

## Google (JagMail) 2-Step Verification

Google 2-Step Verification, also known as *Two-factor authentication*, is an extra layer of security to ensure that you're the only person who can access your account, even if someone has obtained your password. All employee JagMail accounts are required to be enrolled in two-factor authentication.

Once you have accessed your JagMail account by requesting an email, creating a password, then logging in, you will have one week to enroll in two-factor authentication or risk having your email account disabled.

**We recommend either of these 2-Step Verification processes which use your smartphone or tablet:**

Google Prompt – Allow you to use the Google app to verify your login access

Authenticator App – Google Authenticator app provides a verification code without the need for a network or cellular connection.

**Backup Codes to use if your smartphone is not available**

Backup Codes - One-time passcodes allow you to sign in when away from your phone. These will need to be printed and accessible in order to use.

### How to Setup 2-Step Verification

From within your email web browser, begin here:

1. Select the **JagMail PAW** image from the top right corner
2. Select **Manage your Google Account**, in the pop-up window
3. Select **Security & sign-in**, from Google Account options in the left panel
4. Select **2-Step Verification** in the Signing into Google section to setup your selected 2-Step Verification processes.



***If you encounter any problems, contact the CSC Help Desk at (251) 460-6161.***