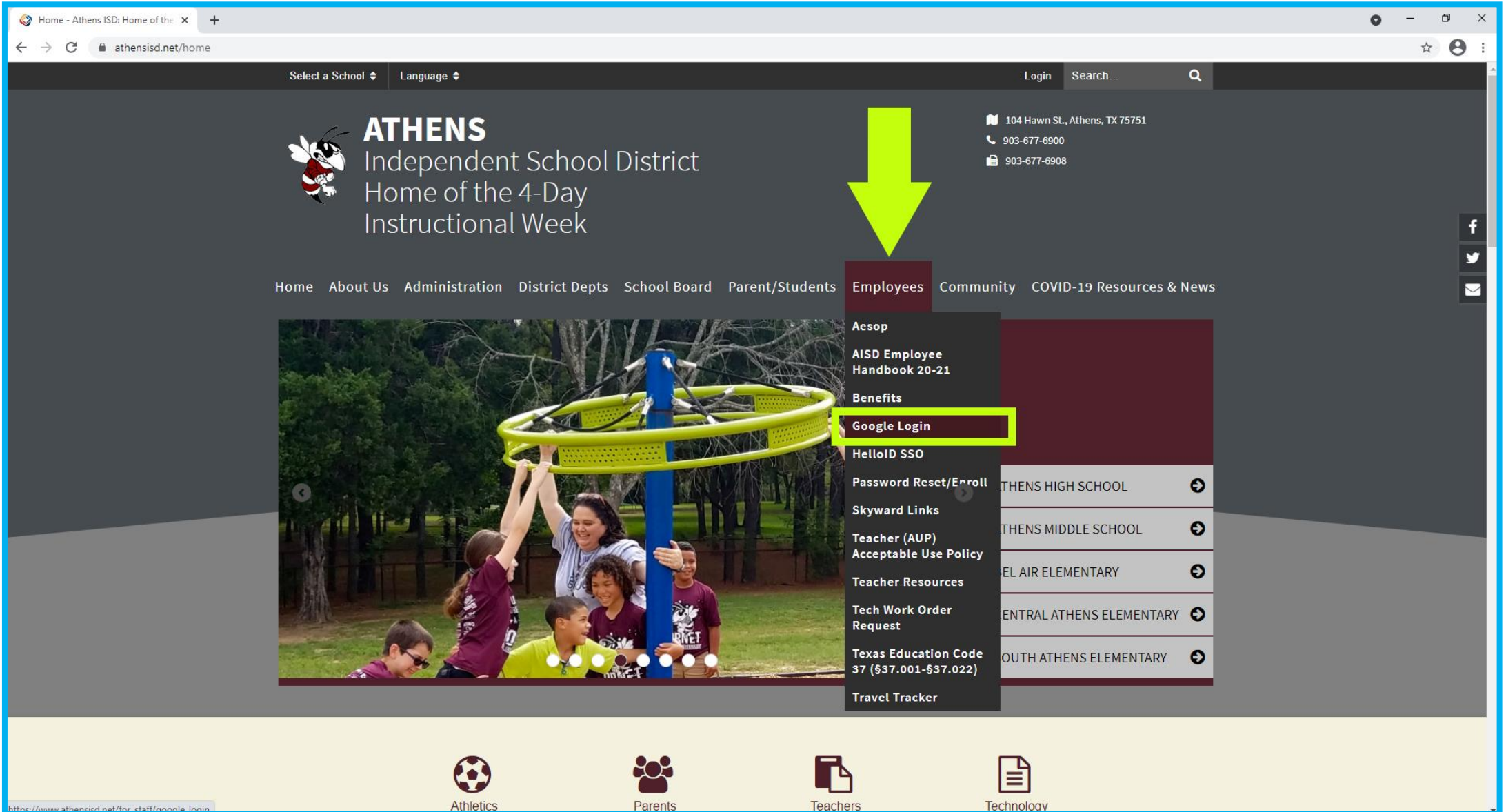




# Instructions on Setting up Email and 2-Step Verification

Open your internet browser and type [www.athensisd.net](http://www.athensisd.net) into the address bar. Once you get to the home page, hover over the Employees tab and select Google Login

### Types of Internet Browsers



The screenshot shows the Athens ISD website home page. The navigation menu includes Home, About Us, Administration, District Depts, School Board, Parent/Students, Employees, Community, and COVID-19 Resources & News. The Employees menu is open, showing options like Aesop, AISD Employee Handbook 20-21, Benefits, Google Login (highlighted), HelloID SSO, Password Reset/Enroll, Skyward Links, Teacher (AUP) Acceptable Use Policy, Teacher Resources, Tech Work Order Request, Texas Education Code 37 (\$37.001-\$37.022), and Travel Tracker. A large green arrow points to the Employees menu. The footer contains icons for Athletics, Parents, Teachers, and Technology.

Type in your Username which is your first initial, last name @athensisd.net

*Username Example: John Doe  
[jdoe@athensisd.net](#)*



Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

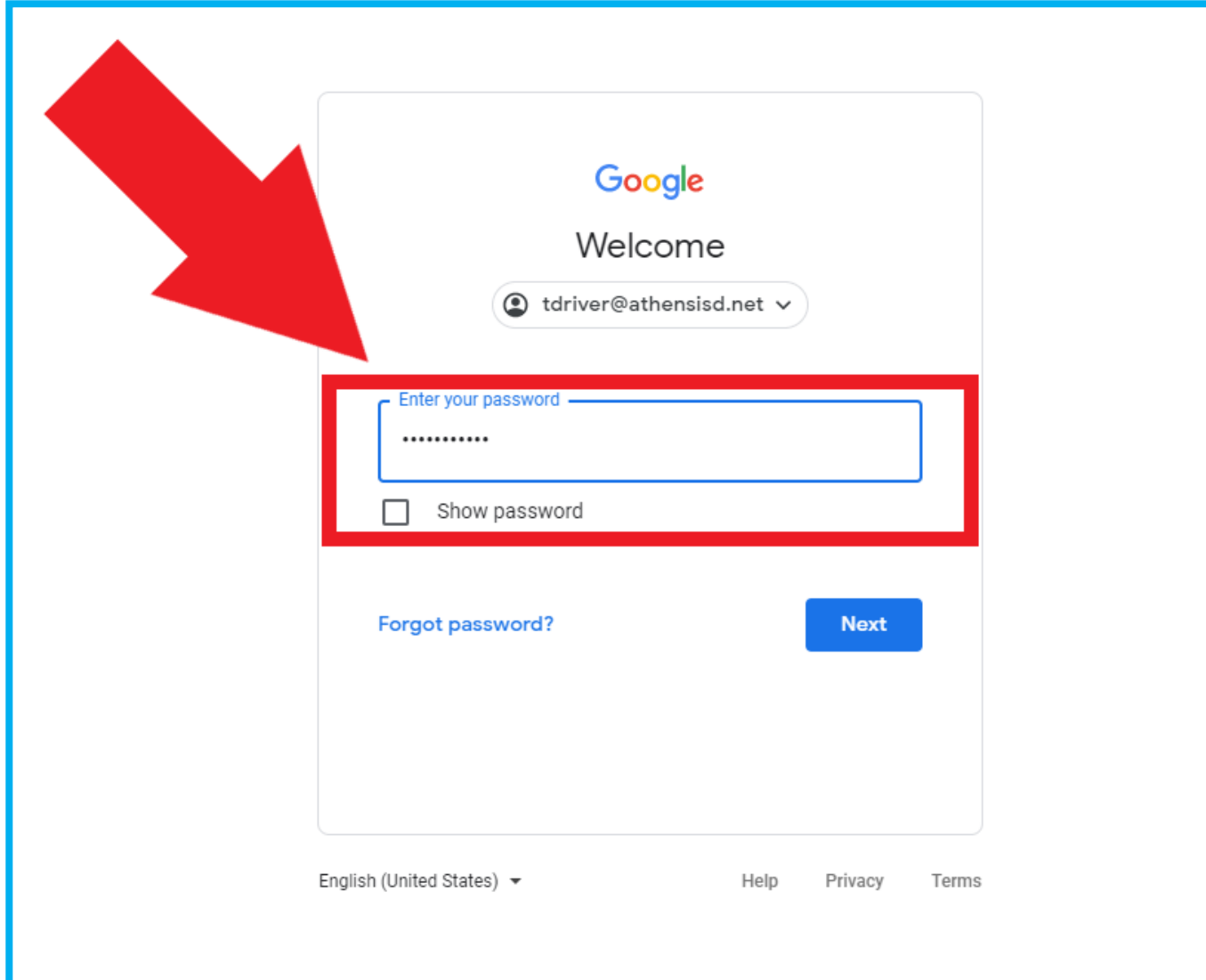
English (United States) ▾

[Help](#)

[Privacy](#)

[Terms](#)

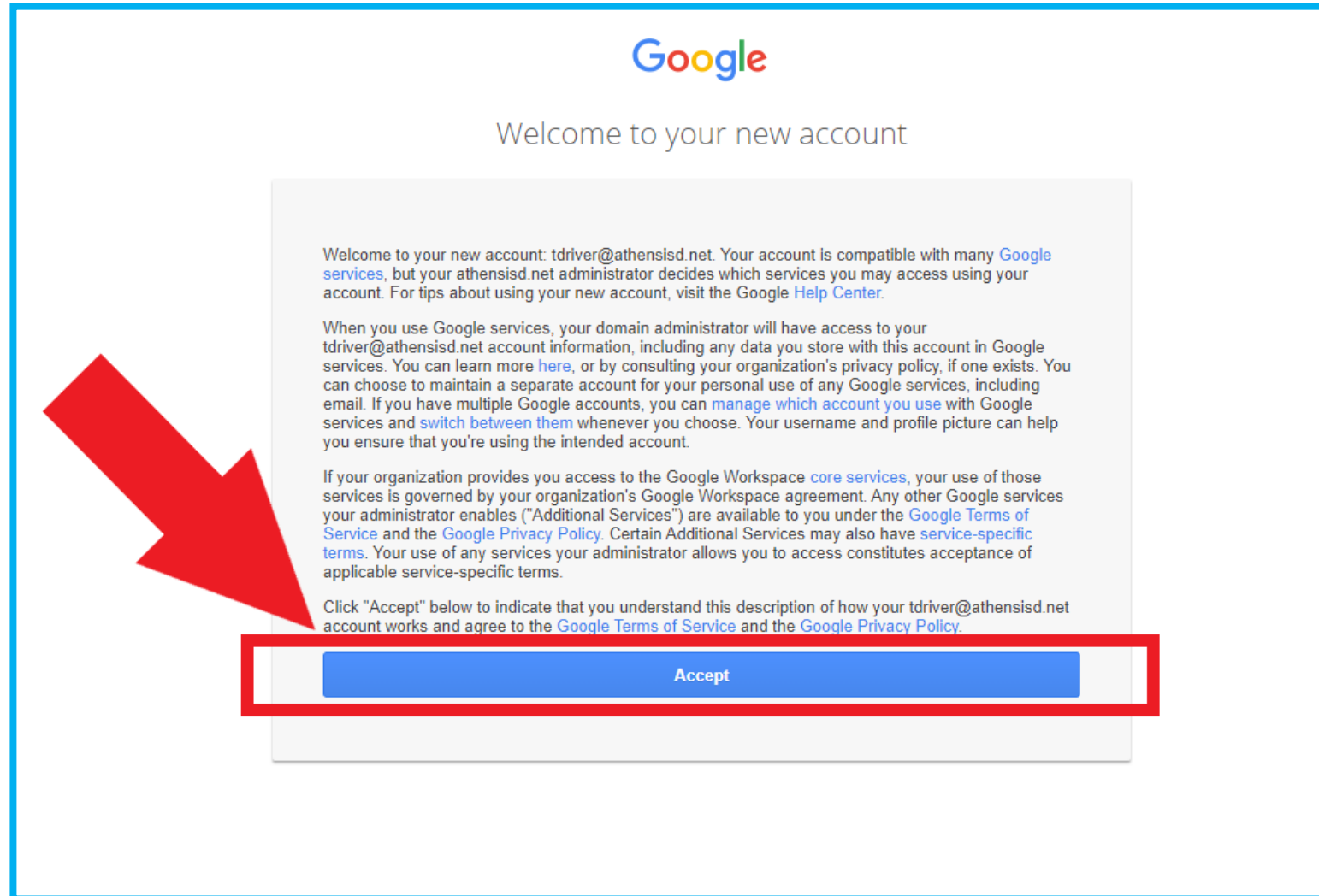
Type in your password and select next



The image shows a screenshot of the Google login interface. At the top, the Google logo is displayed, followed by the word "Welcome". Below this, the email address "tdriver@athensisd.net" is shown in a rounded rectangle. A large red arrow points from the top left towards the password input field. The password field is a rectangular box with a blue border, containing a series of dots. Below the password field is a checkbox labeled "Show password". To the right of the password field is a blue button labeled "Next". At the bottom left of the login area is a link for "Forgot password?". At the bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

***NOTICE: If you have logged in before and already set up 2-step verification, you will receive a text on your phone with the code to login. Once you login, Google will take you directly to your inbox after you sign in.***

# Next you will be asked to accept the terms of services, select Accept



Google

Welcome to your new account

Welcome to your new account: tdriver@athensisd.net. Your account is compatible with many [Google services](#), but your athensisd.net administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

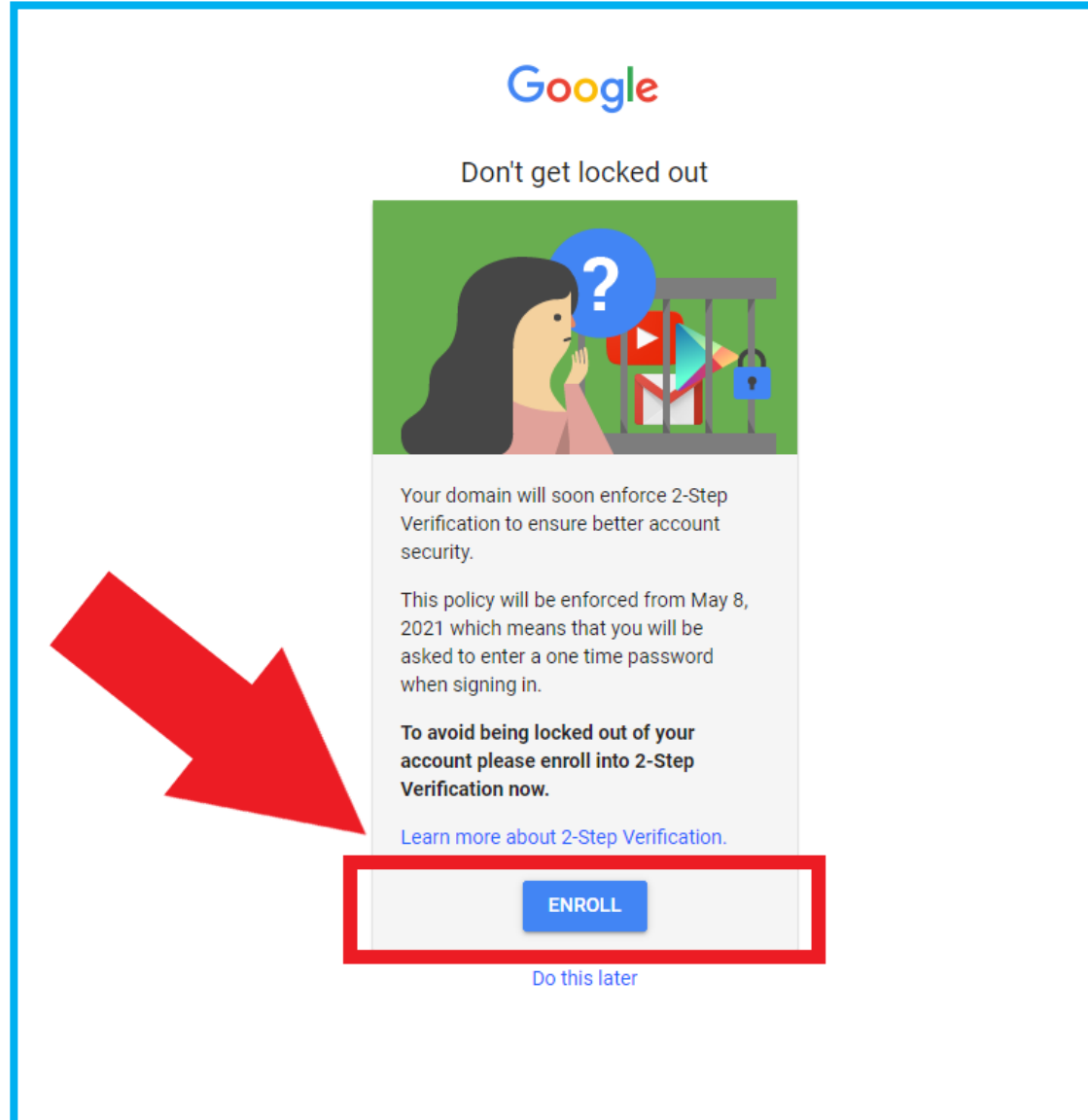
When you use Google services, your domain administrator will have access to your tdriver@athensisd.net account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Workspace [core services](#), your use of those services is governed by your organization's Google Workspace agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your tdriver@athensisd.net account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

## You will then be asked to turn on 2-Step verification. Select *Enroll*



The image shows a notification from Google. At the top is the Google logo. Below it is the text "Don't get locked out". The main content area features an illustration of a woman looking at a smartphone with a question mark icon, and a padlock icon. Below the illustration is a text box with the following content:

Your domain will soon enforce 2-Step Verification to ensure better account security.

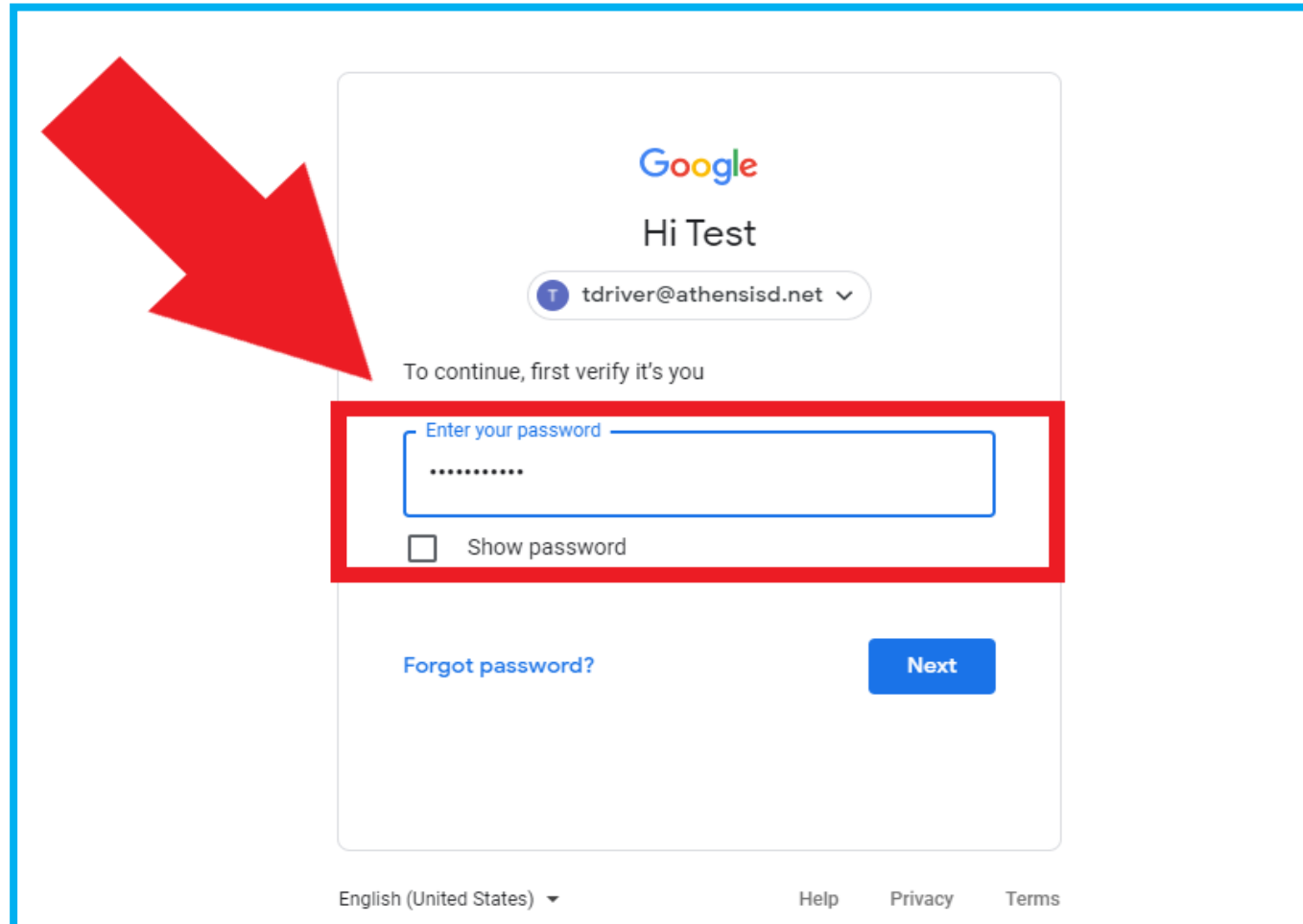
This policy will be enforced from May 8, 2021 which means that you will be asked to enter a one time password when signing in.

**To avoid being locked out of your account please enroll into 2-Step Verification now.**

[Learn more about 2-Step Verification.](#)

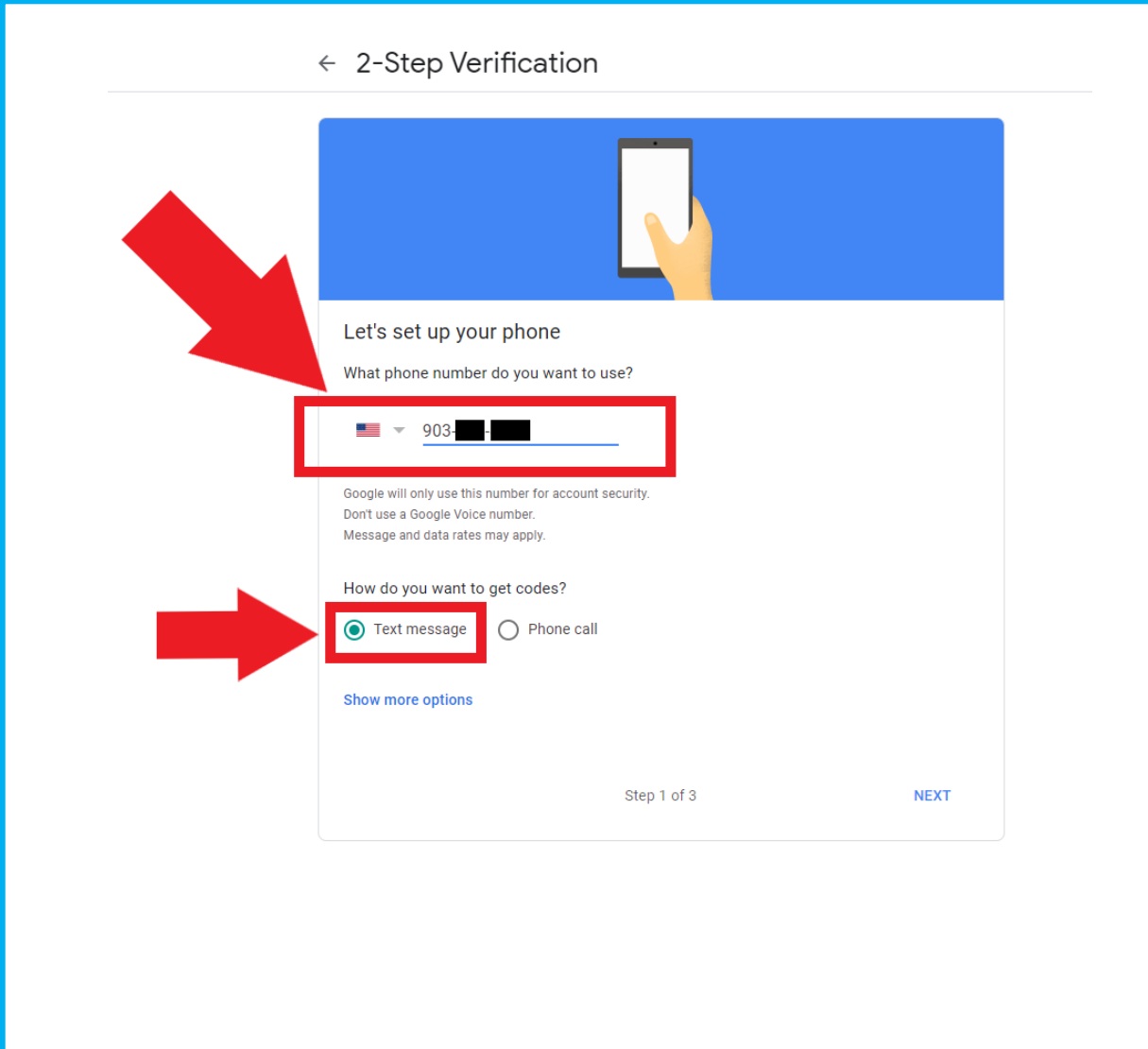
At the bottom of the notification is a blue button labeled "ENROLL". A red arrow points from the left towards this button. Below the button is a link that says "Do this later".

Once you select enroll for 2-Step Verification, you will then be asked to log in again in order to verify. Then, type in your password and select next.



The image shows a screenshot of the Google login verification page. At the top, the Google logo is displayed, followed by the text "Hi Test". Below this, the email address "tdriver@athensisd.net" is shown in a dropdown menu. The main instruction reads "To continue, first verify it's you". A red arrow points from the left towards the password input field. This field is highlighted with a red border and contains the text "Enter your password" and a series of dots representing a masked password. Below the password field is a checkbox labeled "Show password". At the bottom of the form, there is a link for "Forgot password?" and a blue "Next" button. The footer of the page includes "English (United States)", "Help", "Privacy", and "Terms".

Type in your cell phone number, select text message, and select next.



The screenshot shows the '2-Step Verification' setup screen. At the top, there is a back arrow and the text '2-Step Verification'. Below this is a blue header with a hand holding a smartphone. The main content area is white and contains the following elements:

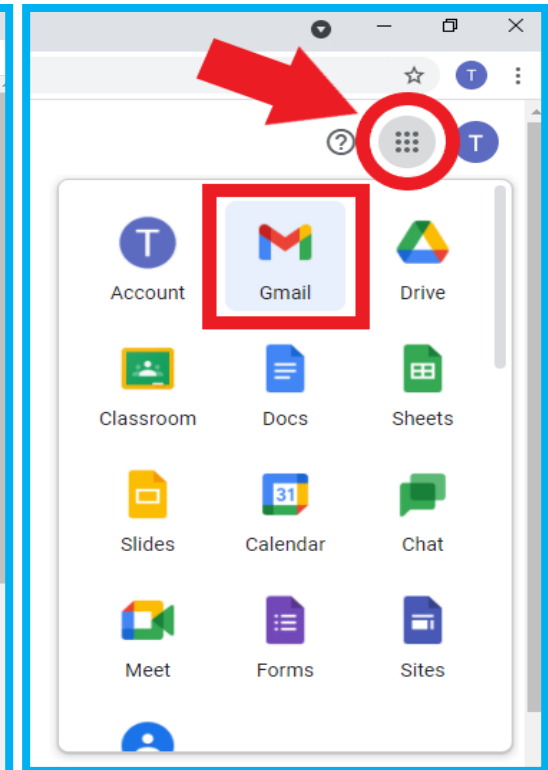
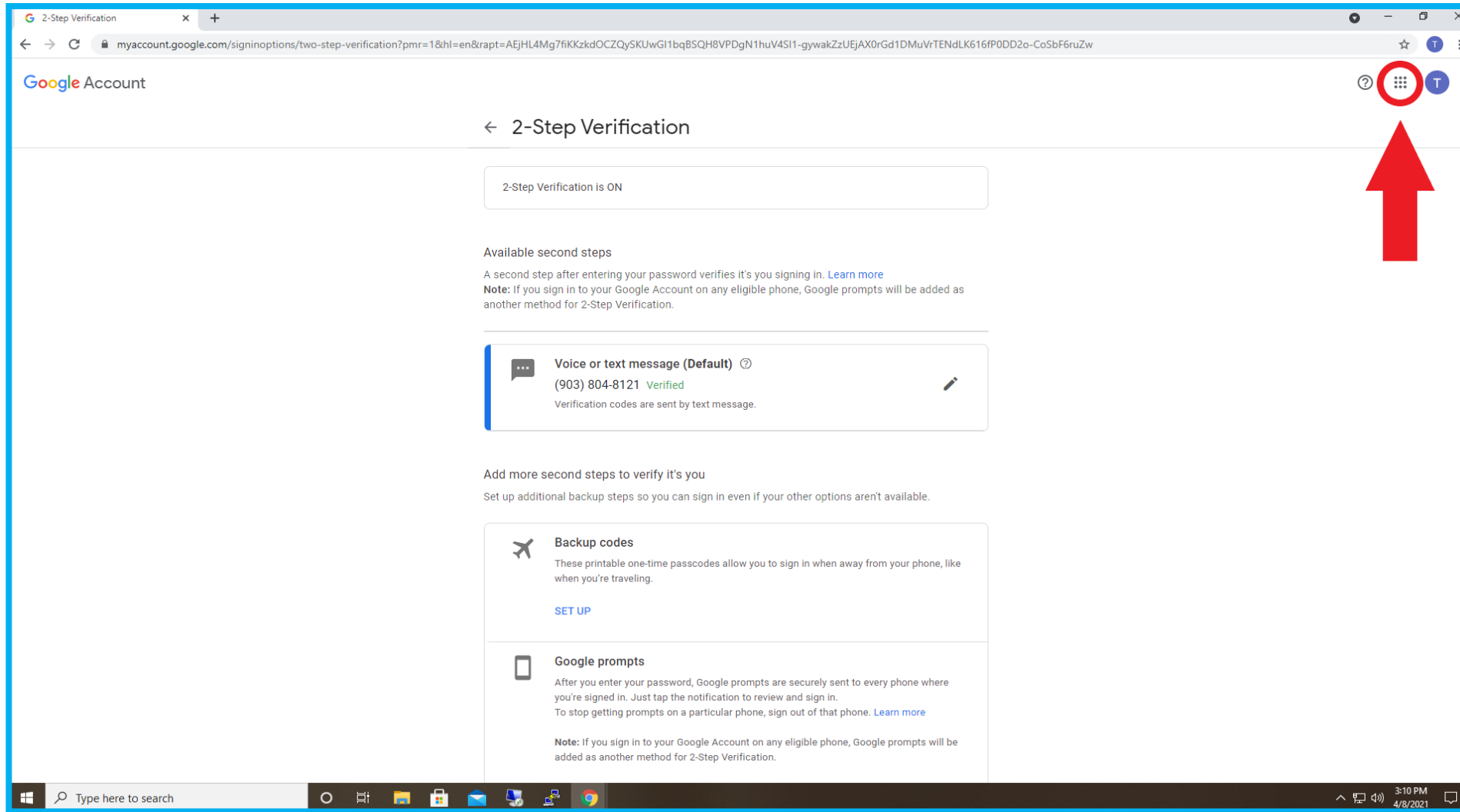
- The text 'Let's set up your phone'.
- The question 'What phone number do you want to use?'.
- A phone number input field with a dropdown menu showing the United States flag and the number '903-██-██'. This field is highlighted with a red box.
- Small text below the input field: 'Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply.'
- The question 'How do you want to get codes?'.
- Two radio button options: 'Text message' (which is selected and highlighted with a red box) and 'Phone call'.
- A blue link 'Show more options'.
- At the bottom, 'Step 1 of 3' and a blue 'NEXT' button.

Two large red arrows point to the phone number input field and the 'Text message' radio button, respectively.

***NOTICE: If you do not have a cellphone, you can use a home phone and select phone call or select Show more options and you will be able to use a different method such as an alternative email etc.***



This page shows all of your 2-Step verification information. Next, you will select the Hamburger (9 little dots) at the top right hand corner of the page, and select Gmail



# Once you select Gmail you will be re-directed to your Inbox

The screenshot shows a web browser window displaying the Gmail inbox for the user 'tbus@athensisd.net'. The browser's address bar shows the URL 'mail.google.com/mail/u/0/#inbox'. The Gmail interface includes a left-hand navigation menu with options like 'Compose', 'Inbox' (with a '2' notification), 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. Below these are sections for 'Meet' (New meeting, My meetings) and 'Hangouts' (Test). The main content area features a 'Get started with Gmail' banner with three cards: 'Customize your inbox', 'Set a signature', and 'Enable desktop notifications'. Below the banner are two promotional emails from the 'Gmail Team' dated 'Apr 12'. At the bottom of the page, there are links for 'No recent chats', 'Using 0 GB', 'Program Policies', and 'Last account activity: 2 days ago'.

**Once you logout, you should have  
successfully completed the email  
first time login, and 2-Step  
Verification.**

**Stop Here**