

# How-To: Enable 2-Step Verification for your Sage Google Account

When you enable 2-Step Verification (also known as two-factor authentication), you add an extra layer of security to your account. Any authentication attempts via your account will be confirmed by you using a one time code sent to your mobile phone.



## Graduating Soon?

If you're graduating soon check out our [article on your alumni google account](#).

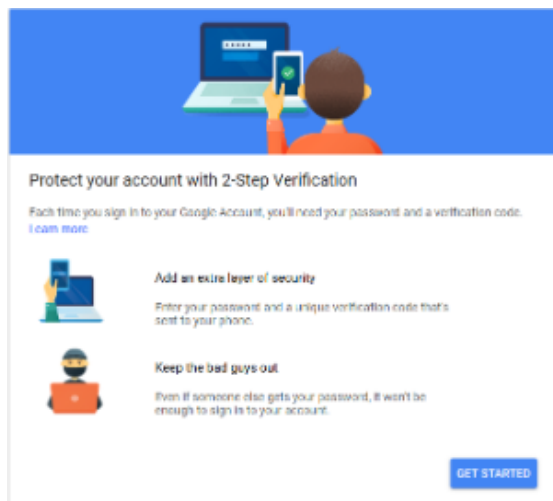
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## Here's how it's done

### Enable 2-Step Verification

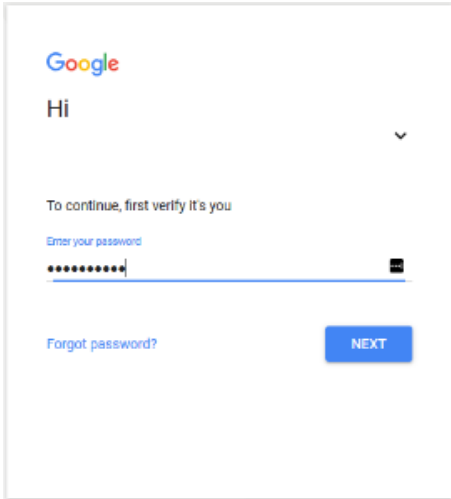
Go to the [2-Step Verification](#) page. You may be required to sign in to your Google Account. Click the *Get Started* button.



click photo to enlarge

### Login to your Sage Gmail account

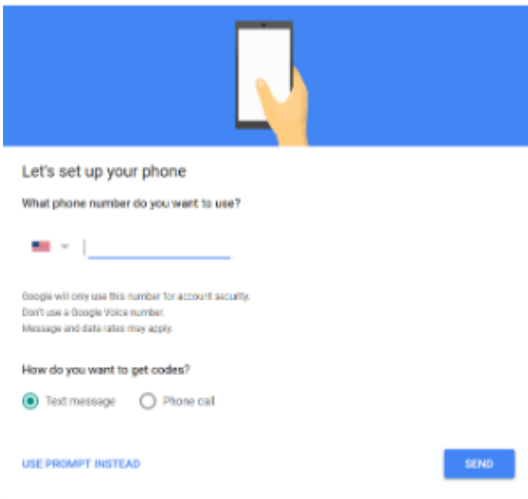
You will need to verify the account that you are enabling 2-Step Authentication on.



click photo to enlarge

## Setup your phone

Enter in your phone number including the area code. If your number is an international one you will need to change the country by clicking the icon near the America Flag displayed in the following screenshot. You will be given the options to have codes sent via text message or via phone call, select the button next to your preferred method. Click the *Send* button.



click photo to enlarge

## Confirm your phone number

Depending on which method you selected in the previous step you will either receive a text message, or a phone call. You will be provided with a 6 digit verification code. Enter the code in area provided. Click the *Next* button.



### Resend the message

If you did not receive a call or text containing the verification code click the *Resend* button. A new verification code will be sent. Please keep in mind that it may take a few moments for the message to arrive, if you request a new code, and both codes come in at a similar time, the newest code will be the correct one to use.



### Confirm that it works

Google just sent a text message with a verification code to

Enter the code

Didn't get it? [Resend](#)

[BACK](#)

[NEXT](#)

click photo to enlarge

## Turn on 2-Step Verification

Once the verification code has been entered, you will be asked to turn on 2-Step Verification. Click the button *Turn On* to enable it.



### Turn on 2-Step Verification?

Second step: **Voice or text message (default)**

You'll stay signed in to \_\_\_\_\_ on these devices:

You'll be signed out of your other devices. To sign back in, you'll need your password and second step.

[TURN ON](#)

click photo to enlarge

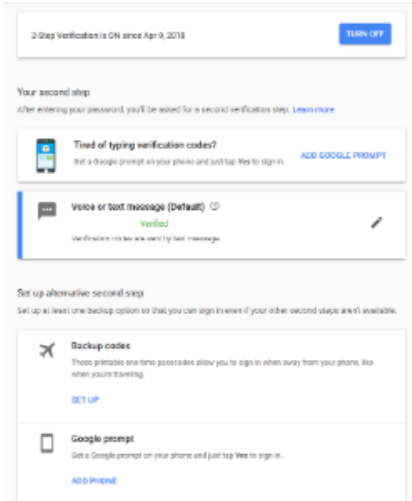
## Manage your 2-Step Verification

Once 2-Step Verification is turned on you will be brought to a page where you can manage your devices and phone numbers. If you wish to change your phone number or remove it, click the pencil icon to the right of the phone.



### Alternative Authentication Methods

On this page you will be presented with alternative second step verification options. Security Key documentation can be found [here](#), Google Authenticator documentation can be found [here](#), and documentation for Backup Codes can be found [here](#). Use those links to learn how to setup and use the alternative second step verification methods.



click photo to enlarge

## Wrapping up

This article has shown you how to enable and setup 2-Step Verification for your Sage GMail account. If you encounter any issues enabling this feature on your Sage account, please contact the Service Desk!

## Related articles

- [How-To: Enable 2-Step Verification for your Sage Google Account](#)
- [How-To: Add a Recovery Email and Phone Number to your Sage Alumni Google Account](#)
- [How-To: Start a Google Meet video Meeting](#)
- [How-To: Access Google Team Drives](#)
- [How-To: Create a Google Team Drive](#)