Google account **'how to guide'**
2-Step verification Process
18/10/19

Contents

2 Step Verification

Log on to your account

Step 1: log into your account using the following link:

https://accounts.google.com

Please note, the Google account referenced is your username used for Supplier Portal sign-in and will be in one of the following formats:

e.g. *s123456_abcdefgh@supplier.morrisons.com*

e.g. *abc@partners.morrisonsplc.co.uk*

John Another
john.another@morrisonsplc.co.uk   Signed out

Google

Choose an account

John Another
john.another@morrisonsplc.co.uk   Signed out

John Another
johnanotherone1979@googlemail.co.uk   Signed out

Use another account

Remove an account

English (United States) ▾   Help   Privacy   Terms
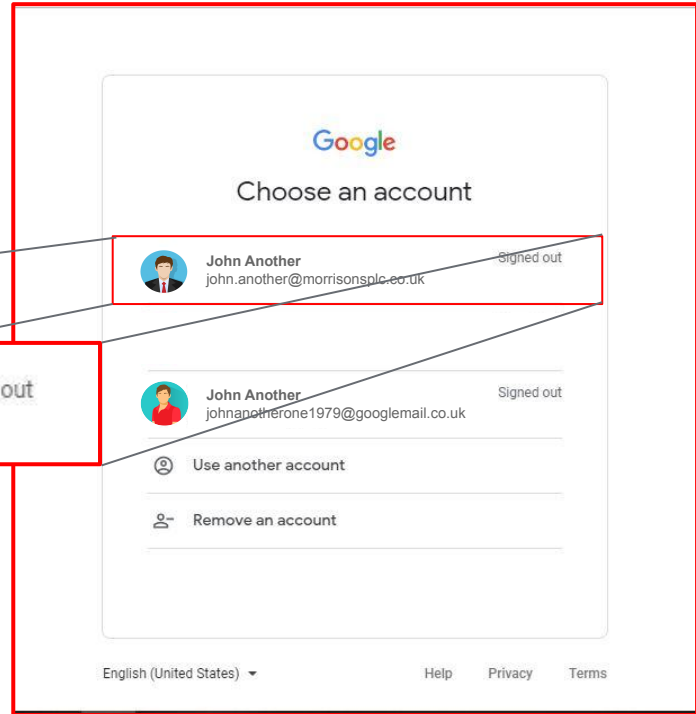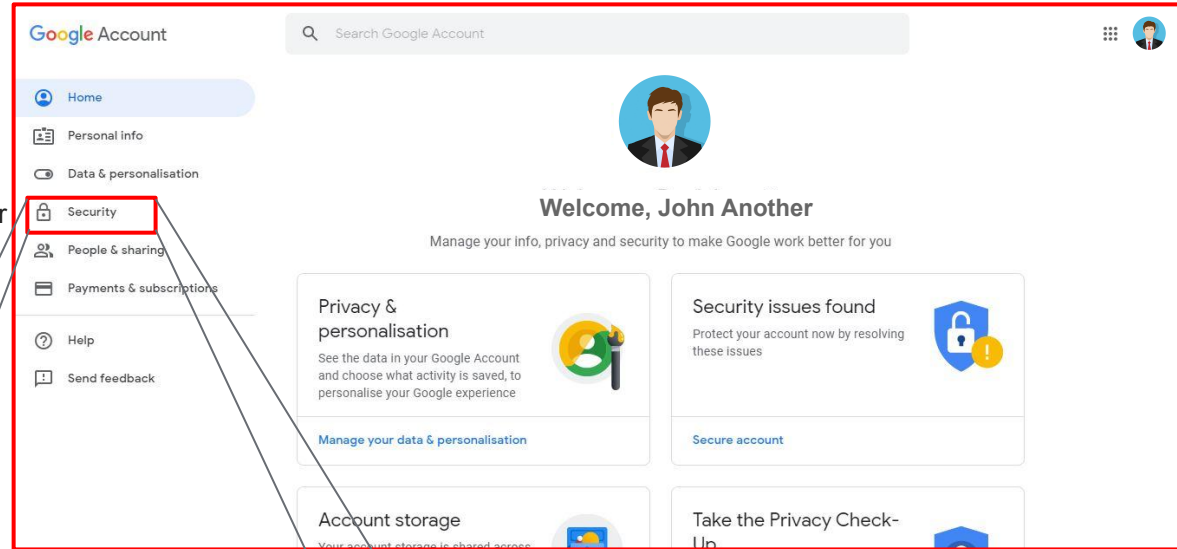
2 Step Verification

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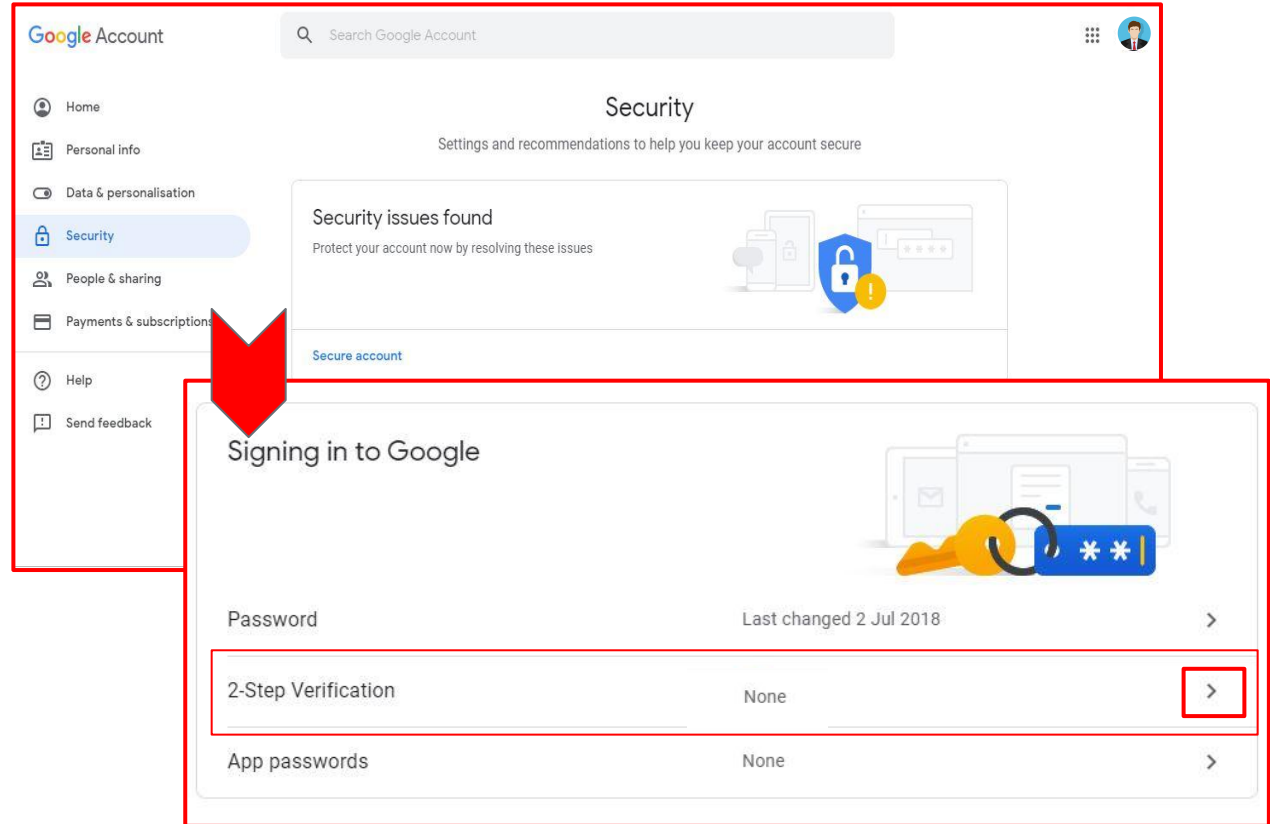
Step 1: Go to your **Google Account**

Step 2: Select the **Security** tab

2 Step Verification

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

Then click the **'2 step verification** selection arrow:

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

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.
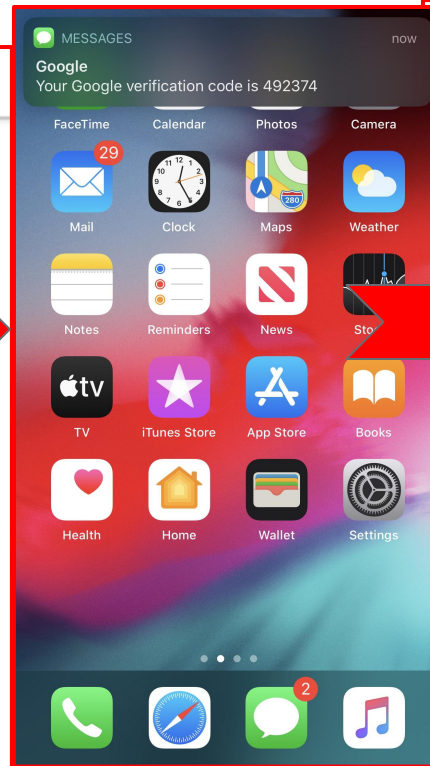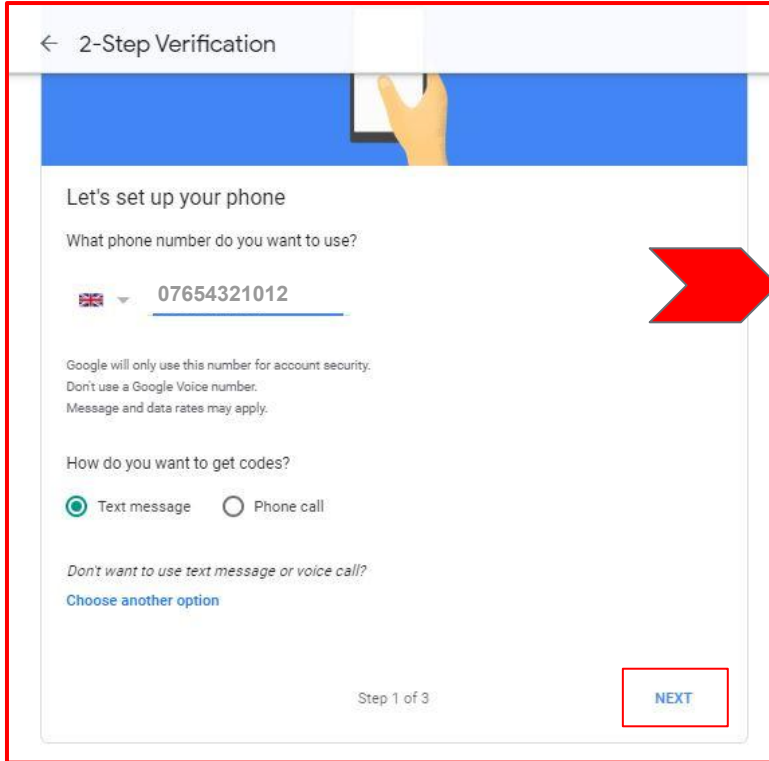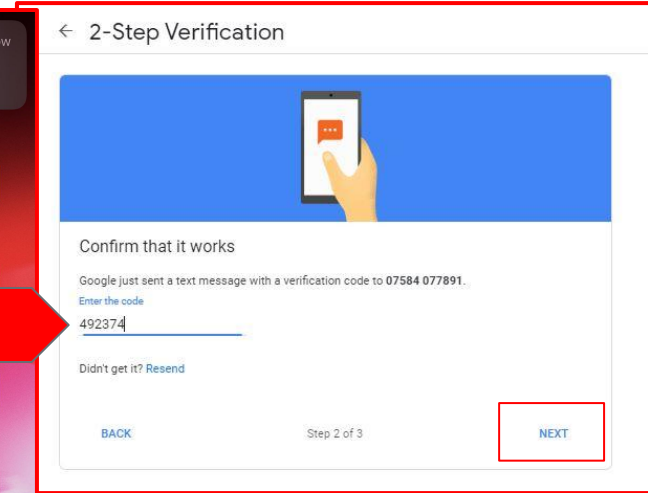
GET STARTED

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2 Step Verification

Step 4: Set up your phone, and **add a suitable phone** number for messages to be received.
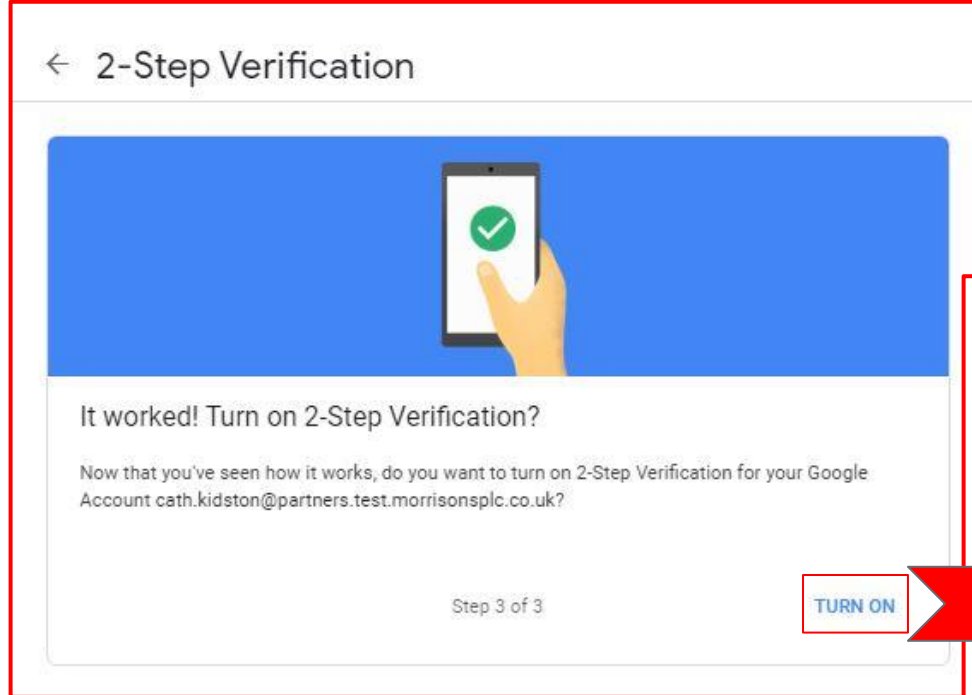

Step 6: Input the **Verification code** from your phone, in to the '**confirm that it works**' screen

Step 7: click **NEXT**

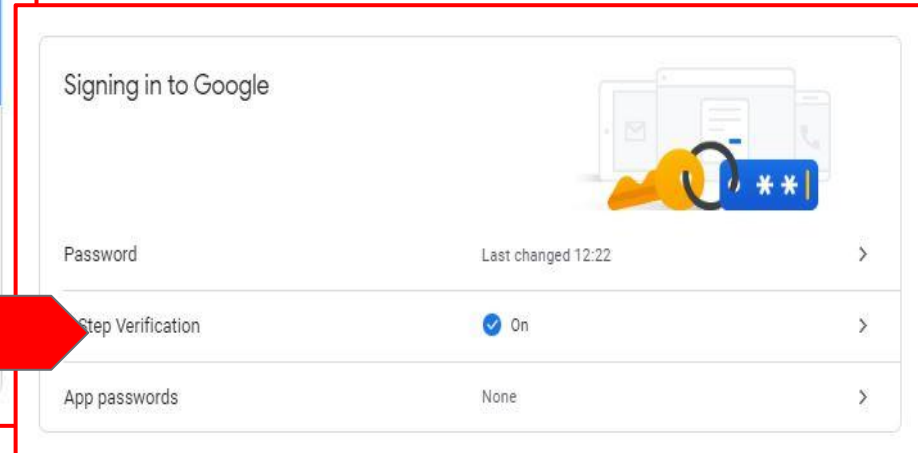**Step 5:** Review the verification text on your phone

2 Step Verification

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

Congratulations! Your 2 Step Verification set up has been enabled.

You are all set to use your Google account in safety and with confidence

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Thank you