





Google account 'how to guide' 2-Step verification Process





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2 Step verification

Slide 3





Log on to your account

Step 1: log into your account using the following link: <u>https://accounts.google.com</u>

Please note, the Google account referenced is your username used for Supplier Portal sign-in Google and will be in one of the following formats: Choose an account e.g. s123456_abcdefgh@supplier.morrisons.com John Another med out 7 john.another@morrisonsplc.eo.uk e.g. abc@partners.morrisonsplc.co.uk John Another Signed out Signed out John Another johnapotherone1979@googlemail.co.uk john.another@morrisonsplc.co.uk 0 Use another account Remove an account 0-English (United States) -Help Privacy Terms



To ensure your account is secure you will also be asked to set up a **2nd security credential** (e.g. your mobile phone number to receive codes via an SMS message).

With **2-Step Verification** (also known as two-factor authentication), you add an extra layer of security to your account. After you set it up, you'll sign in to your account/ in two steps using:

- Something you know (your password)
- Something you have (like your phone or a security key dongle)

Step 1: Go to your **Google Account**

Step 2: Select the Security tab

asked	Google Account	Q Search Google Account		***	
bile age).	Home	(C			
or	 Personal info Data & personalisation 				
to your ccount/	People & sharing	Welcome, J Manage your info, privacy and security			
	 Payments & subscriptions Help Send feedback 	Privacy & personalisation See the data in your Google Account and choose what activity is saved, to personalise your Google experience	Security issues found Protect your account now by resolving these issues	6	
		Manage your data & personalisation Account storage	Secure account		
6	Security				



Step 1: On the security tab, scroll down to the 'Signing in to Google' section

Then click the '2 step verification selection

arrow:







Step 2: You will then have to sign in again to confirm your identity

		Google			
		Hi John			
	john.anol	ther@morriso	ns.co.uk	·	
-	Enter your password -				-
				B	
					4
Fo	orgot password?			Next	

Step 3: On the initiation page, click GET STARTED



← 2-Step Verification

Protect your account with 2-Step Verification

Each time you sign in to your Google Account, you'll need your password and a verification code. Find out more





Add an extra layer of security

Enter your password and a unique verification code that's sent to your phone.

Keep the bad guys out

Even if someone else gets your password, it won't be enough to sign in to your account.





← 2-Sten Verification

2 Step Verification

Step 4: Set up your phone, and add a suitable phone number for

messages to be received.

noccagee to be received.	🛛 💭 MESSAGES			< 2-Step vernica	nion	
← 2-Step Verification		Google Your Google verification code is 492374			_	
	FaceTime 29	Calendar $\begin{bmatrix} 11 & 12 \\ 10 & 12 \\ 3 & 2 \end{bmatrix}$	Photos Camera			
Let's set up your phone What phone number do you want to use? 207654321012 Google will only use this number for account security.	Mail Notes	Clock	Maps Weather News Store	Confirm that it works Google just sent a text messag Enter the code 492374 Didn't get it? Resend	e with a verification code to 07584 077891.	
Don't use a Google Voice number. Message and data rates may apply. How do you want to get codes?		iTunes Store Ap	pp Store Books	Step 6: Input the	Step 2 of 3	from your
Text message Phone call Don't want to use text message or voice call? Choose another option				phone, in to the Step 7: click	confirm that it wo	rks ' screen
Step 1 of 3	NEXT					
		Review the	vernication			



Step 8: You will now land on a 'It worked! Page - **Turn on 2 Step** Verification by clicking the **TURN ON** button

	You are all set to use your Google account in safety and with confidence				
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	Signing in to Google				
Account cath.kidston@partners.test.morrisonsplc.co.uk?	Password	Last changed 12:22	>		
Step 3 of 3 TURN ON	Step Verification	🥑 On	Σ		
	App passwords	None	>		



Thank you