

How to Download the Google Authenticator App

The Google Authenticator app allows you to use 2 Step Verification with your Canton Schools Google Account without needing cell service or wifi service. To set up Authenticator for your Canton Schools account, follow these steps.

1. To download the Google Authenticator app, visit the App Store on your Android or iPhone and search for "Google Authenticator". The app icons should resemble the following images:



2. Once the app is downloaded follow <u>these steps</u> on your computer to complete the setup. The steps will have you refer back to this article.



How to add an Account with a QR Code

- 1. Open the Google Authenticator App
- 2. Tap the + in the bottom right corner of the app



3. Click on "Scan a QR code".



4. Then point your camera at your computer screen to scan the code which will resemble this:





Using Google Authenticator for 'Two Factor Authentication' (2fa)

- 1. Log in to your Google Account (i.e. logon to a Chromebook, Check your Canton Schools Gmail, etc.)
- 2. When asked to verify your identity, choose "Try Another Way"
- 3. Select "Get a verification code from the Google Authenticator App"
- 4. Open the Google Authenticator app on your cell phone
- 5. Locate the 6 digit code for your Canton Schools account
 - a. Note that the 6 digit code will change every 30 seconds for added security
- 6. Enter the 6 digit code on your Chromebook or laptop to finish logging in