SETUP PROCESS FOR 2-Step Verification or Two Factor Verification for
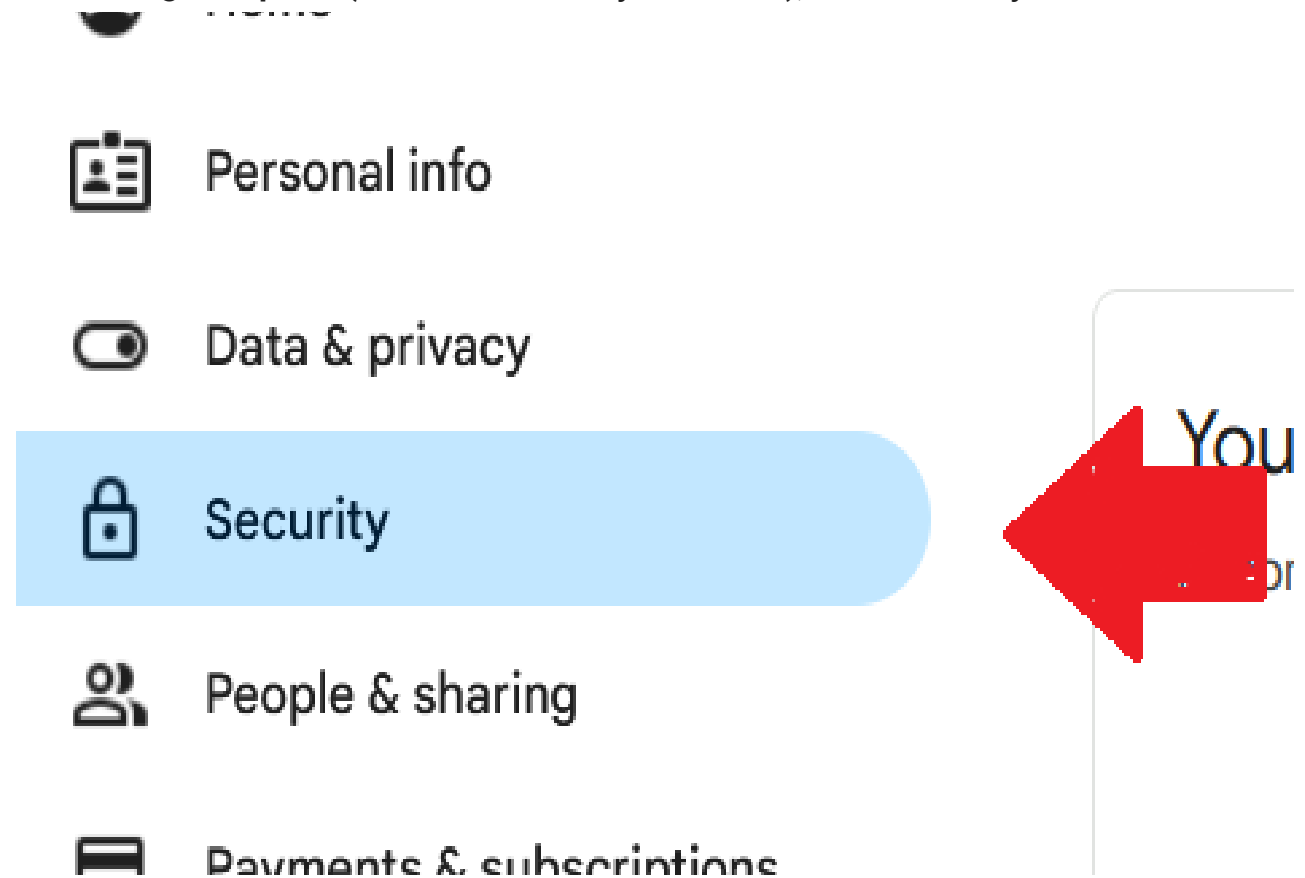**Google** Workspace

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/
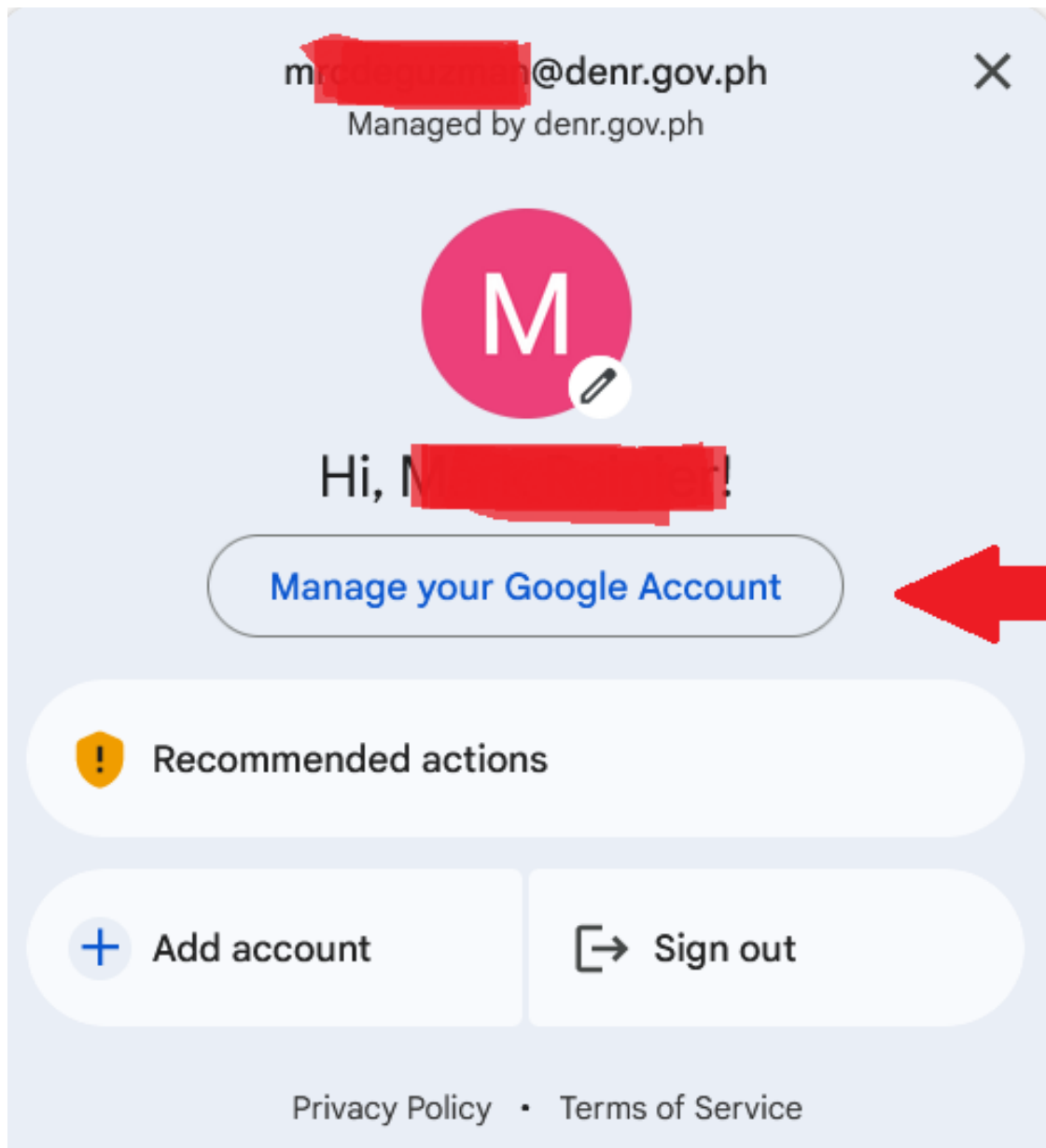
STEP 2:

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

Personal info

Data & privacy

Security

People & sharing

Payments & subscriptions

You

STEP 3:

Click on the 2-Step Verification

ivacy

sharing

ts & 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.
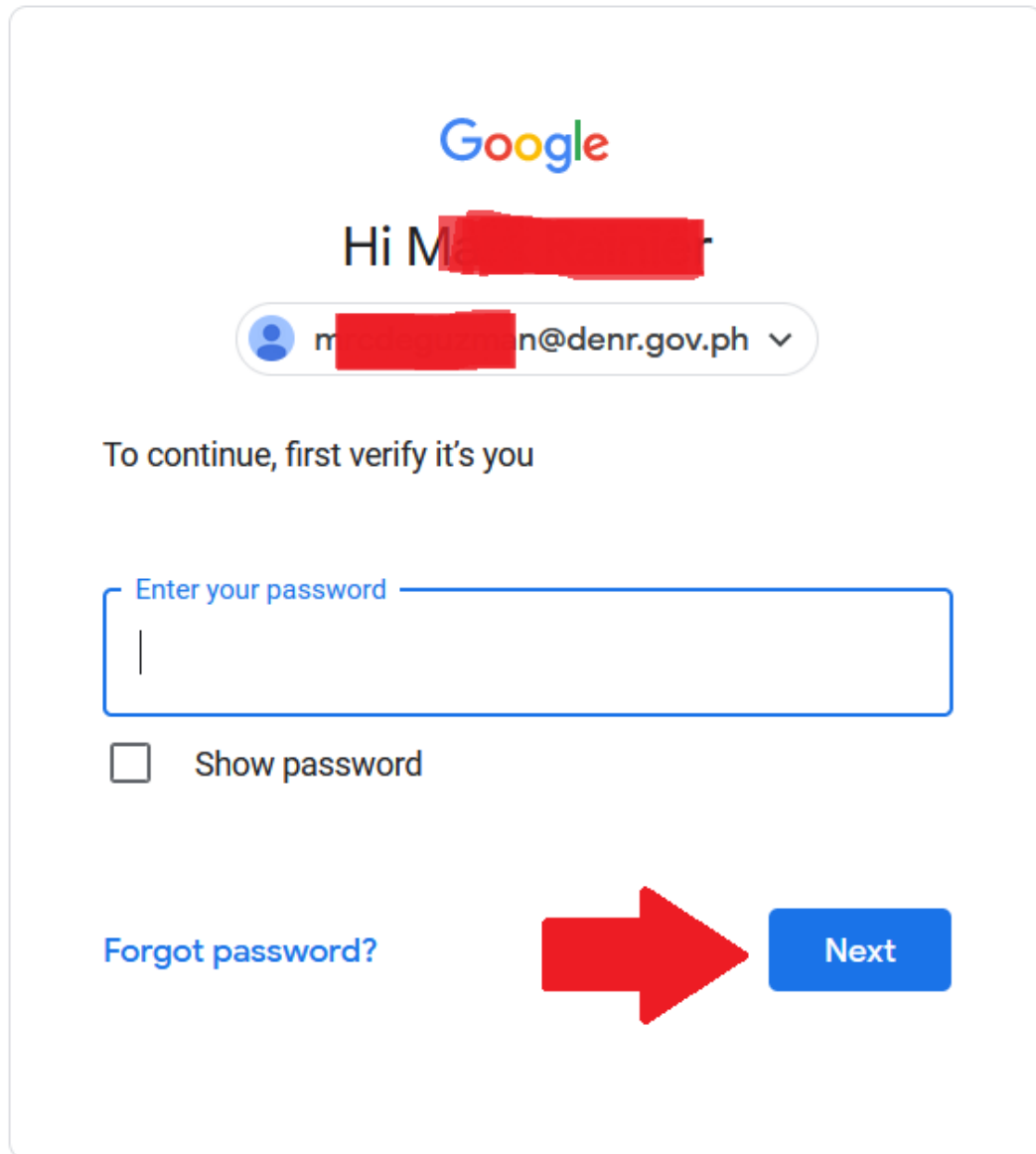
Safer with Google

Get started

STEP 5:
To continue you will be prompted for your password. Kindly enter it.
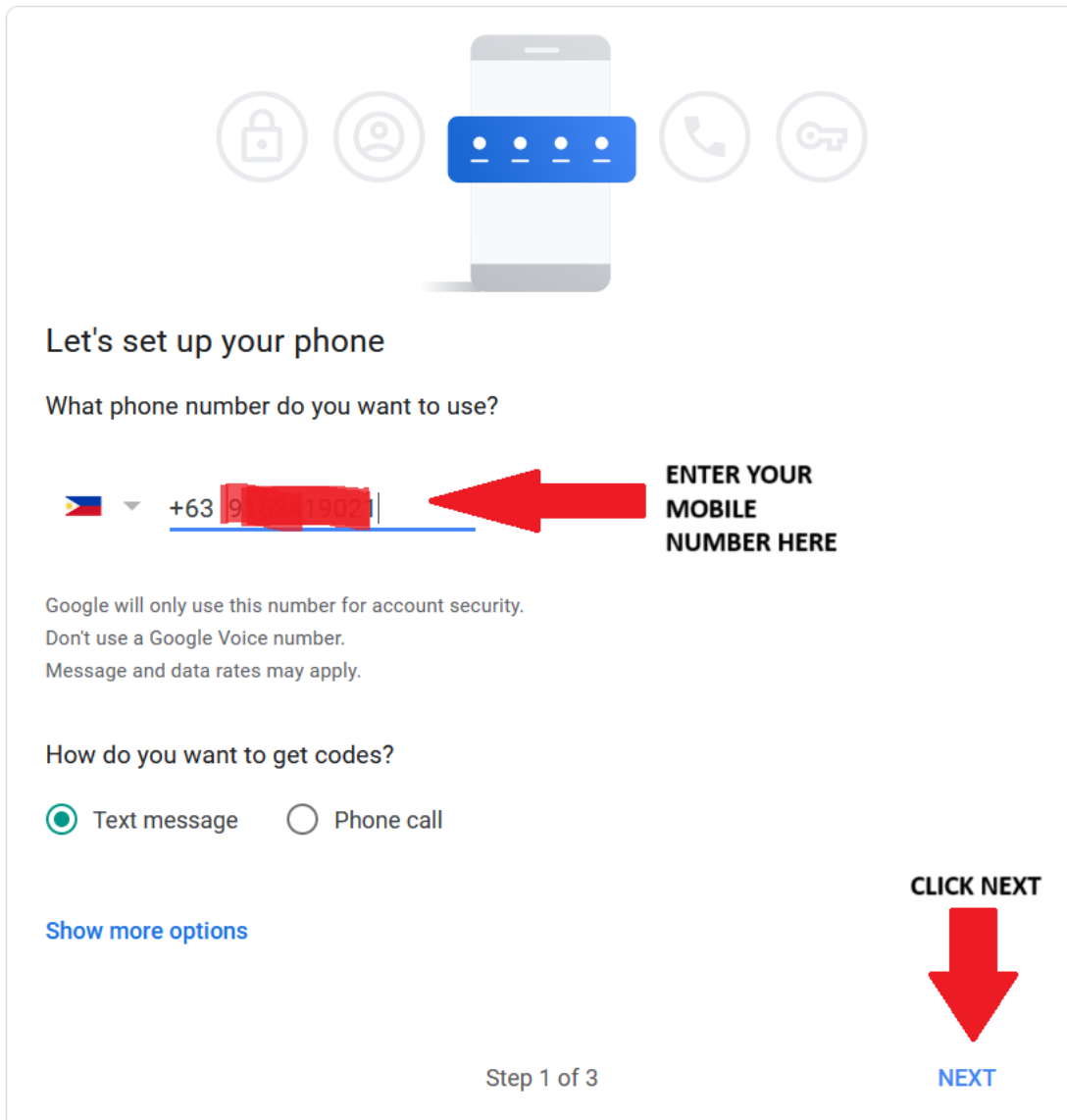
STEP 6:

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.
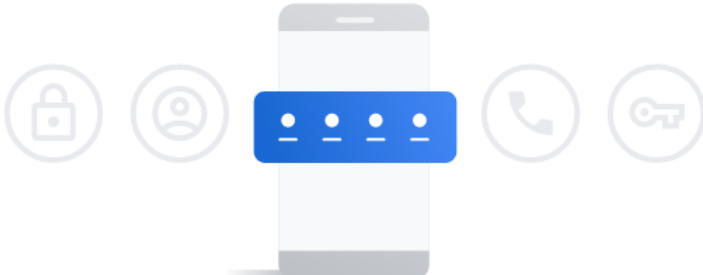
STEP 7:

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 0█████████21.

Enter the code

G-14███ ⬅ **ENTER 6 DIGIT CODE**

Didn't get it? Resend

CLICK NEXT

BACK   Step 2 of 3   NEXT

STEP 8:
Once confirmed, click TURN ON

← 2-Step Verification

It worked! Turn on 2-Step Verification?

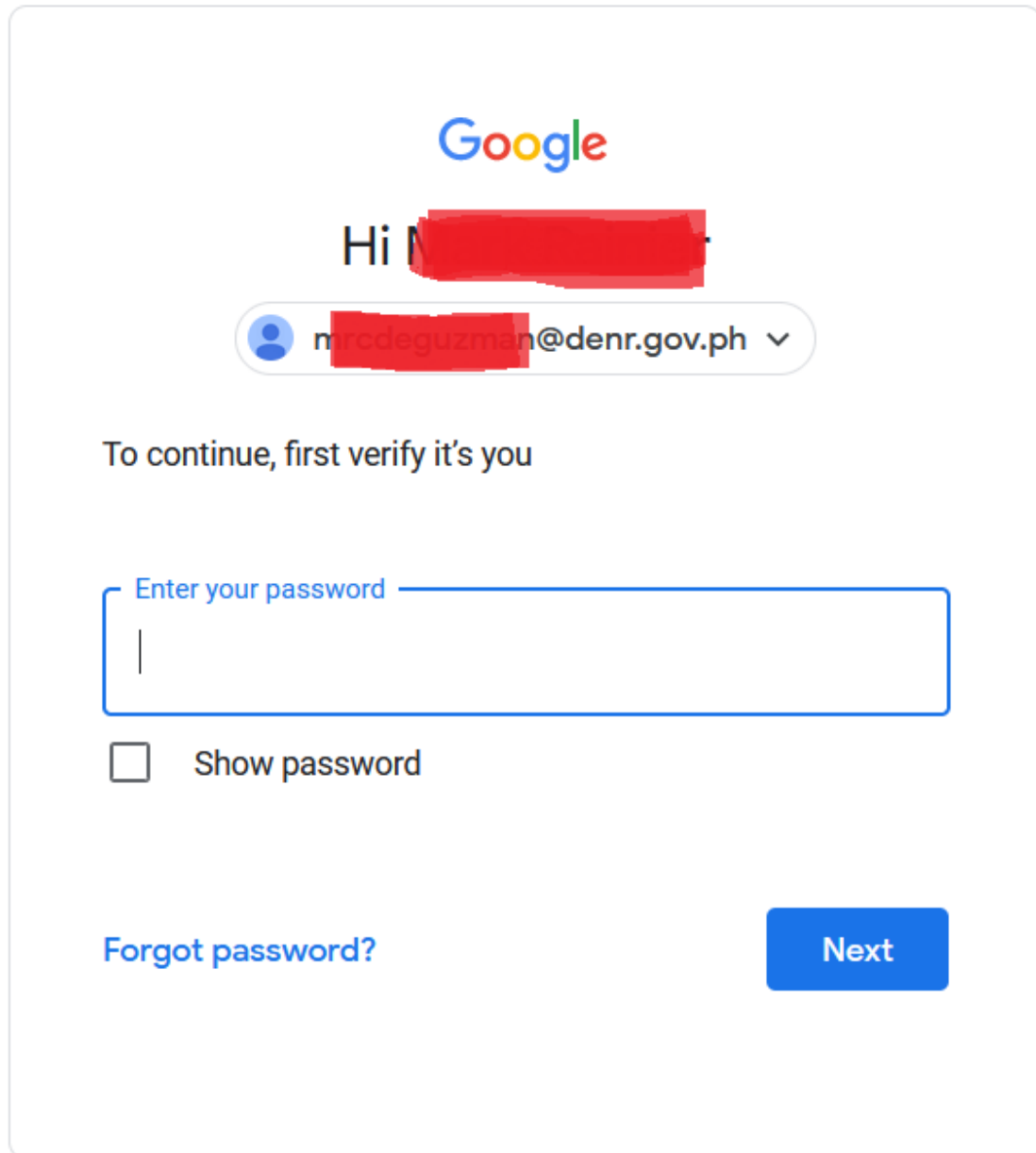Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account m███████████@denr.gov.ph?

Step 3 of 3   TURN ON

STEP 9:
For security, you will be prompted again with your password. Kindly enter it.

Google

Hi ███████

👤 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)** ⊘   CHECK YOUR ›
    09   Verified   MOBILE
    Verification codes are sent by text message.   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

2-Step Verification is ON   **TURN OFF**

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 5 341 9021 Verified
      Verification codes are sent by text message.
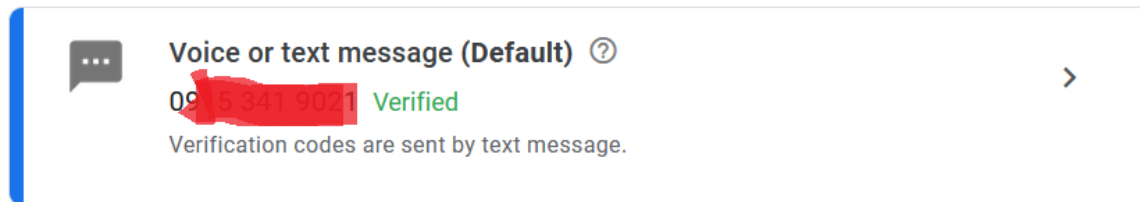
Add more second steps to verify it's you

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.

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.