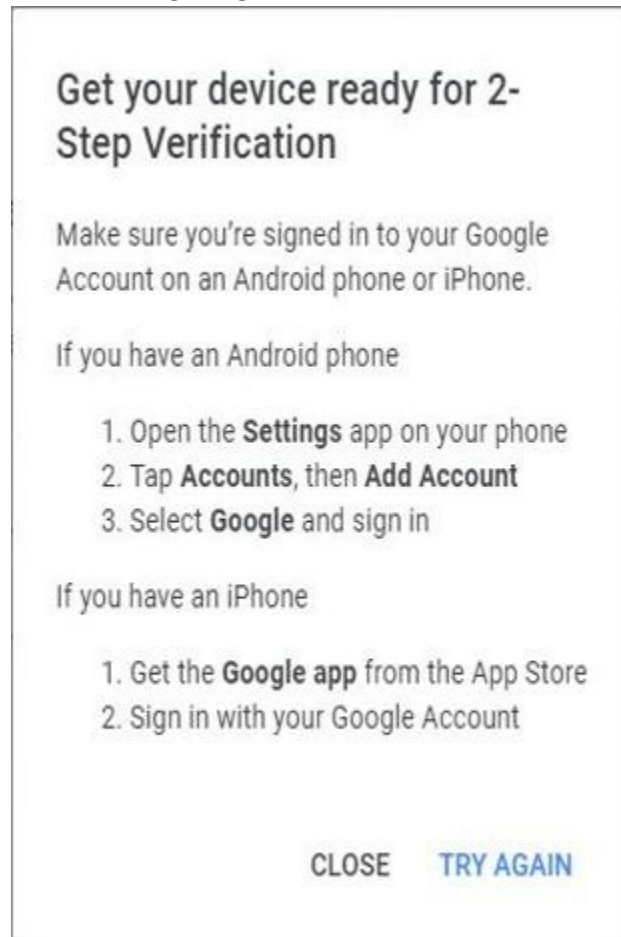
5. Next, you will need to choose at least one "Backup option". If you lose your phone or your second step is unavailable, you'll need a backup option to help you get into your account.

   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

✓

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.

🇺🇸 ▾ _____

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   **SEND**

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