

## Google 2-Step Verification

Alamance Community College is committed to protecting your data and school-provided accounts.

ACC faculty, staff and students will soon have an extra layer of protection between their personal data and malicious hackers as ACC rolls out multi-factor authentication. Multi-factor authentication has become the standard for account protection.

The first application to use multi-factor authentication at ACC will be Google Workspace aka Gmail. Google refers to its version of multi-factor authentication as **Google 2-Step Verification**.

**The College will be enforcing Google 2-Step Verification for employees starting May 1, 2023. 2-Step Verification is available to you now. We recommend getting a head start to familiarize yourself with the process.**

Attacks on sensitive institutional data and personally identifiable information at universities across the country have risen sharply over the past year.

## FAQs

- **What is 2-Step Verification?**
  - o With 2-Step Verification, your users sign in to their account in two steps with something they know (their password) and something they have (like their phone). [Learn how it works](#)
- **Why 2-Step Verification?**
  - o 2-Step Verification puts an extra barrier between your business and cybercriminals who try to steal usernames and passwords to access business data. Turning on 2-Step Verification is the single most important action you can take to protect your business.
- **If required, give the date by which users must turn on 2-Step Verification.**
  - Employees May 1, 2023
  - Students June 1, 2023

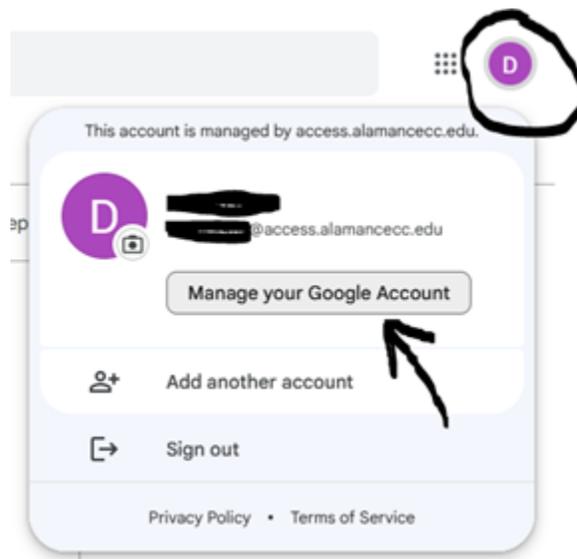
Link to Google Support: [Get started with 2-Step Verification](#)

If you need assistance with this process, please open a support ticket. You may open a ticket from anywhere. You do not have to be on campus. You can also open a ticket using a non-acc email address in the temporary event you do not have access to your college gmail to receive notifications.

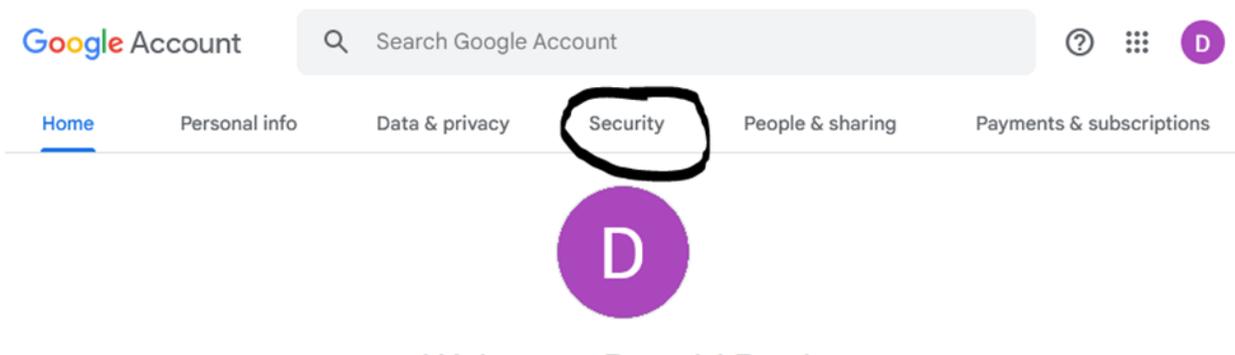
<https://support.alamancecc.edu>

Here are some screen shots to help you get started...

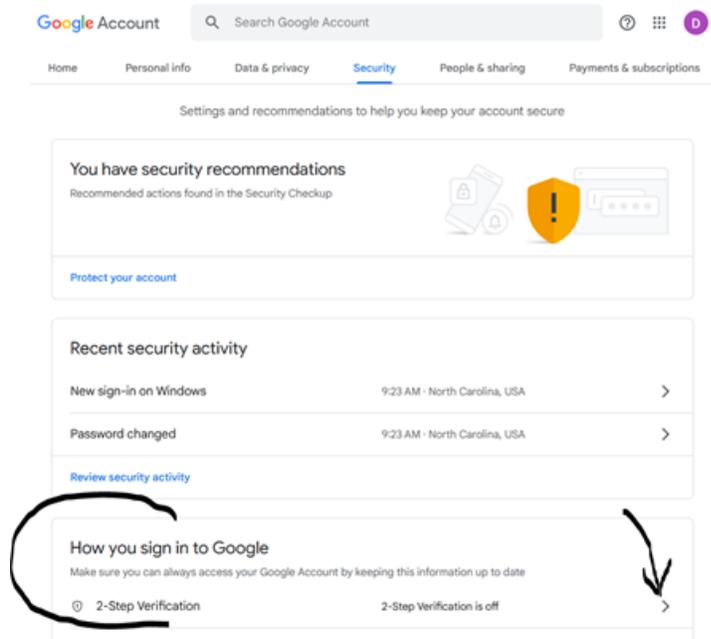
**1. Manage your Google Account:** While you are signed into Google Workspace, click on the account icon which is usually in the upper right of the screen. Then choose Manage your Google Account.



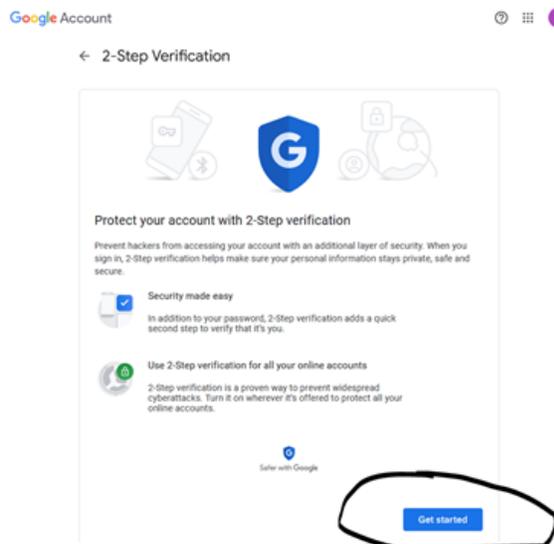
**2. SECURITY:** From your Google Account dashboard, choose the **SECURITY** menu tab



### 3. How you sign in to Google: Select the section *How you sign in to Google*



### 4. GET STARTED: On the Protect your account with 2-Step verification screen , choose *Get Started*



**5. SET UP PHONE:** Enter your phone number, choose a method, click next

← 2-Step Verification

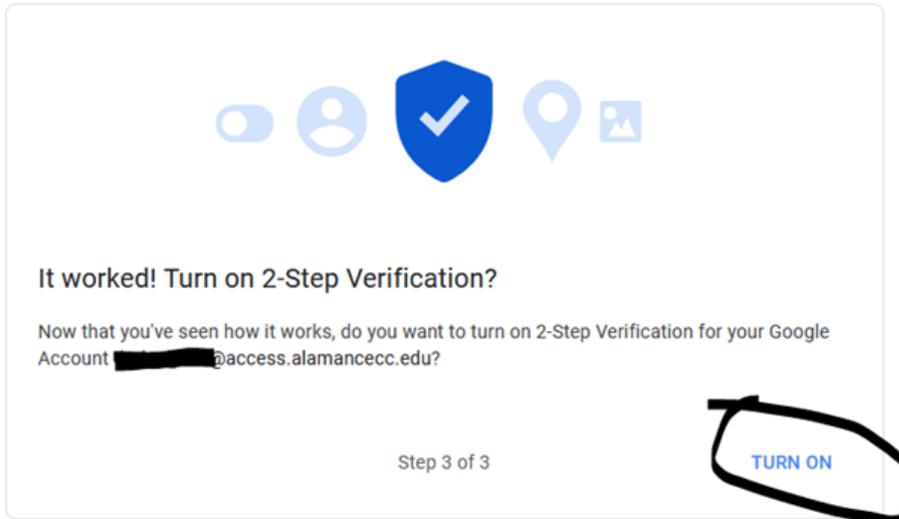
The screenshot shows the 'Set up your phone' screen. At the top, there are icons for a lock, a person, a phone, and a key. Below these is a smartphone icon with a blue bar containing three dots. The main heading is 'Let's set up your phone'. The question is 'What phone number do you want to use?'. There is a dropdown menu with a US flag icon. A black circle is drawn around the phone number input field. Below the input field, there is 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 question 'How do you want to get codes?' has two radio button options: 'Text message' (selected) and 'Phone call'. A 'Show more options' link is below. At the bottom, it says 'Step 1 of 3' and a 'NEXT' button, which is circled in black.

**6. ENTER CODE:** You will receive a code by the method chosen in the previous step, enter the code in the prompt. (this example shows the phone call method)

The screenshot shows the 'Confirm that it works' screen. At the top, there is a blurred phone number. The heading is 'Confirm that it works'. The text says 'Google will call you at [blurred number] to give you a verification code.' Below this is an input field with the placeholder text 'Enter the code'. A link 'Didn't get it? Resend' is below the input field. At the bottom, there are three buttons: 'BACK', 'Step 2 of 3', and 'NEXT'.

## 7. TURN ON: The final step

← 2-Step Verification



## 8. Now in the *How you sign in to Google* section – you should see that 2-Step Verification is ON

