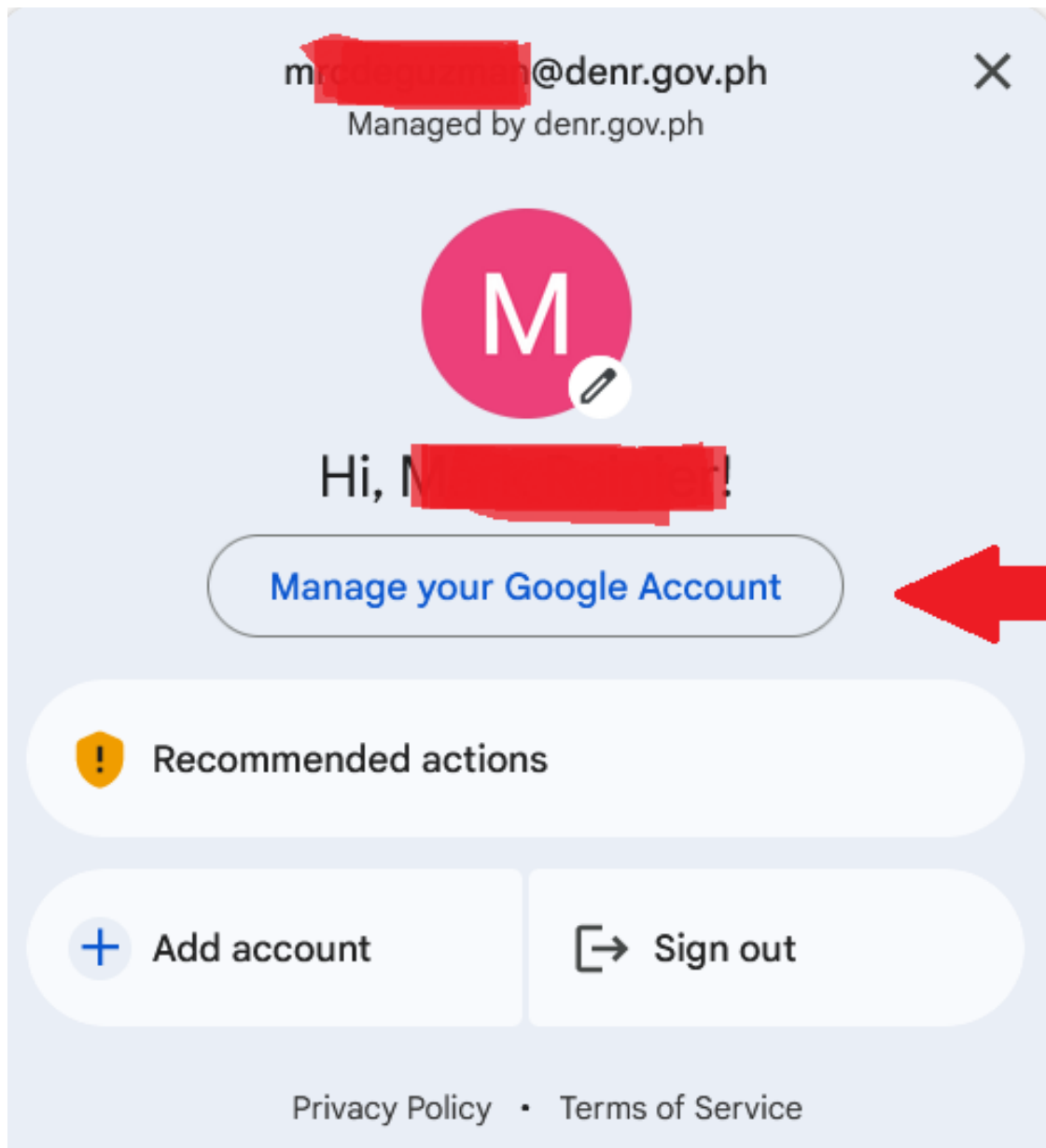


SETUP PROCESS FOR 2-Step Verification or Two Factor Verification for

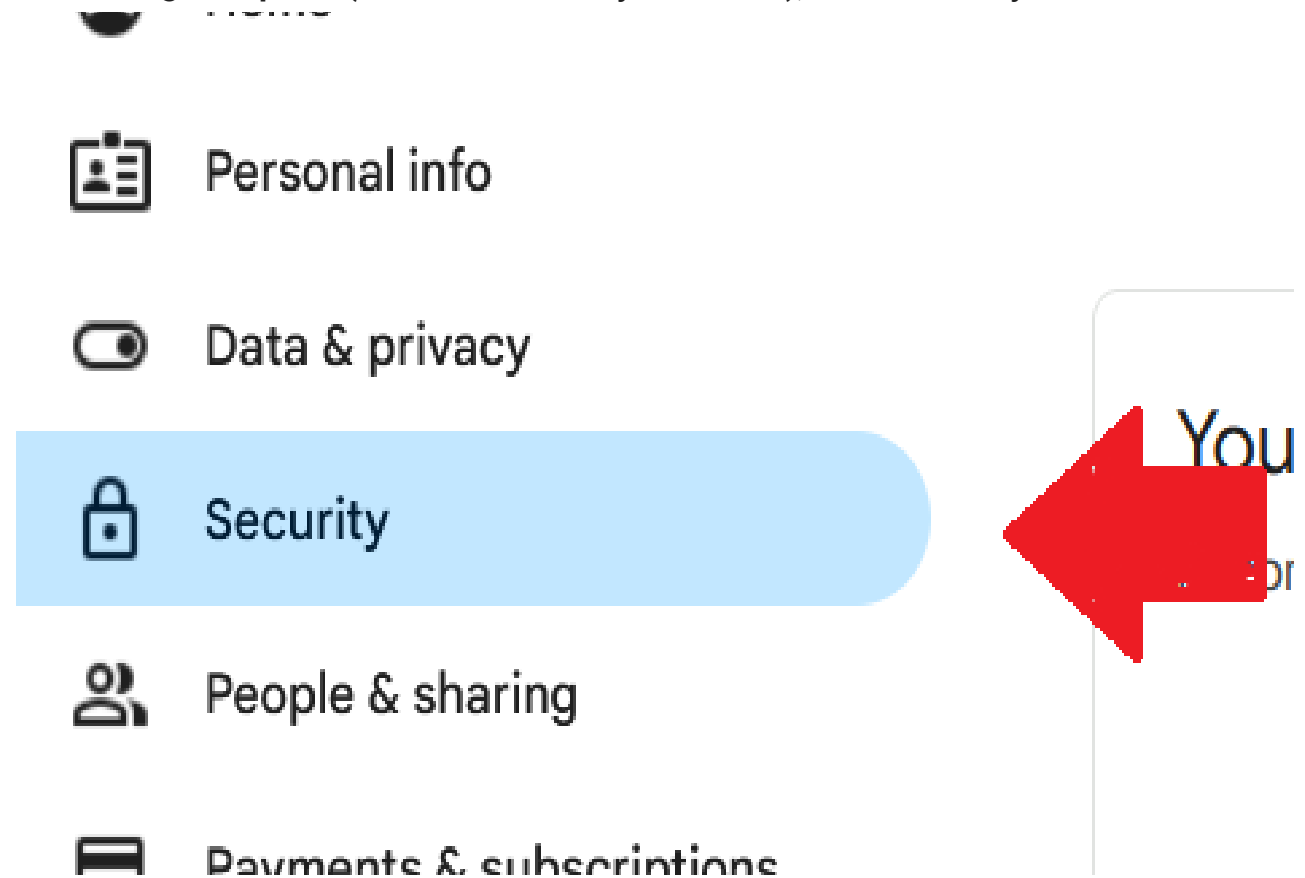
STEP 1:

While Signed-In, Open your Google Account by clicking your Avatar and clicking "Manage your Google Account " (see image below). You can also go to the URL: <https://myaccount.google.com/>



STEP 2:

In the navigation panel (on the left side of your screen), select Security



STEP 3:

Click on the 2-Step Verification


Privacy

Sharing

Devices & subscriptions

You have security recommendations

Recommended actions found in the Security Checkup



[Protect your account](#)





Recent security activity

New sign-in on Windows	12:01 PM · Metro Manila, Philippines
------------------------	--------------------------------------

[Review security activity](#)

How you sign in to Google

Make sure you can always access your Google Account by keeping this information up to date

 2-Step Verification	2-Step Verification is off
 Password	Last changed Aug 15
 Recovery phone	 Add a mobile phone number



STEP 4:

The 2-Step Verification Wizard will start. Click on “Get started” Button

← 2-Step Verification



Protect your account with 2-Step verification

Prevent hackers from accessing your account with an additional layer of security. When you sign in, 2-Step verification helps make sure your personal information stays private, safe and secure.



Security made easy

In addition to your password, 2-Step verification adds a quick second step to verify that it's you.



Use 2-Step verification for all your online accounts

2-Step verification is a proven way to prevent widespread cyberattacks. Turn it on wherever it's offered to protect all your online accounts.



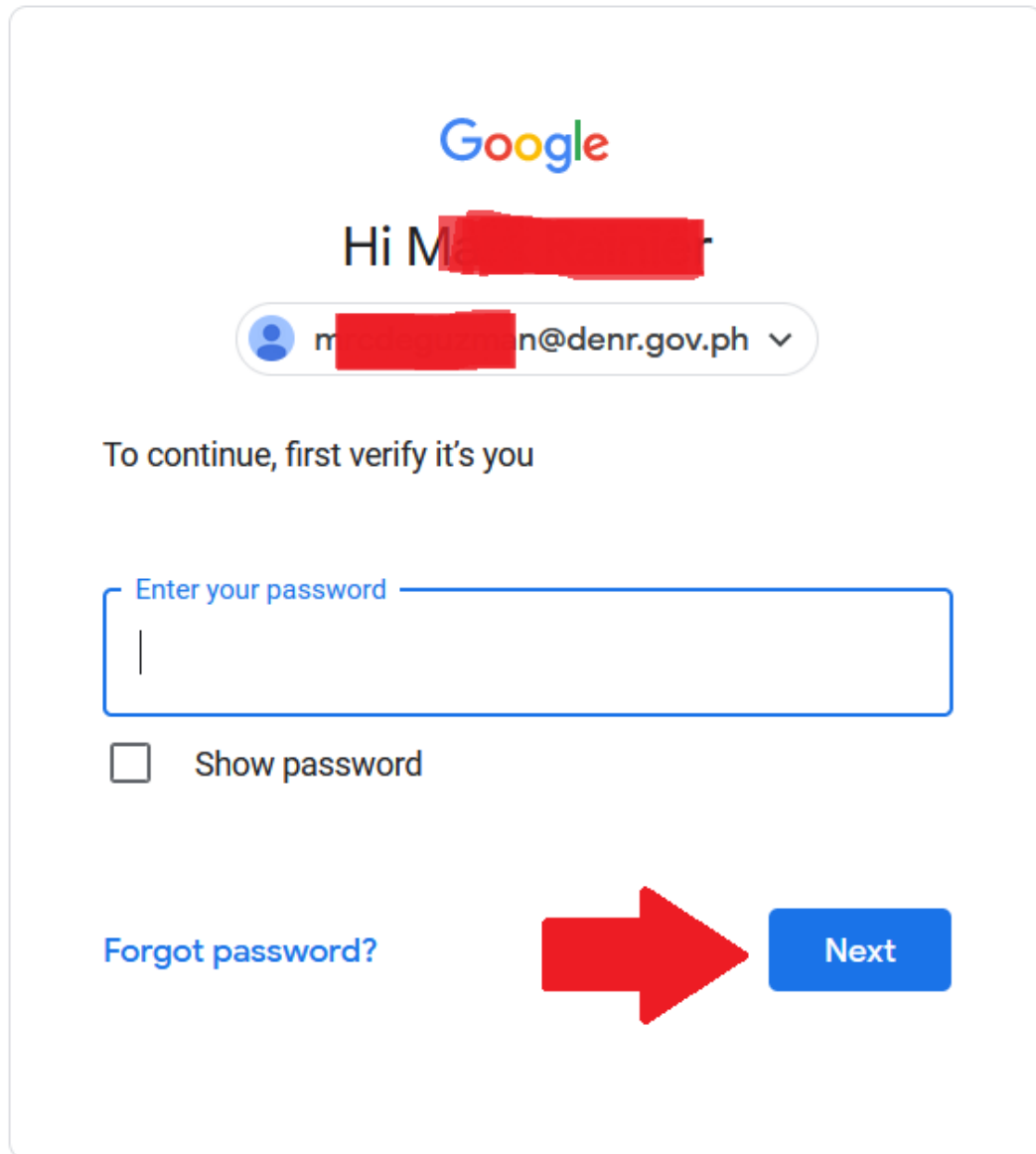
Safer with Google



Get started

STEP 5:

To continue you will be prompted for your password. Kindly enter it.



The image shows a Google account verification interface. At the top is the Google logo. Below it, a greeting "Hi M" is followed by a redacted name. A dropdown menu shows an email address "m...n@denr.gov.ph" with a downward arrow. The text "To continue, first verify it's you" is displayed. Below this is a password input field with the placeholder text "Enter your password" and a single character visible. A checkbox labeled "Show password" is positioned below the input field. At the bottom left is a link "Forgot password?". To the right of this link is a large red arrow pointing towards a blue button labeled "Next".

English (United States) ▼

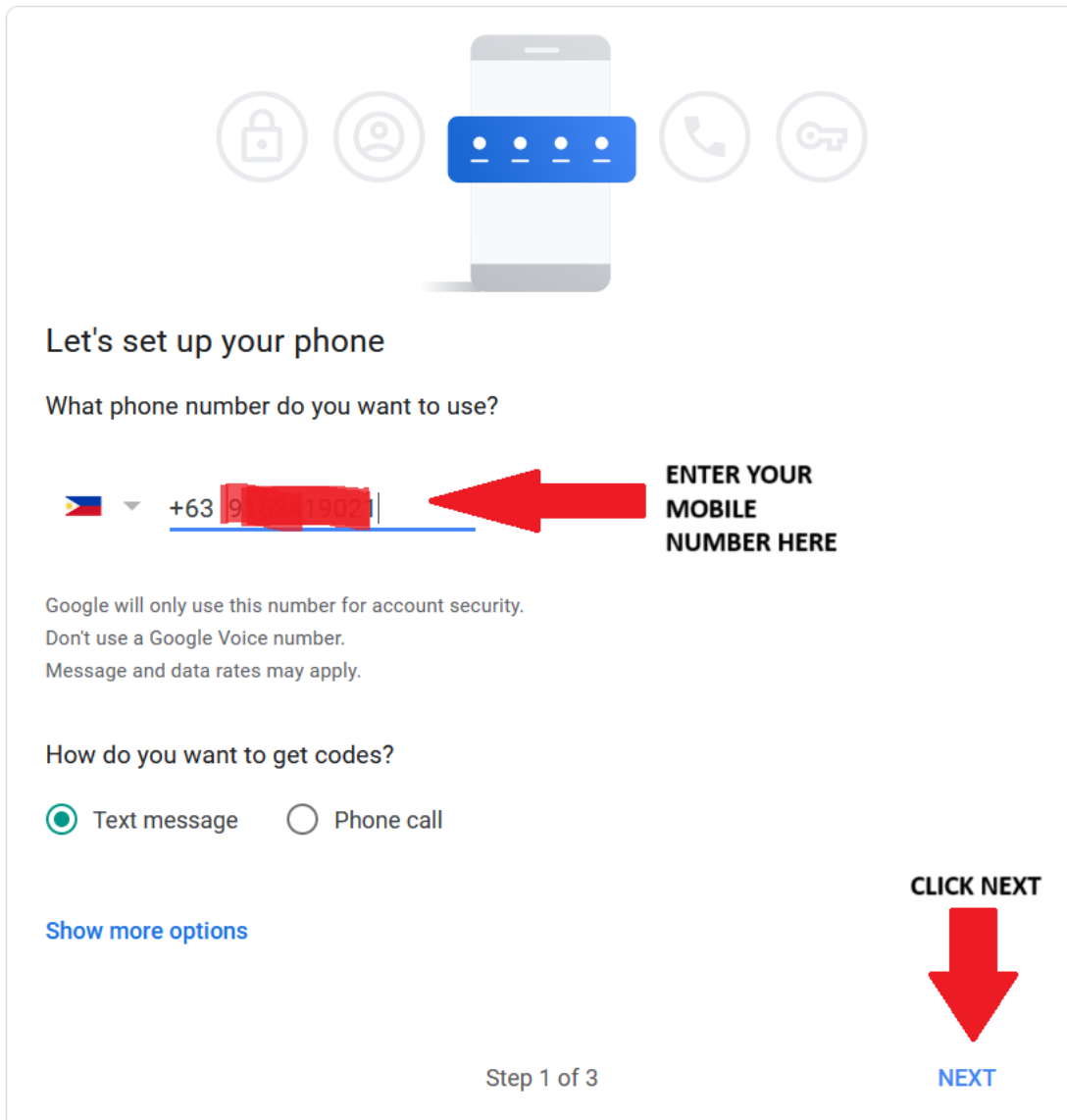
[Help](#)

[Privacy](#)

[Terms](#)

STEP 6:

Upon logging in, aside from your Password, you will be required to set up a mobile number as this is where the One Time Password (OTP) will be sent every time you sign-in with your account. Key-in your mobile number (make sure that your phone is with you) and Click NEXT.



The screenshot shows the 'Let's set up your phone' screen in the Google account setup process. At the top, there's a header with icons for a lock, a person, a phone, and a key, with a central blue bar containing four dots. Below this, the text 'Let's set up your phone' is displayed. The main question is 'What phone number do you want to use?'. A dropdown menu shows the Philippines flag and '+63'. The phone number field contains '+63 9 111 1902' and is highlighted with a red box. A large red arrow points to this field with the text 'ENTER YOUR MOBILE NUMBER HERE'. Below the number field, there's a note: 'Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply.' The next question is 'How do you want to get codes?' with two radio button options: 'Text message' (selected) and 'Phone call'. A link 'Show more options' is below these options. At the bottom, it says 'Step 1 of 3'. On the right side, there's a large red arrow pointing down with the text 'CLICK NEXT' above it and 'NEXT' below it.

Let's set up your phone

What phone number do you want to use?

+63 9 111 1902

ENTER YOUR MOBILE NUMBER HERE

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

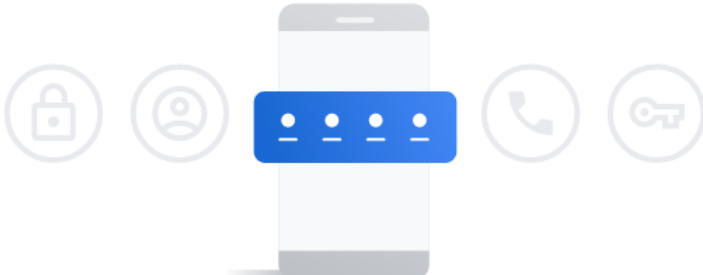
CLICK NEXT

NEXT

STEP 7:

For confirmation a six (6) digit code will be sent to your mobile number. Key-in this code and Click NEXT.


← 2-Step Verification




Confirm that it works

Google just sent a text message with a verification code to 09 [REDACTED] 021.

[Enter the code](#)

G-14 [REDACTED]  **ENTER 6 DIGIT CODE**

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

[BACK](#) Step 2 of 3  **CLICK NEXT**
[NEXT](#)

STEP 8:
Once confirmed, click **TURN ON**


← 2-Step Verification



It worked! Turn on 2-Step Verification?

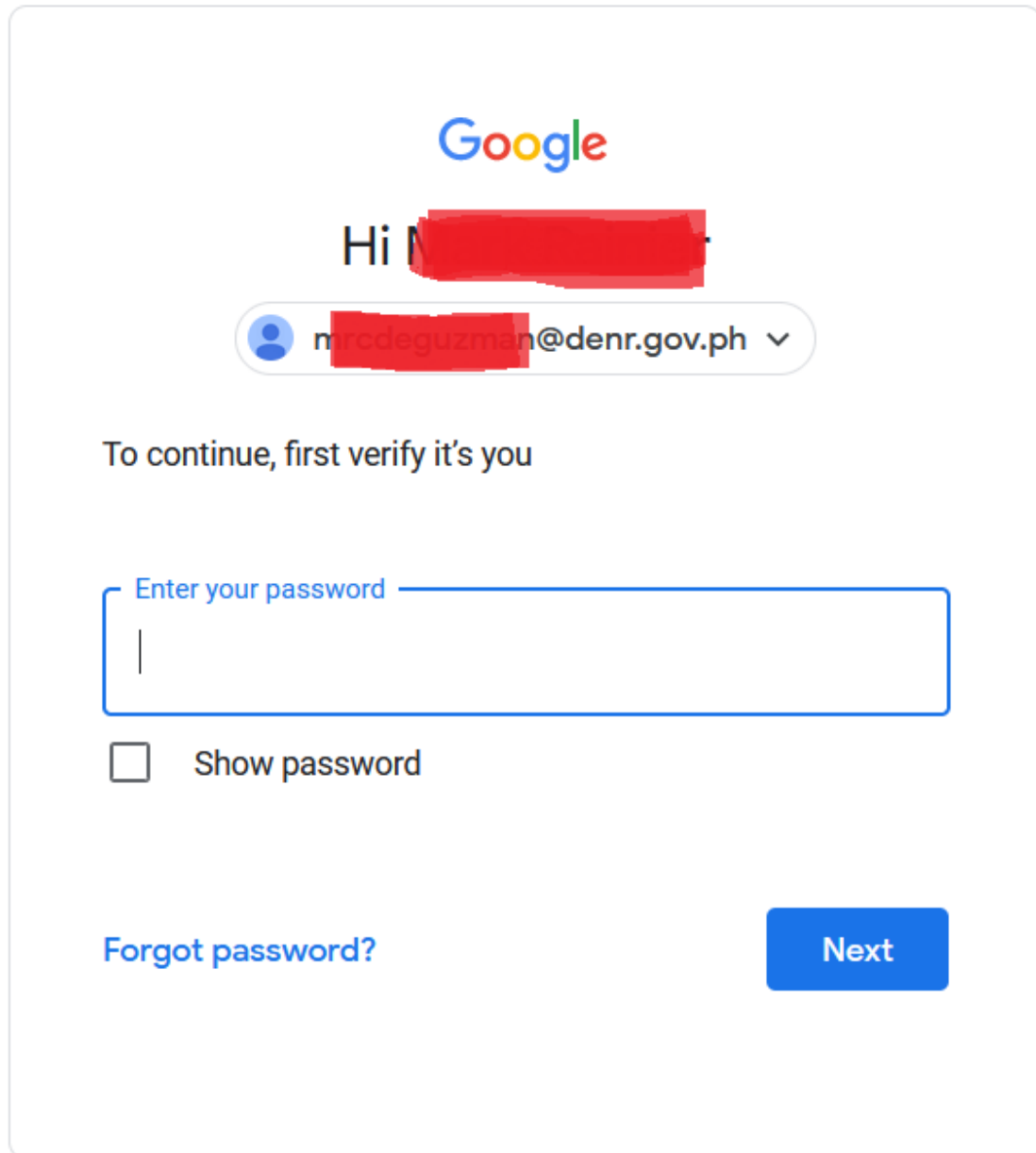
Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account **mr [REDACTED]@denr.gov.ph**?

Step 3 of 3


TURN ON

STEP 9:

For security, you will be prompted again with your password. Kindly enter it.

A screenshot of a Google account verification screen. At the top is the Google logo. Below it, the text "Hi M" is followed by a redacted name. Underneath is a profile picture icon and the email address "mrcdeguzman@denr.gov.ph" with a dropdown arrow. The instruction "To continue, first verify it's you" is centered. Below this is a password input field with the placeholder text "Enter your password". Under the input field is a checkbox labeled "Show password". At the bottom left is a link "Forgot password?". At the bottom right is a blue button labeled "Next".

Google

Hi M [redacted]

[profile icon] mrcdeguzman@denr.gov.ph ▼

To continue, first verify it's you

Enter your password

☐ Show password

[Forgot password?](#)

Next

English (United States) ▼

[Help](#)

[Privacy](#)

[Terms](#)

STEP 10:

You can now turn on your 2-Step Verification. Make sure that your mobile number is correct then click TURN ON.

← 2-Step Verification

2-Step Verification is OFF



TURN ON

Available second steps

A second step after entering your password verifies it's you signing in. [Learn more](#)

Note: If you sign in to your Google Account on any eligible phone, Google prompts will be added as another method for 2-Step Verification.



Voice or text message (Default) ?

09

Verified

Verification codes are sent by text message.



CHECK YOUR
MOBILE
NUMBER



STEP 11:

The **TURN ON** button will be replaced with **TURN OFF** button indicating that your 2-Step verification is activated.

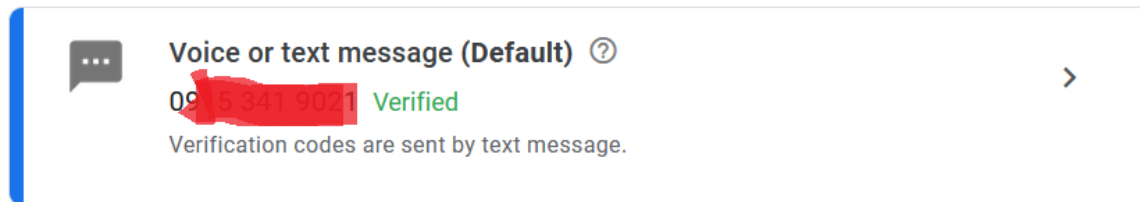
← 2-Step Verification



Available second steps

A second step after entering your password verifies it's you signing in. [Learn more](#)

Note: If you sign in to your Google Account on any eligible phone, Google prompts will be added as another method for 2-Step Verification.



Add more second steps to verify it's you

Set up additional backup steps so you can sign in even if your other options aren't available.

STEP 12:

You can also go to your my Google account page and verify from there. As you can see on the encircled part your 2-step verification has a check mark meaning it's already activated.

Home

Personal info

Data & privacy

Security

People & sharing

Payments & subscriptions

About

You have security recommendations

Recommended actions found in the Security Checkup

[Protect your account](#)

Recent security activity

Signing in with 2-Step Verification was turned on12:51 PM · Metro Manila, Philippines

Sign-in step added: Phone number12:47 PM · Metro Manila, Philippines

New sign-in on Windows12:01 PM · Metro Manila, Philippines

[Review security activity](#)

How you sign in to Google

Make sure you can always access your Google Account by keeping this information up to date

2-Step Verification

On since 12:51 PM

*** Password

Last changed Aug 15

2-Step Verification phones

08 [REDACTED]

Recovery phone

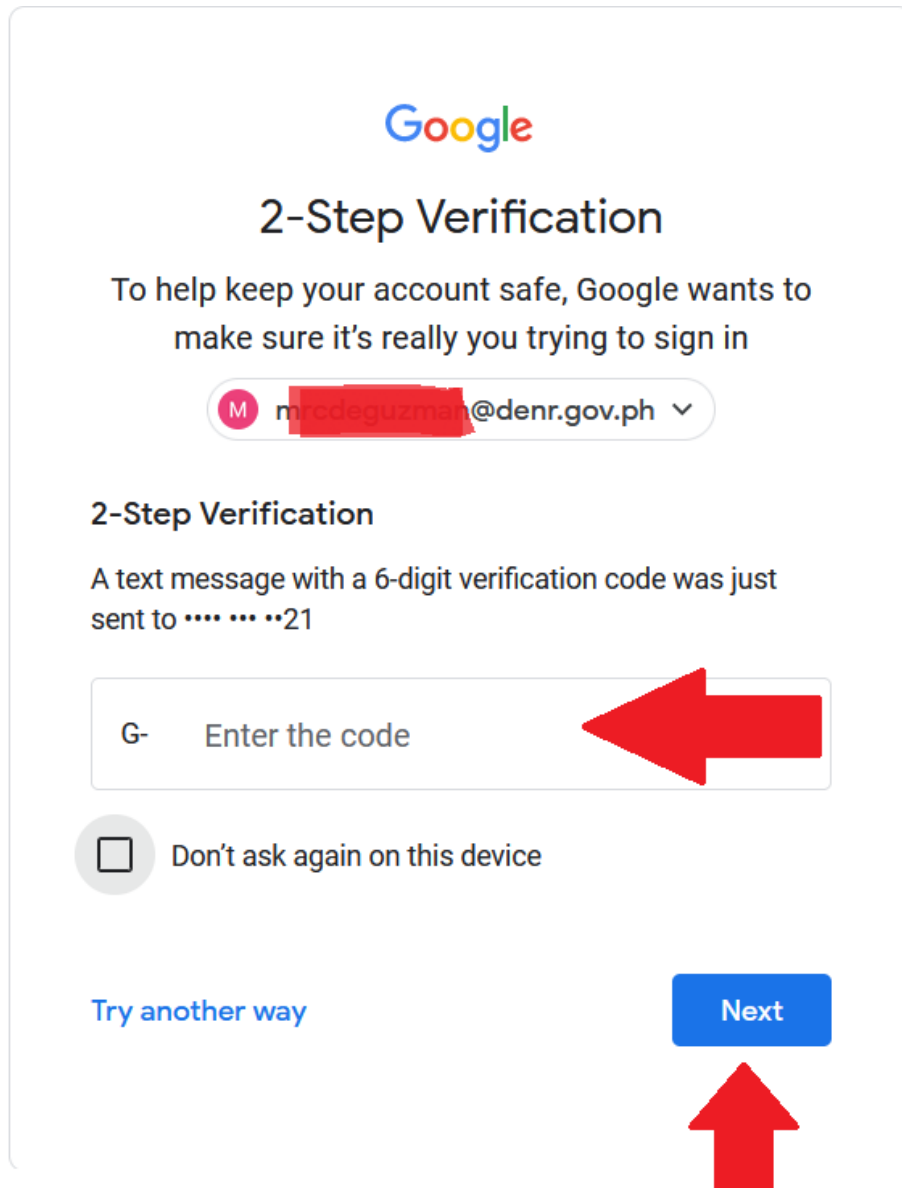
Add a mobile phone number

Recovery email

Add an email address

STEP 13:

Finally, after the activation of 2FA, every time you sign-in with your Google Workspace account you will be prompted with another layer of verification. Enter the OTP sent to your mobile number and click next.



The screenshot shows the Google 2-Step Verification interface. At the top is the Google logo. Below it is the title "2-Step Verification". A message states: "To help keep your account safe, Google wants to make sure it's really you trying to sign in". Below this is a dropdown menu showing a profile icon with the letter 'M' and the email address "mrcdeguzman@denr.gov.ph" with a downward arrow. Another "2-Step Verification" heading is followed by the text: "A text message with a 6-digit verification code was just sent to 21". There is a text input field with the placeholder "G- Enter the code" and a large red arrow pointing to it from the right. Below the input field is a checkbox labeled "Don't ask again on this device". At the bottom left is a link "Try another way". At the bottom right is a blue button labeled "Next" with a large red arrow pointing to it from below.

Google

2-Step Verification

To help keep your account safe, Google wants to make sure it's really you trying to sign in

M mrcdeguzman@denr.gov.ph ▾

2-Step Verification

A text message with a 6-digit verification code was just sent to 21

G- Enter the code

☐ Don't ask again on this device

[Try another way](#)

Next