

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.

Google Account

Search Google Account

Home

Personal info

Data & personalization

Security

People & sharing

Payments & subscriptions

About

M

Welcome, MFA Test

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience

[Manage your data & personalization](#)

We keep your account protected

The Security Checkup gives you personalized recommendations to secure your account

[Get started](#)

Account storage

Your account storage is shared across Google services, like Drive, Gmail, and Photos

0 GB used

[Manage storage](#)

Privacy Checkup

Choose the privacy settings that are right for you with this step-by-step guide

[Take Privacy Checkup](#)


Looking for something else?

Search Google Account

See help options

Send feedback

Only you can see your settings. You might also want to review your settings for Maps, Search, or whichever Google services you use most. Google keeps your data private, safe, and secure. [Learn more](#)



Privacy Terms Help About

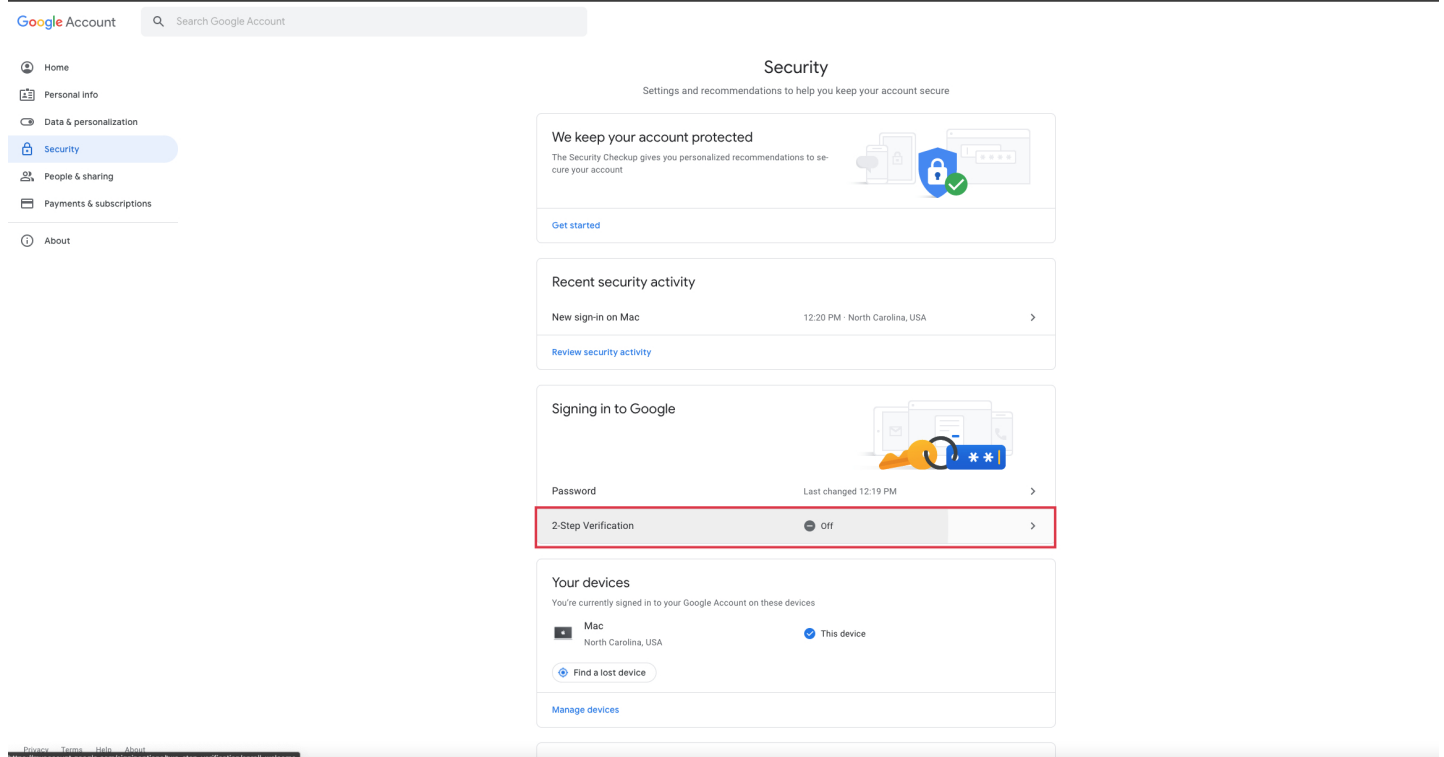
https://myaccount.google.com/security

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.



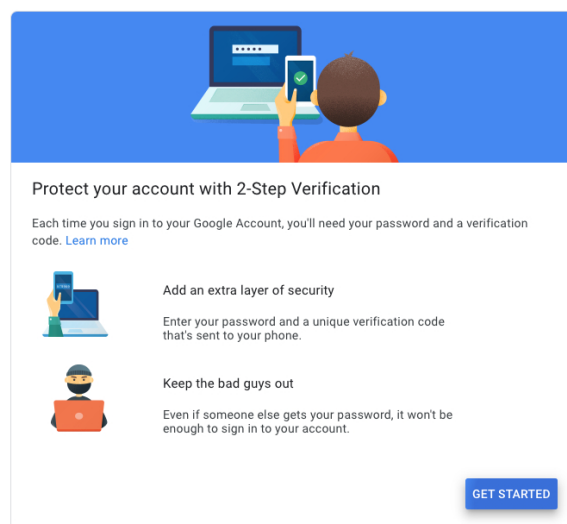
The screenshot shows the Google Account Security page. On the left is a navigation menu with links: Home, Personal info, Data & personalization, Security (highlighted), People & sharing, Payments & subscriptions, and About. The main content area is titled 'Security' with the subtitle 'Settings and recommendations to help you keep your account secure'. It contains several sections: 'We keep your account protected' with a 'Get started' link; 'Recent security activity' showing a 'New sign-in on Mac' at 12:20 PM from North Carolina, USA, with a 'Review security activity' link; 'Signing in to Google' showing 'Password' last changed at 12:19 PM; and 'Your devices' showing a 'Mac' from North Carolina, USA, marked as 'This device'. The '2-Step Verification' section is highlighted with a red box and shows a toggle switch set to 'Off'. At the bottom of the page, there is a small URL: <https://myaccount.google.com/two-step-verification?ui=off-welcome>.

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.

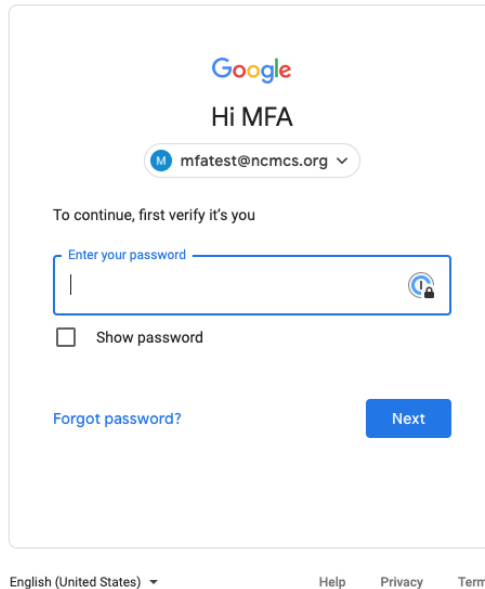
For more information on how 2-Step Verification can help you protect your account please click the link below [Google 2-Step Verification](#)

Click Get Started



Sign In

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



The image shows a Google sign-in interface for Multi-Factor Authentication (MFA). At the top is the Google logo, followed by "Hi MFA". Below that is a dropdown menu showing the email address "mfatest@ncmcs.org". The instruction "To continue, first verify it's you" is displayed. A password input field is shown with the placeholder text "Enter your password". To the right of the input field is a small icon of a person with a lock. Below the input field is a checkbox labeled "Show password". At the bottom left is a link "Forgot password?" and at the bottom right is a blue "Next" button. At the very bottom of the page, there is a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

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)


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

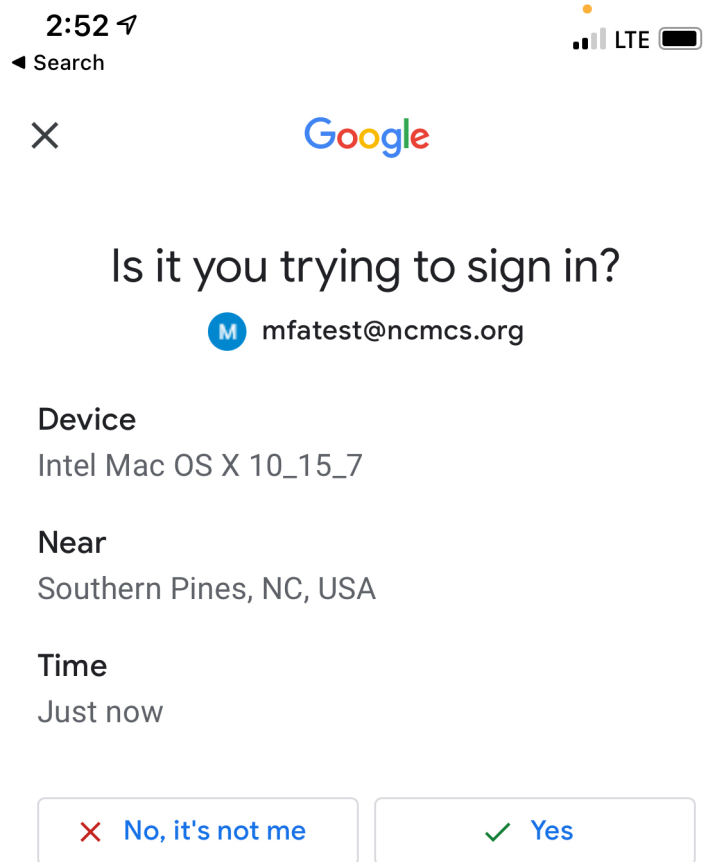
[Don't see your device?](#)

[Show more options](#)

[CONTINUE](#)

Sample Google Prompt

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



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.

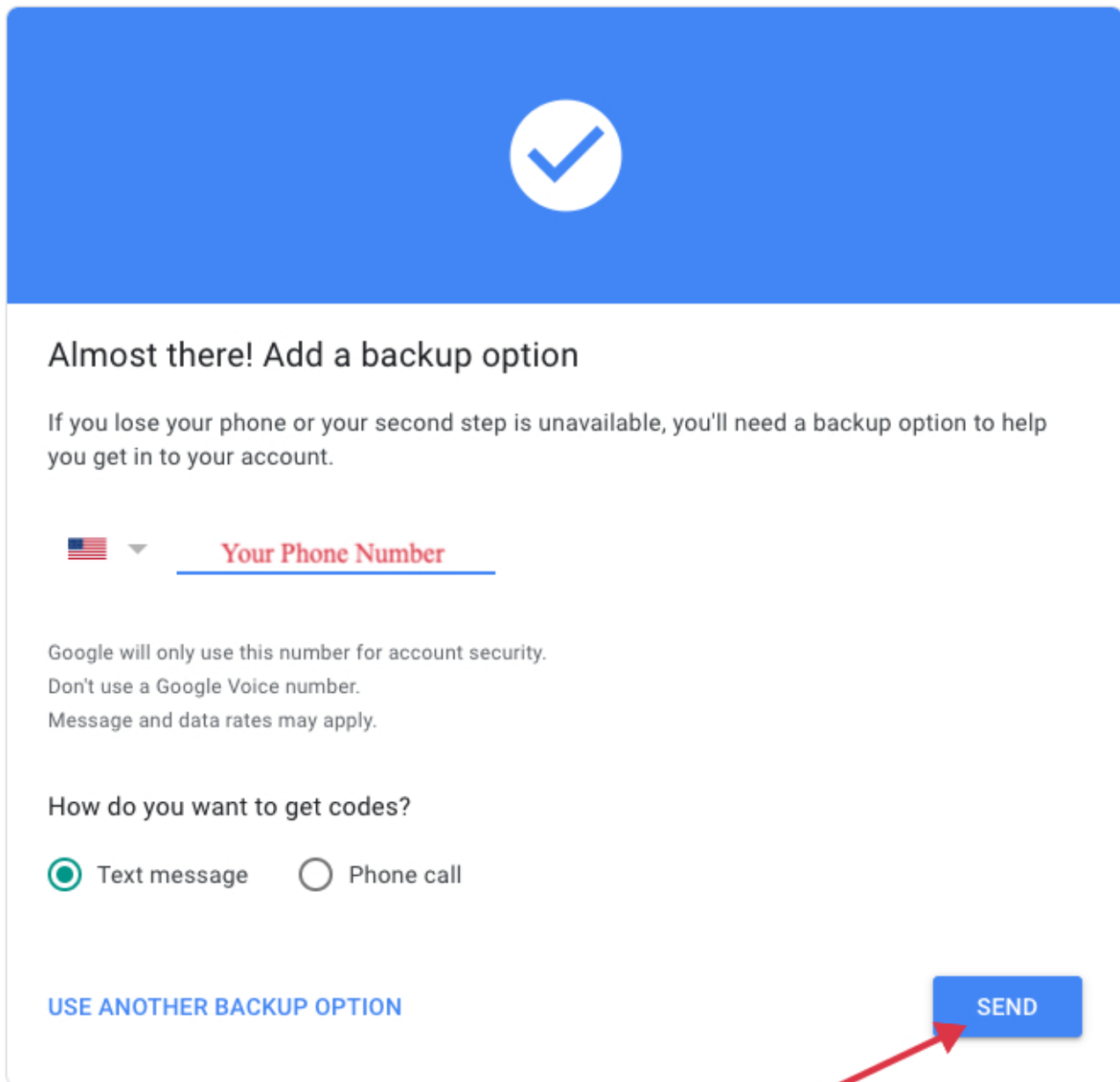
Note: You will see the prompt above when trying to login to a new device (Computer, Chromebook, Tablet, Mobile Device)

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.




Save your backup codes so you'll always have account access

Backup codes are one-time passcodes that you can use to sign in when you're away from your phone. Each code can only be used once.

<input type="checkbox"/> 6957 7431	<input type="checkbox"/> 7297 7325
<input type="checkbox"/> 6579 3047	<input type="checkbox"/> 7525 0247
<input type="checkbox"/> 6365 3704	<input type="checkbox"/>
<input type="checkbox"/> 2058 2684	<input type="checkbox"/>
<input type="checkbox"/> 7376 9796	<input type="checkbox"/>

 PRINT

 DOWNLOAD

[USE BACKUP NUMBER INSTEAD](#)

[NEXT](#)


End of Option 1

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

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.



Let's set up your phone

What phone number do you want to use?

 [Enter Cellphone 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

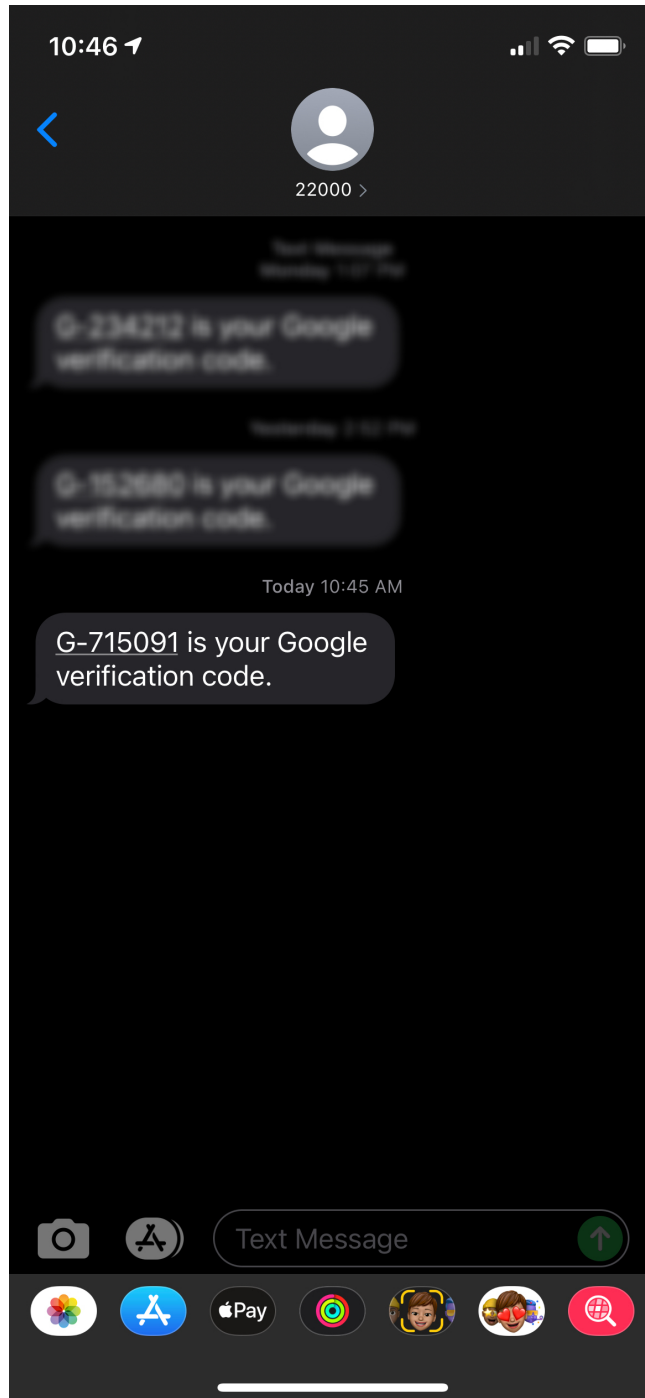
[Show more options](#)

Step 1 of 3

[NEXT](#)

Check your phone

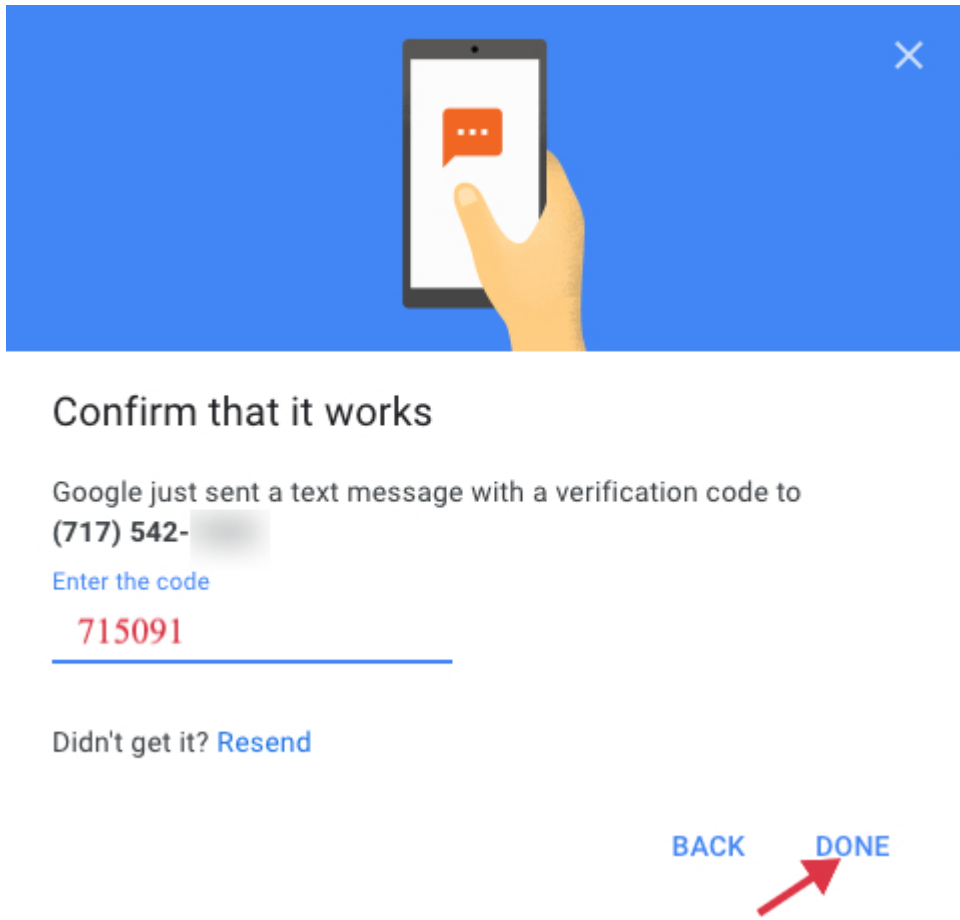
Check your phone text messages and make sure you received your Google Verification Code.



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.



Confirm that it works

Google just sent a text message with a verification code to
(717) 542- [redacted]

[Enter the code](#)
715091

Didn't get it? [Resend](#)

[BACK](#) [DONE](#)

End of Option 2

Your 2-Step Verification has been set up!