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Google Account Page

Note: Before Completing the steps on this guide it is highly recommended to have the Google, Gmail or Smart Lock app installed on your iOS or Android Device and logged in with your MCS Account. This will help in a later step.

1. https://myaccount.google.com
2. Click Go to Google Account
3. Sign In to Your Google Account

Create an account   Go to Google Account

All of Google, working for you

Sign in to your Google Account, and get the most out of all the Google services you use. Your account helps you do more by personalizing your Google experience and offering easy access to your most important information from anywhere.

Access Security Settings

On the Google Account Page Click Security on the left sidebar.
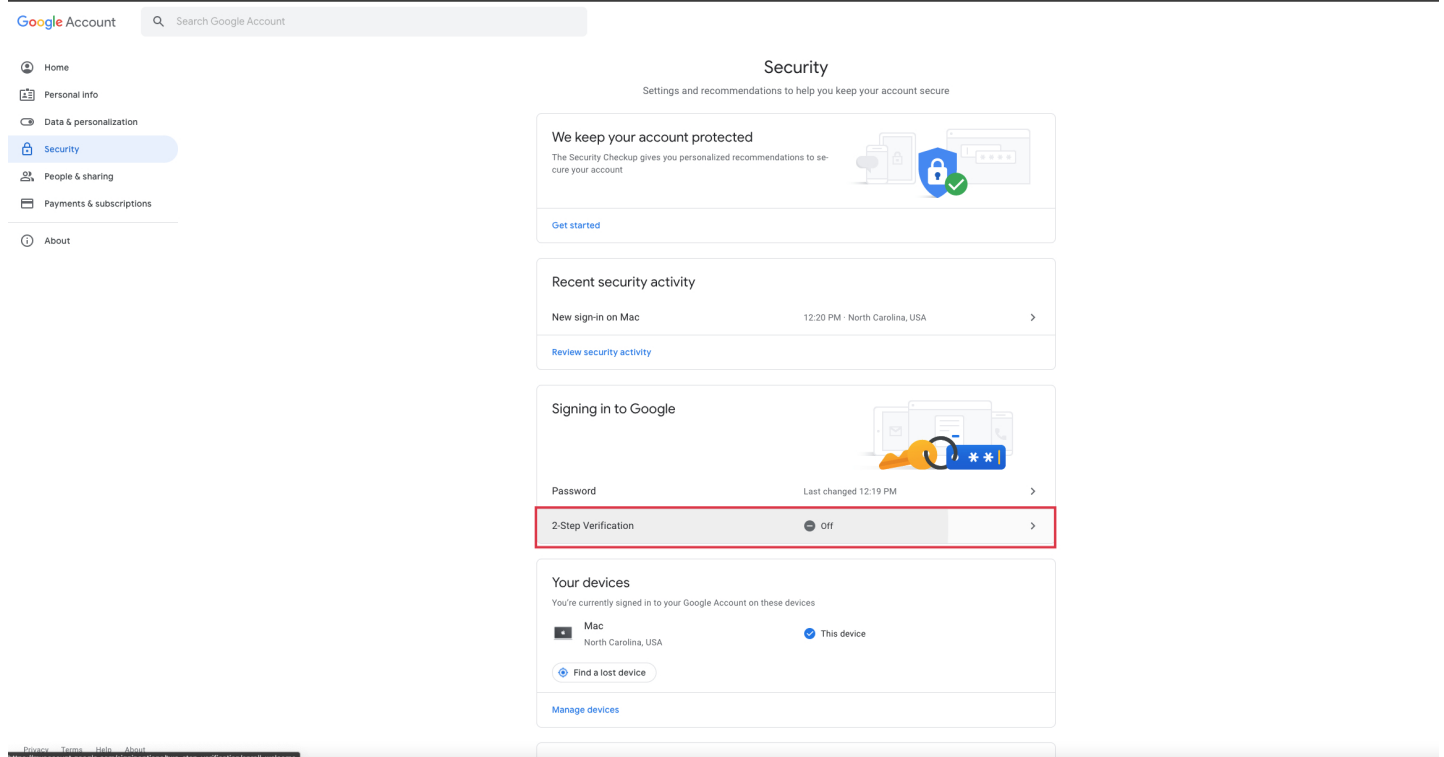
Turn on 2-Step Verification

If 2-Step Verification Shows off click on the 2-Step Verification link to enable it.
OR

If your 2-Step Verification says ON you are done, and do not have to continue reading this guide.

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2-Step Verification Overview.

2-Step Verification will secure your MCS account from hackers and phishing attacks. Passwords can be easily hacked and having an extra layer of security will protect your Moore County Schools account and any confidential documents you have in docs, sheets, or Google Drive.
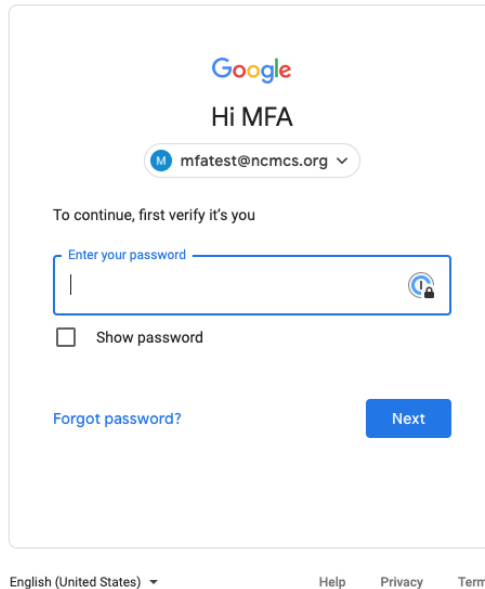
For more information on how 2-Step Verification can help you protect your account please click the link below
Google 2-Step Verification

Click Get Started

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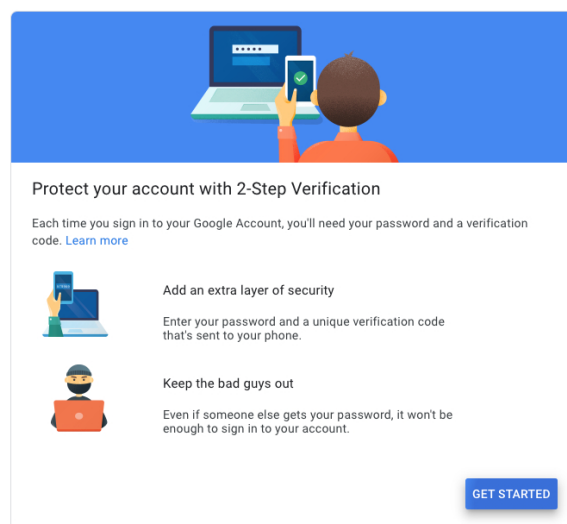
Sign In

In order to change Security Settings Google will prompt you to verify your Google Account Password.

Choose an option to Set up 2-Step Verification

Option 1
Google Prompt (Preferred and Easiest)
Option 2
 Text/Voice Call (If you do not have a smartphone)

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Option 1

Google Prompt Setup (Preferred and Easiest)

If you have already logged in to your MCS account from your mobile phone Google will default to this option for Google Prompt.

Your device will send you a push notification that you tap on Yes or No to approve the login (Example of this prompt on page 7)

← 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.
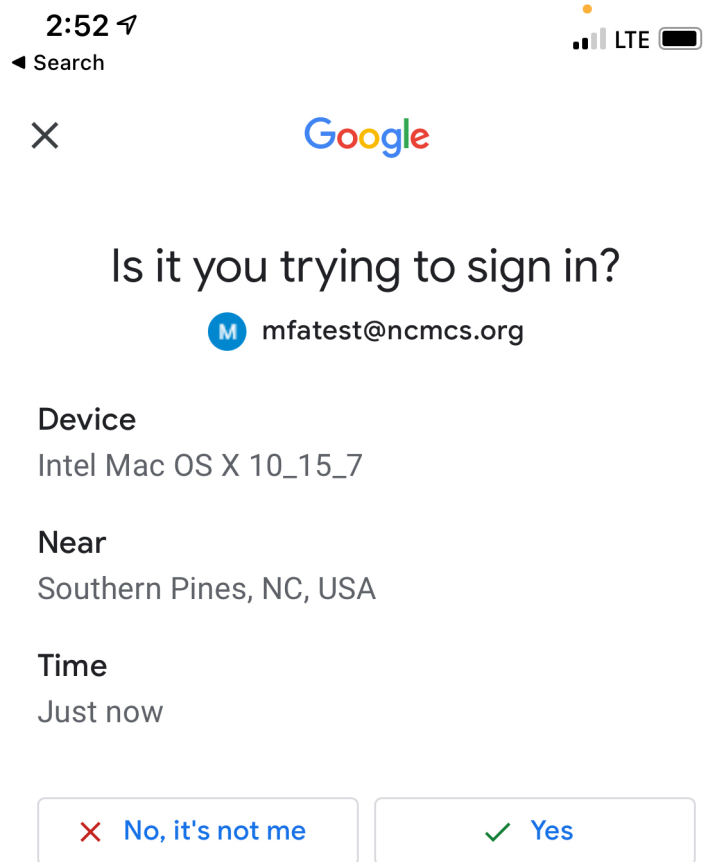
These devices can get prompts

Jon's iPhone 12 Pro

Don't see your device?

Show more options

CONTINUE

Option 1

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Sample Google Prompt

This is a Sample Image of how the Google Prompt shows up on your device.

2:52 ◄ Search

LTE

✕   Google

Is it you trying to sign in?

Ⓜ mfatest@ncmcs.org

Device
Intel Mac OS X 10_15_7

Near
Southern Pines, NC, USA

Time
Just now

| ✕ No, it's not me | ✓ Yes |

If you are trying to sign in you will see the prompt above tap Yes to verify that it is you trying to login

If you DID NOT try to sign in tap on **No, it's not me** and change your password as soon as possible.
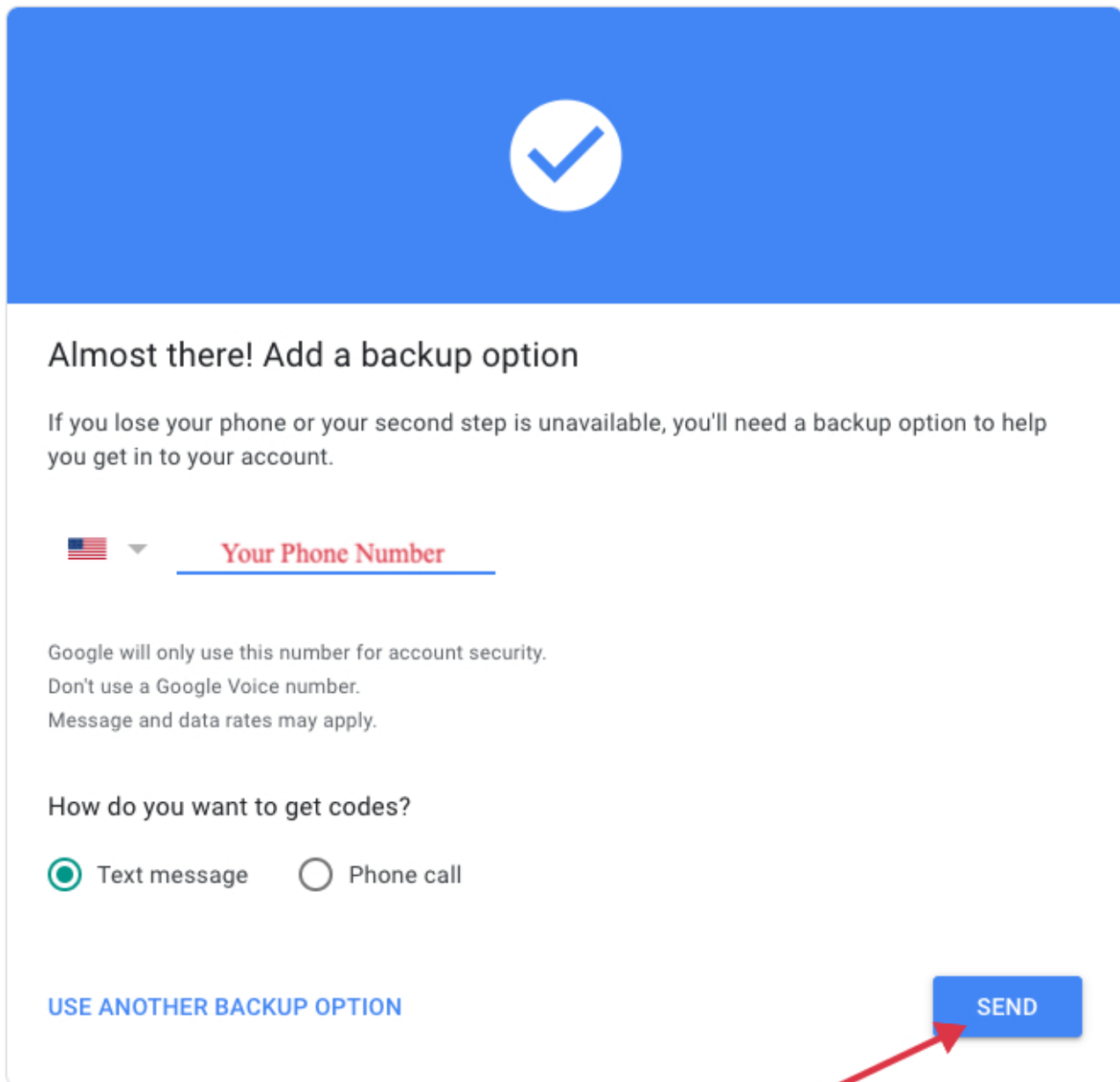
Note: You will see the prompt above when trying to login to a new device (Computer, Chromebook, Tablet, Mobile Device)

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Backup Option

If your phone gets lost/stolen and you no longer have access to the Google app you can setup a Text Message or Phone Call verification that will give you a 6 digit code.

Click Send and enter the code received on your phone.

If you do not want to link your phone number you can click on Use Another Backup Option (This is NOT Recommended)

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.

🇺🇸 ▼   Your Phone Number

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

Backup Codes (NOT RECOMMENDED)

If you do not want to link a phone number you can write all these numbers down or print them. Click Next When Done.

End of Option 1

Your 2-Step Verification is now complete! You do not need to follow the rest of this guide.

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Option 2

Text/Voice Call (If you do not have a smartphone)

If you did not set up your account on your mobile device the only options you will have is to enter a mobile phone number and click Next.
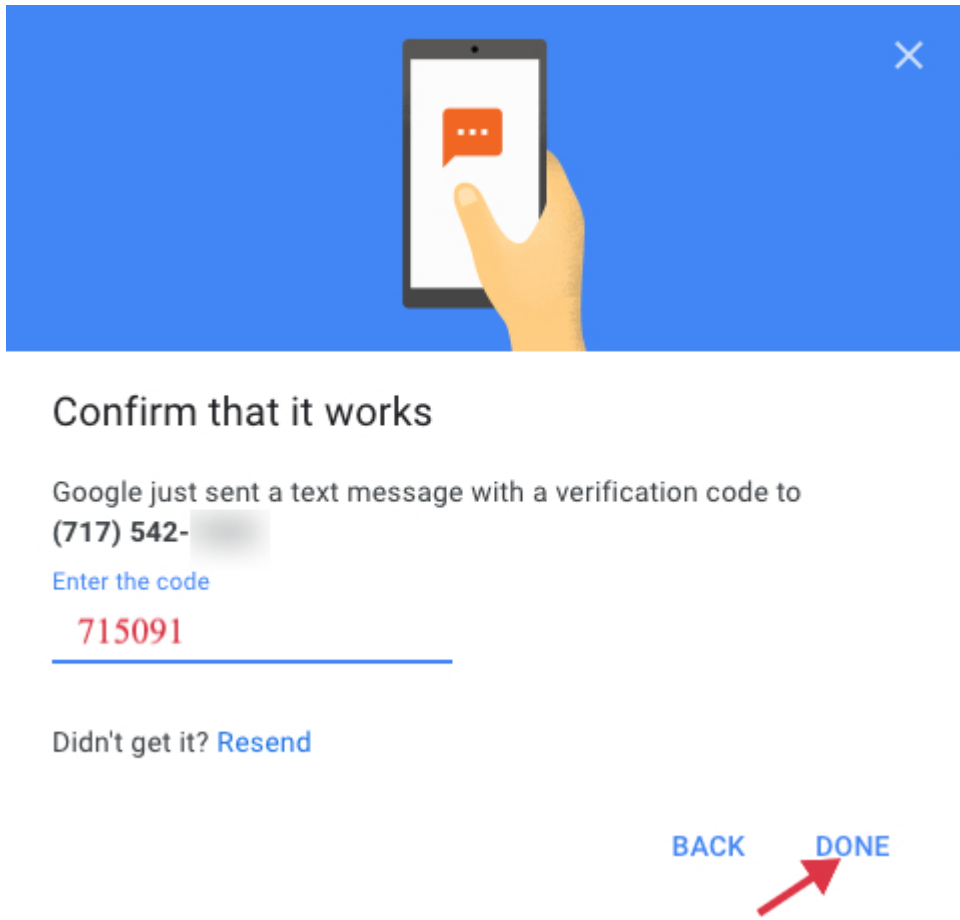
Check your phone

Check your phone text messages and make sure you received your Google Verification Code.
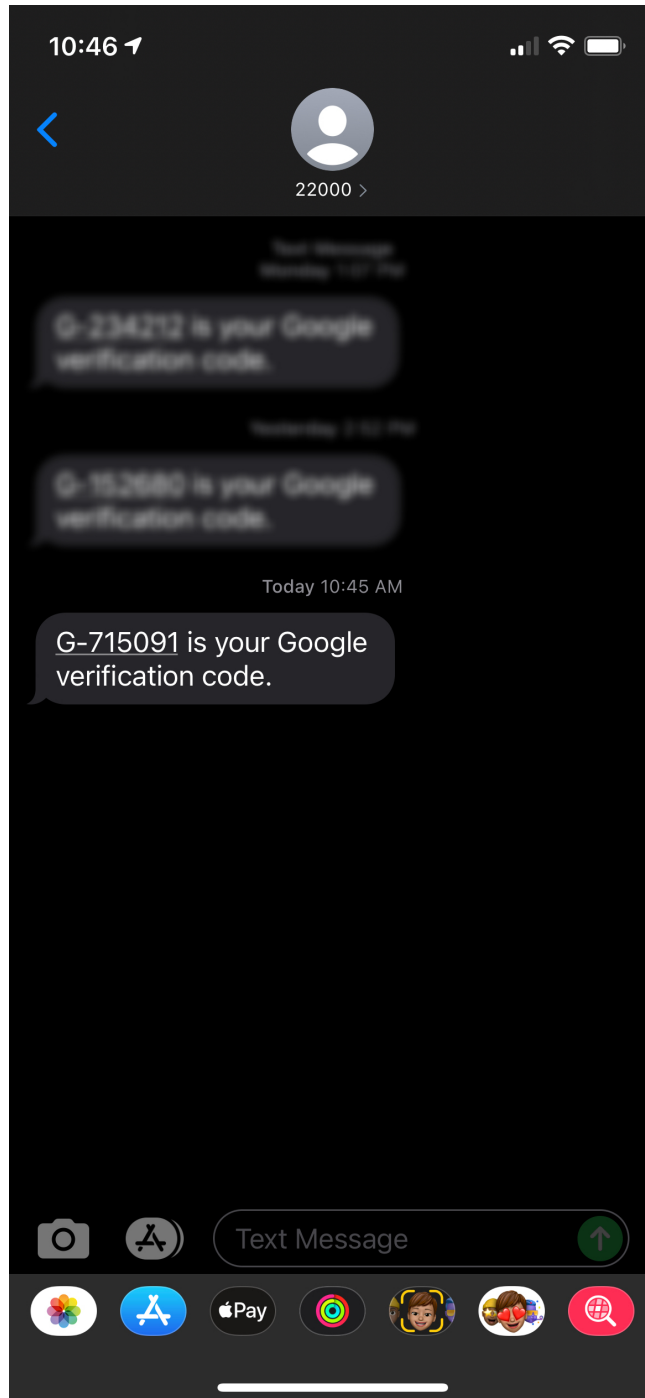
Confirm your Phone

Enter the code received on your cellphone and click Done.

If you have not received the text message verify you have entered the right number, if the number is correct click the Resend link to have another code sent to you.

End of Option 2

Your 2-Step Verification has been set up!