

Update the Google Multifactor Authentication Method



1. Open Google Chrome
2. Go to www.google.com if the Google page is not already open
3. Click on the circle next to the waffle in the upper right hand corner of the Google screen




4. Click on Manage your Google Account
5. Click on Security from the menu on the left-hand side of the screen

Manage your Google Account

 Personal info

 Data & privacy

 Security

 People & sharing

6. Scroll down to the Signing in to Google section of the screen

Signing in to Google

Password	Last changed Dec 19, 2022	>
2-Step Verification	<input checked="" type="checkbox"/> On	>
App passwords	None	>

7. Click on the arrow on the right side of the 2-Step Verification line
8. Sign into your District account

To continue, first verify it's you

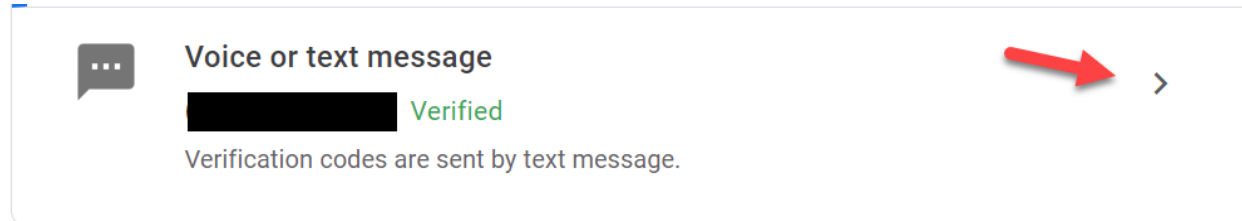
Enter your password

Next

9. Click Next

10. Scroll down to the authentication options

- a. If you need to change your authentication method phone number, click on the arrow in the Voice or text message box



- b. Click Add another phone number

+ Add another phone number

- c. Put the new phone number into the Enter phone number field>Select the way you would like to receive the sign-in codes from Google (Text message or voice call)> Click Next

A screenshot of the 'Add a phone number' form. It includes a dropdown menu for country selection (currently showing the US flag), an input field labeled 'Enter phone number', and a list of bullet points: 'Google will use this number to help you sign in and to alert you if there's unusual activity in your account.', 'Don't use a Google Voice number.', and 'Charges from your carrier may apply.' Below the list is a link: 'Learn more about how Google uses this info'. At the bottom, there is a question 'How do you want to receive sign-in codes from Google?' followed by a dropdown menu currently set to 'Text message'. At the very bottom of the form are 'Cancel' and 'Next' buttons.

- d. Verify your added line as prompted

- e. Once the new number is added, click on the trash can next to the old number used

11. If you want to add an a different method to verify your account other than a text or voice message, you can scroll down in those menu options and select the one that best fits your needs> follow those prompts to set those up as needed