Multi-Factor Authentication for WLS Google Accounts

Overview

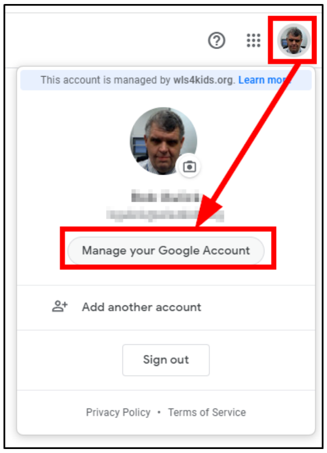
In order to better protect your WLS EMail, Google Drive, and all things Google related we recommend that you set up Multi-Factored Authentication (MFA) for your WLS Google Account. If your bank, credit card company, social media platform or other organization texts you a code every time you log in you are already aware of MFA. Using MFA with your accounts helps to make it harder for someone to hack into your account.

Currently, MFA is not required for Staff Google accounts but it is now recommended. This may change in the coming months and years as industry standards (and federal, state, and insurance companies) evolve to counter the evolving threats from hackers.

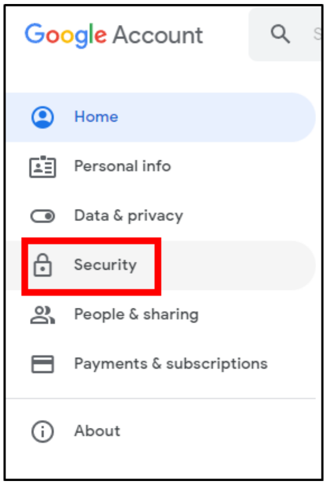
Hackers are figuring out new and innovative ways to get into user accounts. Usually they are trying to find information to help steal your identity. Sometimes they want to hijack your information and hold it ransom. Sometimes they just want to have fun to see if they can cause enough chaos to get mentioned in the news. Whatever their end goal the result is the same, your information (and the information of your students) is compromised.

Turning on Multi-Factor Authentication

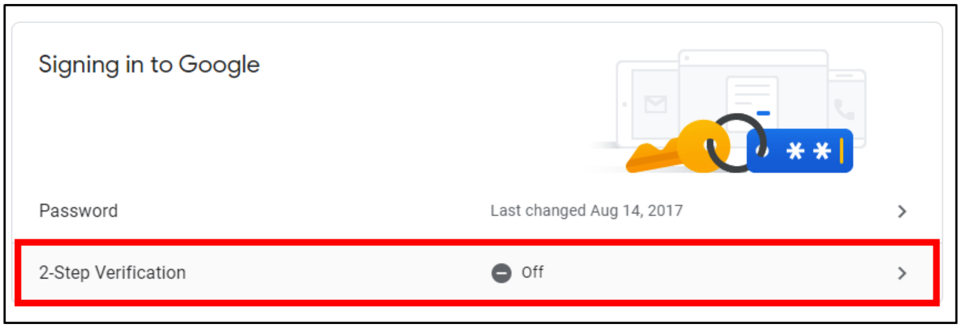
1. Go to https://www.google.com and log in using your WLS Google Account
2. Click on your account icon
3. Click on "Manage your Google Account"


This account is managed by wls4kids.org. Learn mo
Manage your Google Account
Add another account
Sign out
Privacy Policy • Terms of Service

4. Along the left side click on "Security"



5. Slide down to “Signing in to Google” and click on “2-Step Verification”

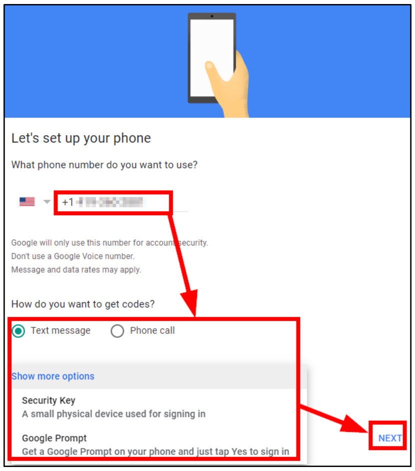


Signing in to Google

Password — Last changed Aug 14, 2017 ›

2-Step Verification — ⊖ Off ›

6. Click on “Get Started”
7. You will be asked to re-enter your current WLS Google Password to verify that you are you.
8. Enter a telephone number you wish to use for login verification.
   a. The standard is either a text or a voice message from Google. You can also select a Google Prompt on your phone (if you have that set up) or a security key (a physical security device that connects to a device by USB or bluetooth)
   b. This phone number will only be used for login verification
9. Click on “Next”



Let's set up your phone

What phone number do you want to use?

+1 [redacted]

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

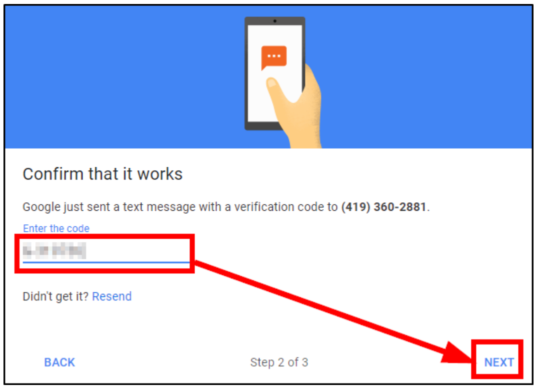
Show more options

Security Key
A small physical device used for signing in

Google Prompt
Get a Google Prompt on your phone and just tap Yes to sign in

NEXT

10. Google will attempt to use your selected method to test your verification. Enter the code in the space provide and click on “Next”



Confirm that it works

Google just sent a text message with a verification code to **(419) 360-2881**.

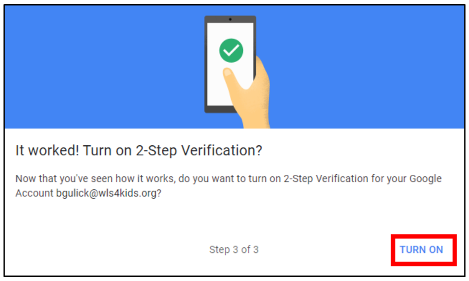
Enter the code

[redacted]

Didn't get it? Resend

BACK — Step 2 of 3 — NEXT

11. If you next see an “It Worked!” message you can now click on “Turn On” to activate your extra protection.
    a. If you do not see “It Worked” please go back a step and try again.



It worked! Turn on 2-Step Verification?

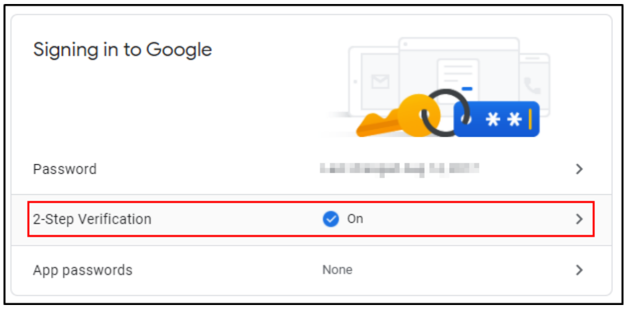
Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account bgulick@wls4kids.org?

Step 3 of 3 — TURN ON

Being Prepared With Additional Phone Numbers

You can add additional phone numbers to use for verification. You can set these additional phone numbers up to contact you by text or voice.

1. Go to https://www.google.com and log in using your WLS Google Account
2. Click on your account icon
3. Click on “Manage your Google Account”
4. Along the left side click on “Security”
5. Scroll down and click on “2-Step Verification” under the “Signing in to Google” area



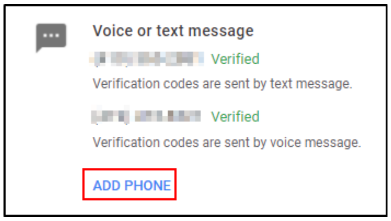
Signing in to Google

Password [redacted]

2-Step Verification ✓ On

App passwords None

6. Odds are you will need to enter your password
7. Click on “Add Phone” under the “Available second steps area”



Voice or text message

[redacted] Verified

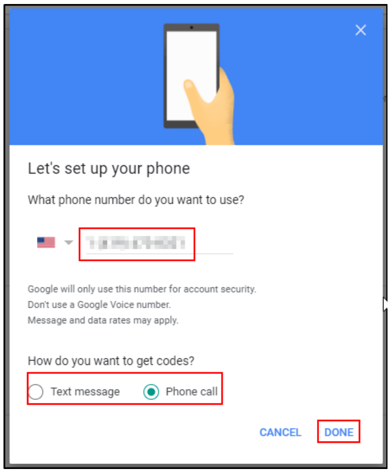
Verification codes are sent by text message.

[redacted] Verified

Verification codes are sent by voice message.

ADD PHONE

8. Enter a full phone number, the type of call, and then “Done”
9. Verification / Testing Time: Once you see the number added to you list click on the edit pencil
10. Click on the “Verify” button and follow the directions
11. Once you enter the code the number can be used



Let's set up your phone

What phone number do you want to use?

[redacted]

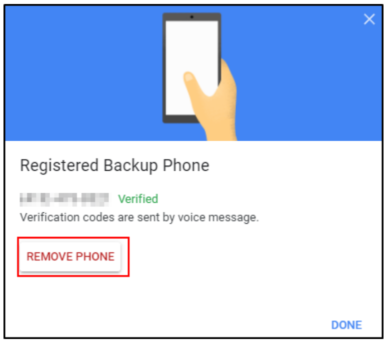
Google will only use this number for account security.
Don't use a Google Voice number.
Message and data rates may apply.

How do you want to get codes?

○ Text message ● Phone call

CANCEL DONE

12. Delete any numbers that you no longer have access to by click in on the pencil and then clicking on “Remove Phone”



Registered Backup Phone

[redacted] Verified

Verification codes are sent by voice message.

REMOVE PHONE

DONE

Being Prepared With Backup Codes

Sometimes you may not have access to your connected cell phone or you may not have cell phone service. Each Backup Code can be used once. You can have up to ten backup codes at once. You can print off the codes and store them in a wallet or some other place. DO NOT WRITE YOUR PASSWORD on the same paper.

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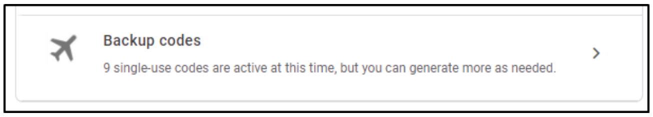
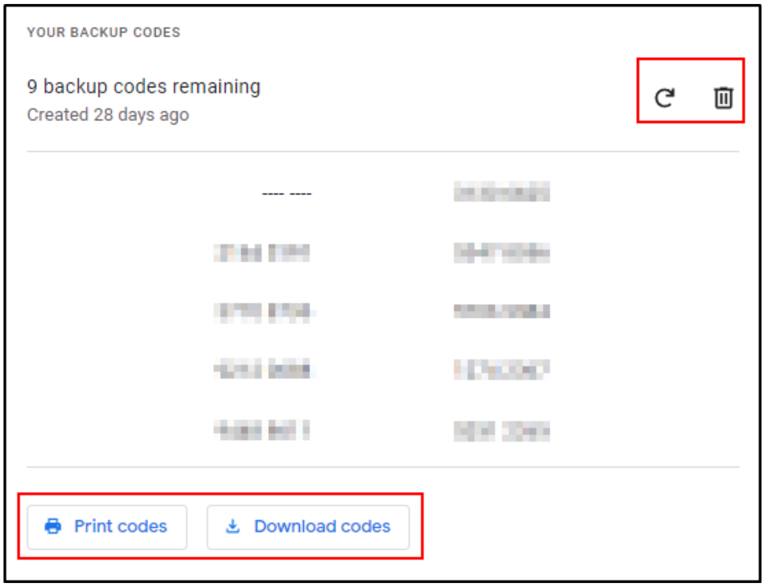
3. Click on "Manage your Google Account"
4. Along the left side click on "Security"
5. Scroll down and click on "2-Step Verification" under the "Signing in to Google" area



Backup codes

9 single-use codes are active at this time, but you can generate more as needed.

6. Odds are you will need to enter your password
7. Click on "Backup Codes"
8. You can see that I have used one of my codes. (the dashed out one)
9. You can print or download the remaining available codes by using the buttons below the list.
10. The "Trash" icon will delete all remaining available codes – use this if your list is ever lost or compromised.
11. The "Circular Arrow" will refresh your list with 10 new codes.



YOUR BACKUP CODES

9 backup codes remaining

Created 28 days ago

---- ---- [redacted]

[redacted] [redacted]

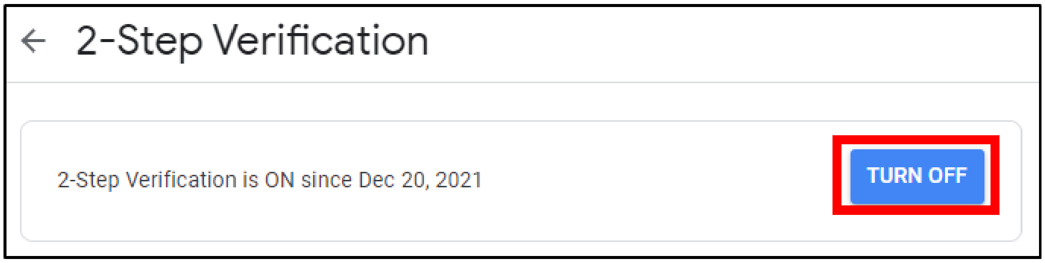
[redacted] [redacted]

[redacted] [redacted]

[redacted] [redacted]

Turn Off 2-Step Verification

If you ever want to turn off the extra security just visit the security area again and turn off the 2-Step Verification option.



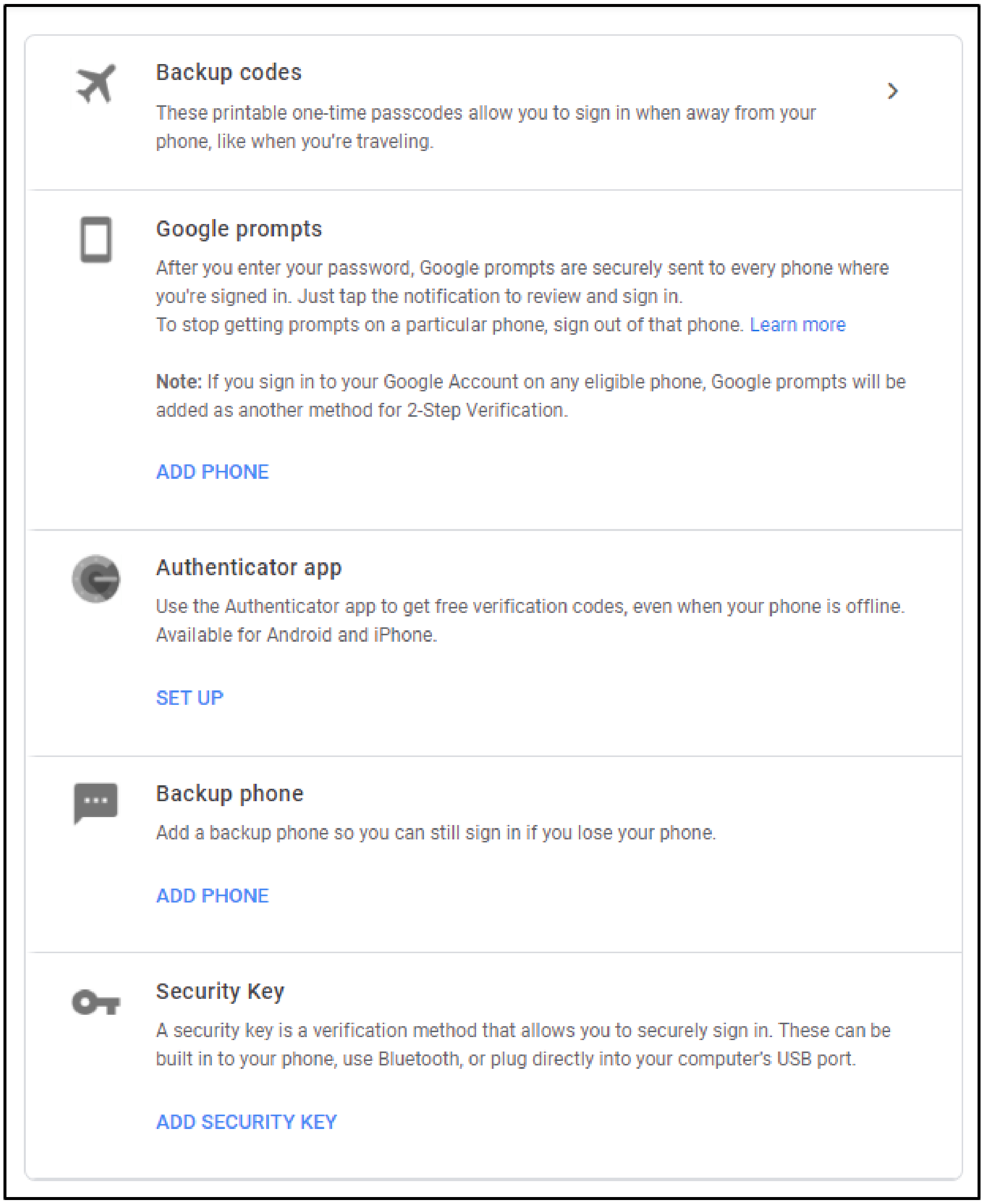
← 2-Step Verification

2-Step Verification is ON since Dec 20, 2021

Additional Security Options

There are several additional security options located below the 2-Step Verification.

At the very bottom of the screen is also a list of devices that you have told Google not to use 2-Step Verification. It is a great idea to look at that list every so often to make sure you have not left an old phone or old computer on this list.



Backup codes

These printable one-time passcodes allow you to sign in when away from your phone, like when you're traveling.

Google prompts

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.
To stop getting prompts on a particular phone, sign out of that phone. 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.

Authenticator app

Use the Authenticator app to get free verification codes, even when your phone is offline. Available for Android and iPhone.

Backup phone

Add a backup phone so you can still sign in if you lose your phone.

Security Key

A security key is a verification method that allows you to securely sign in. These can be built in to your phone, use Bluetooth, or plug directly into your computer's USB port.