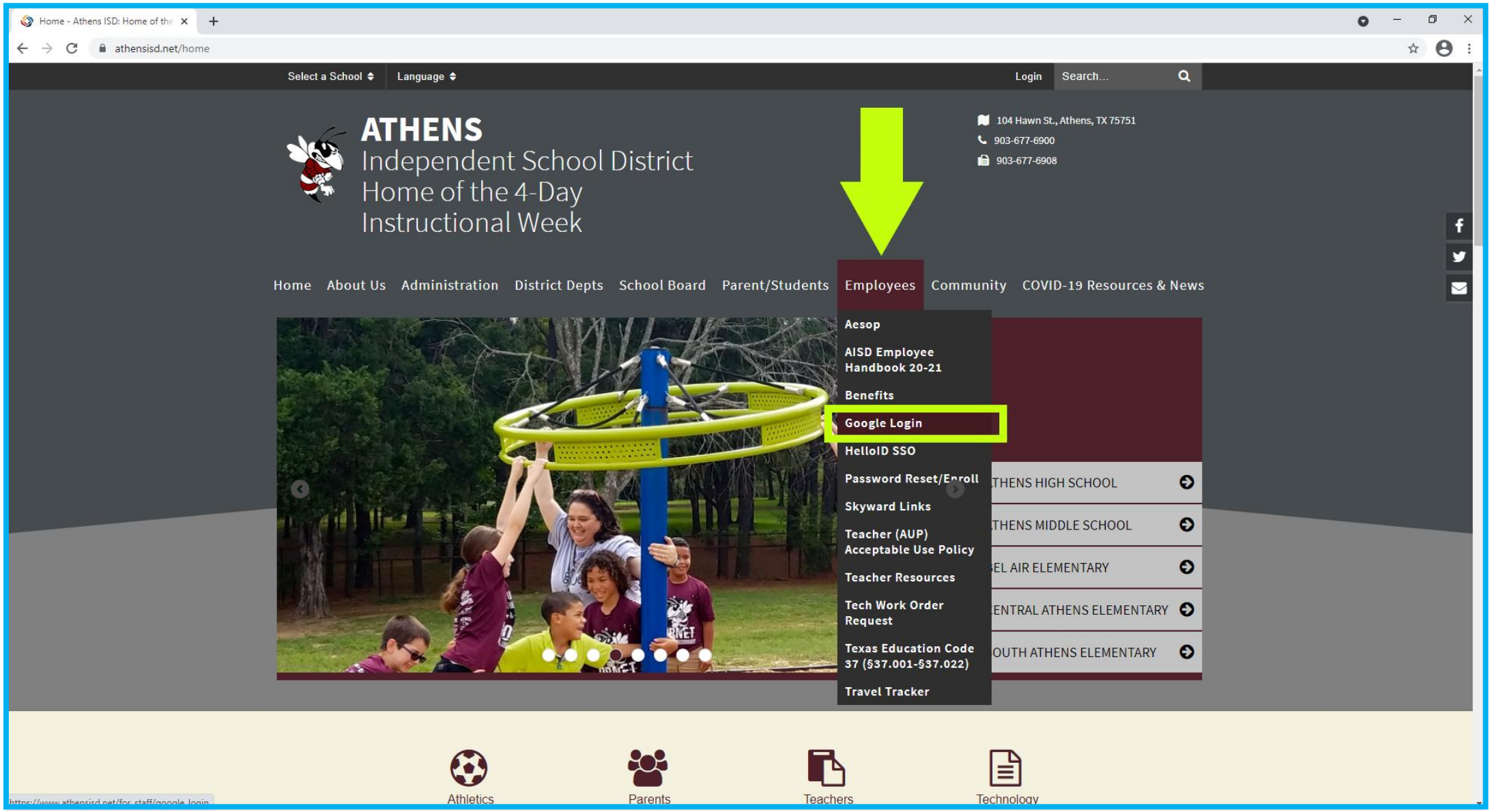
Athens
INDEPENDENT SCHOOL DISTRICT

Instructions on Setting up Email and 2-Step Verification

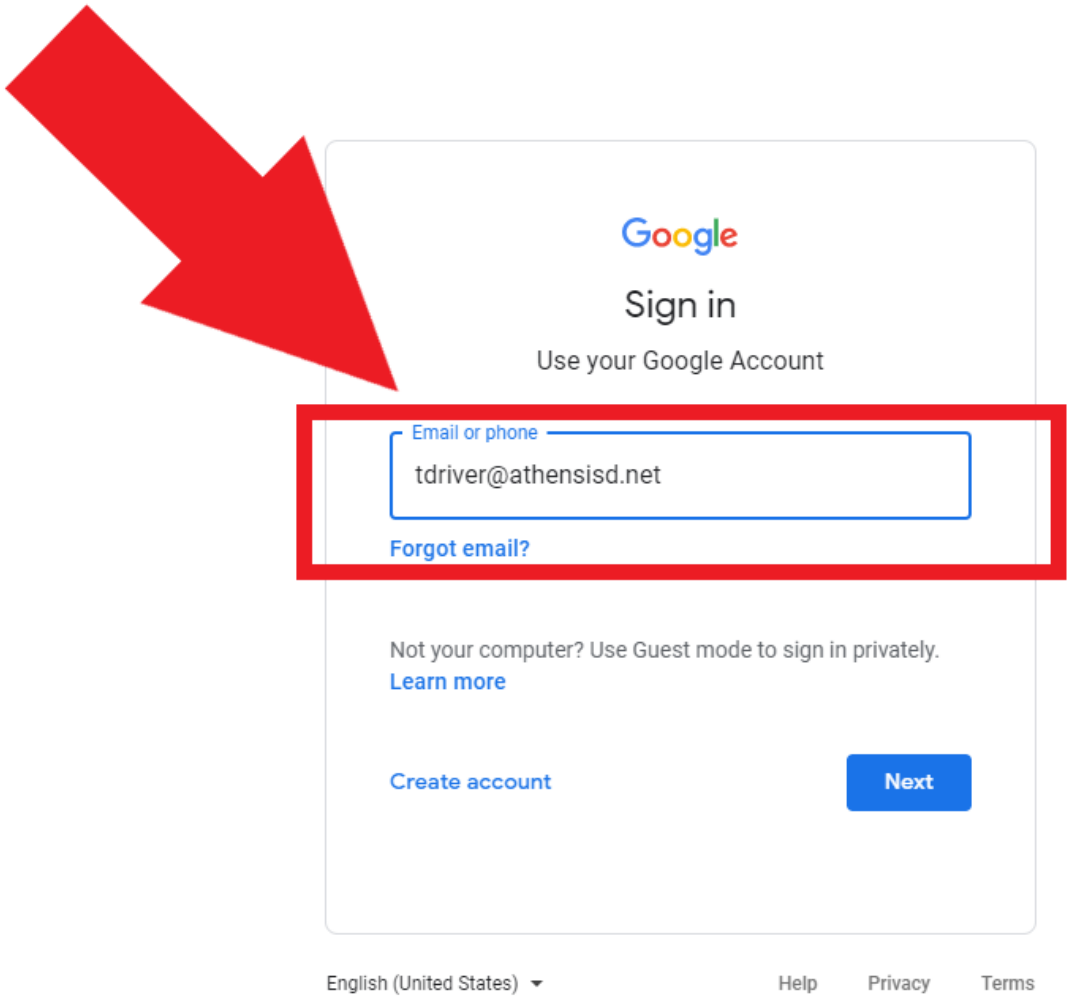
Open your internet browser and type www.athensisd.net into the address bar. Once you get to the home page, hover over the *Employees* tab and select *Google Login*

Types of Internet Browsers

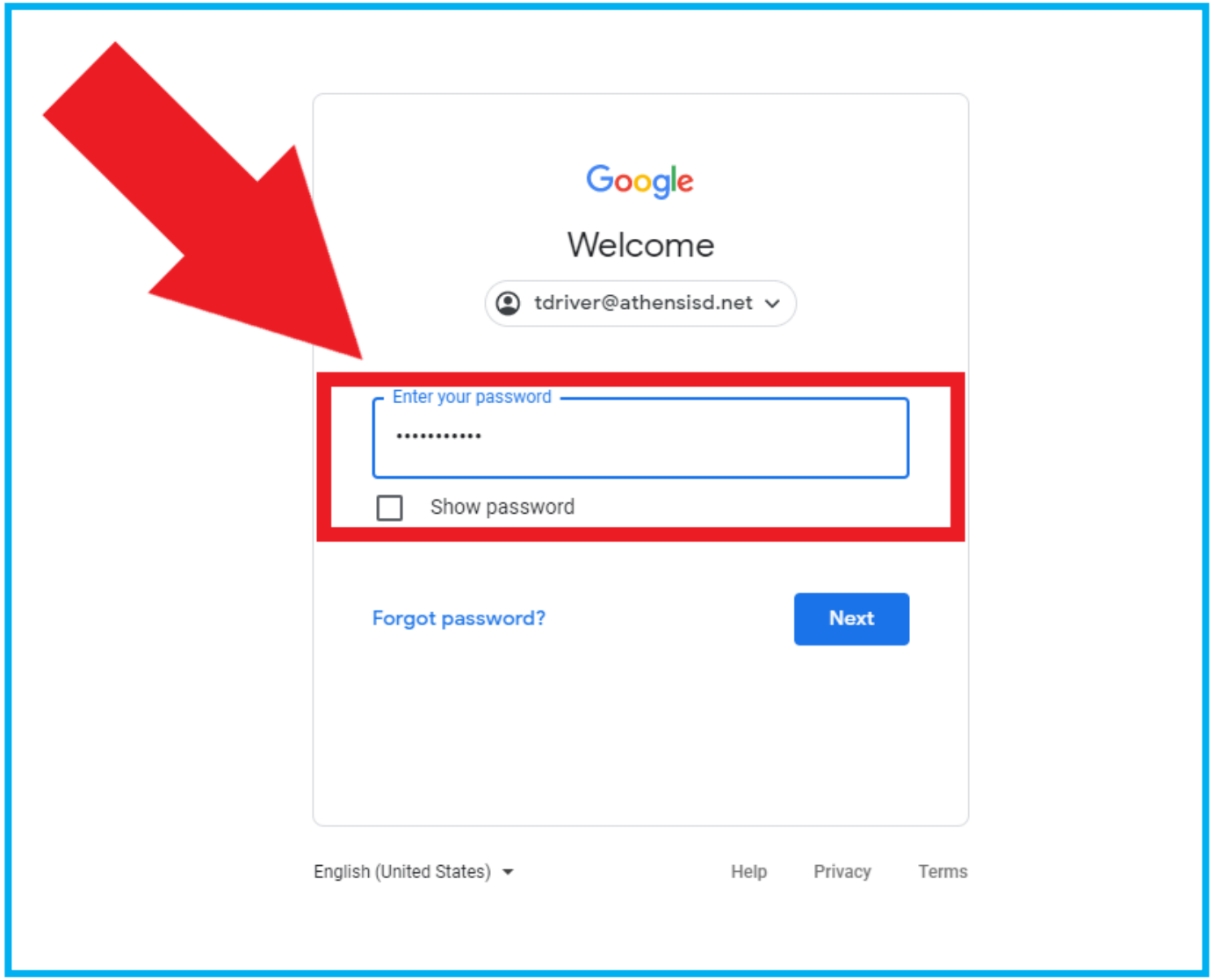


Type in your Username which is your first initial, last name @athensisd.net

Username Example: John Doe
jdoe@athensisd.net

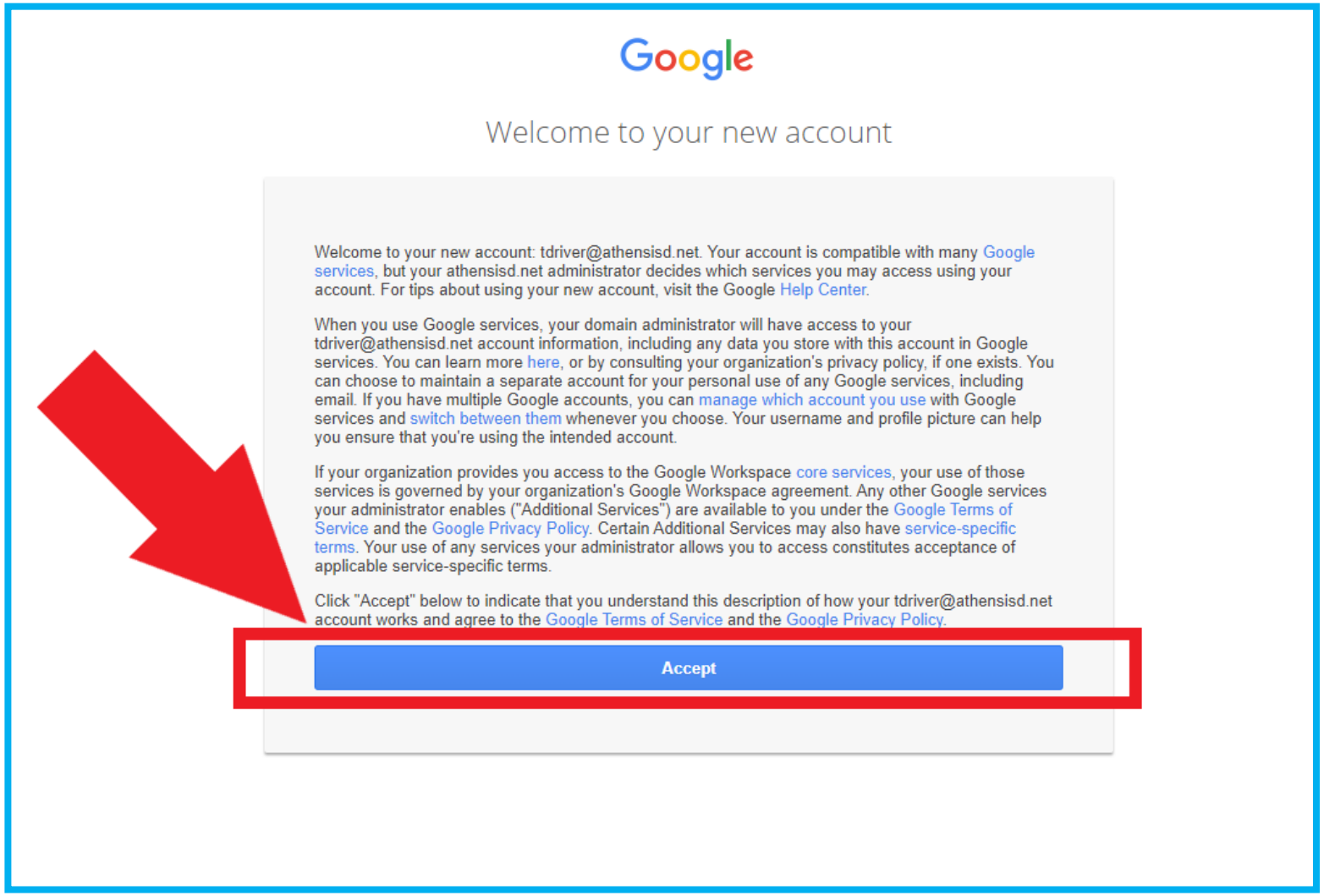


Type in your password and select next

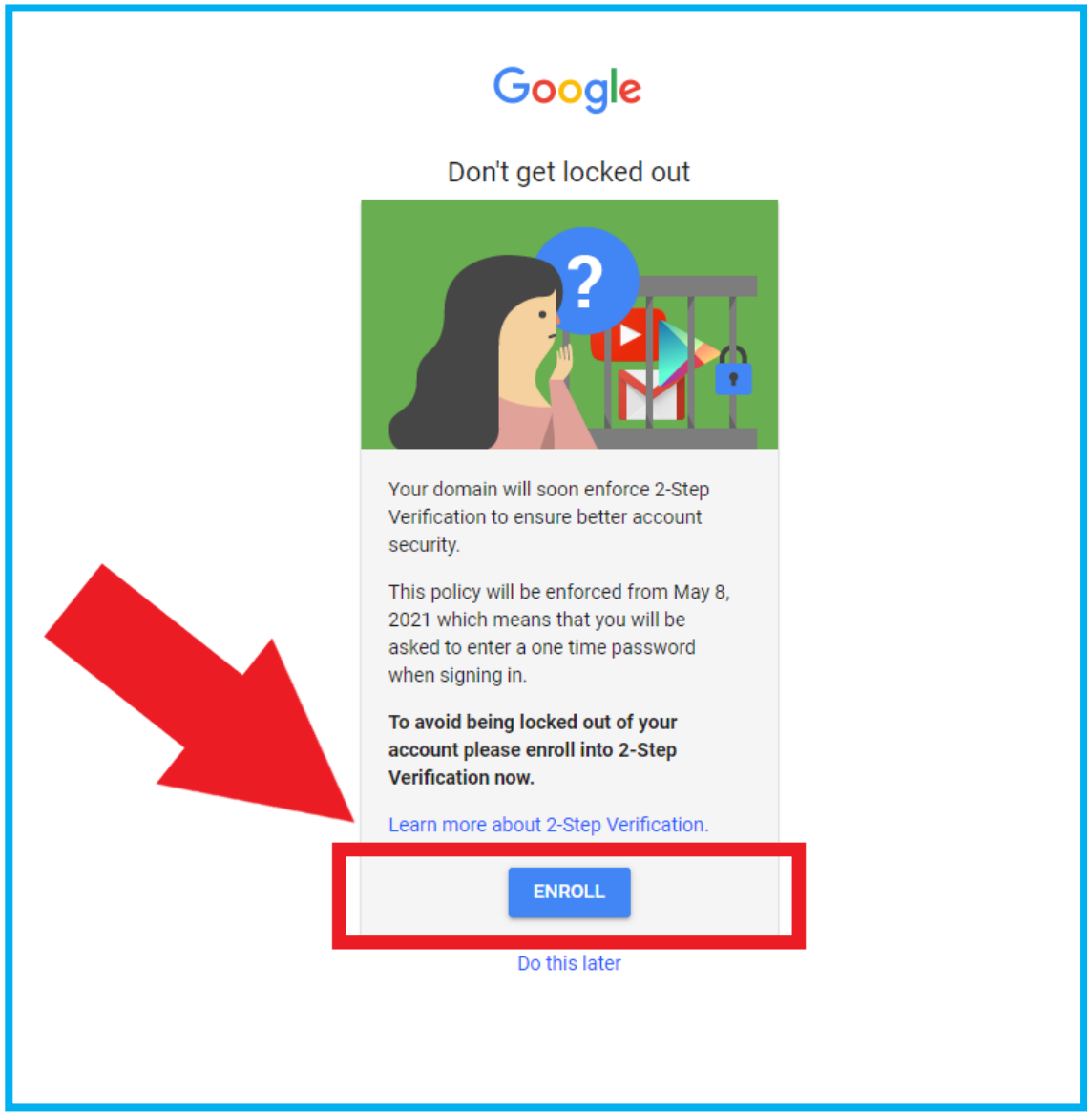


NOTICE: If you have logged in before and already set up 2-step verification, you will receive a text on your phone with the code to login. Once you login, Google will take you directly to your inbox after you sign in.

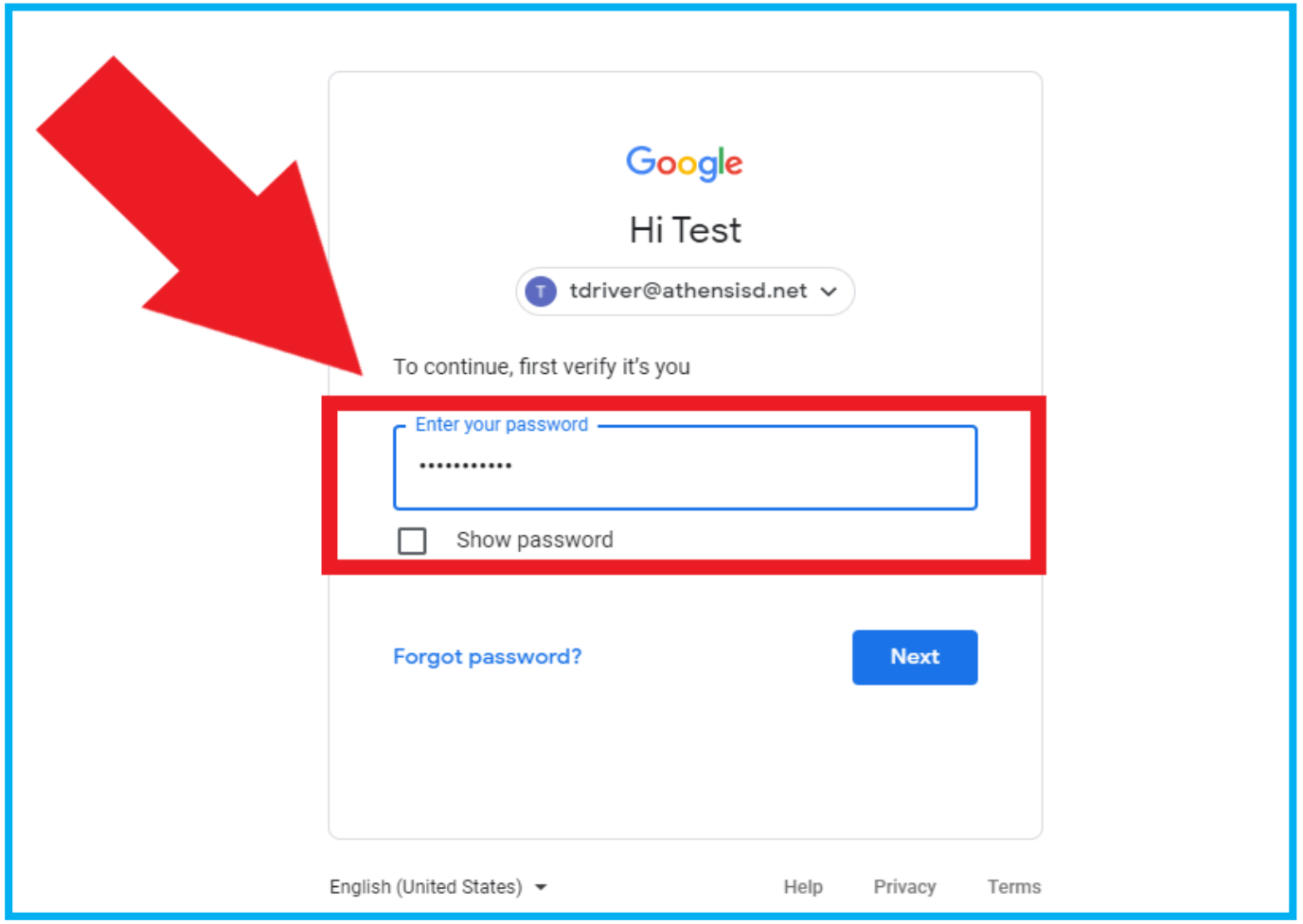
Next you will be asked to accept the terms of services, select ***Accept***



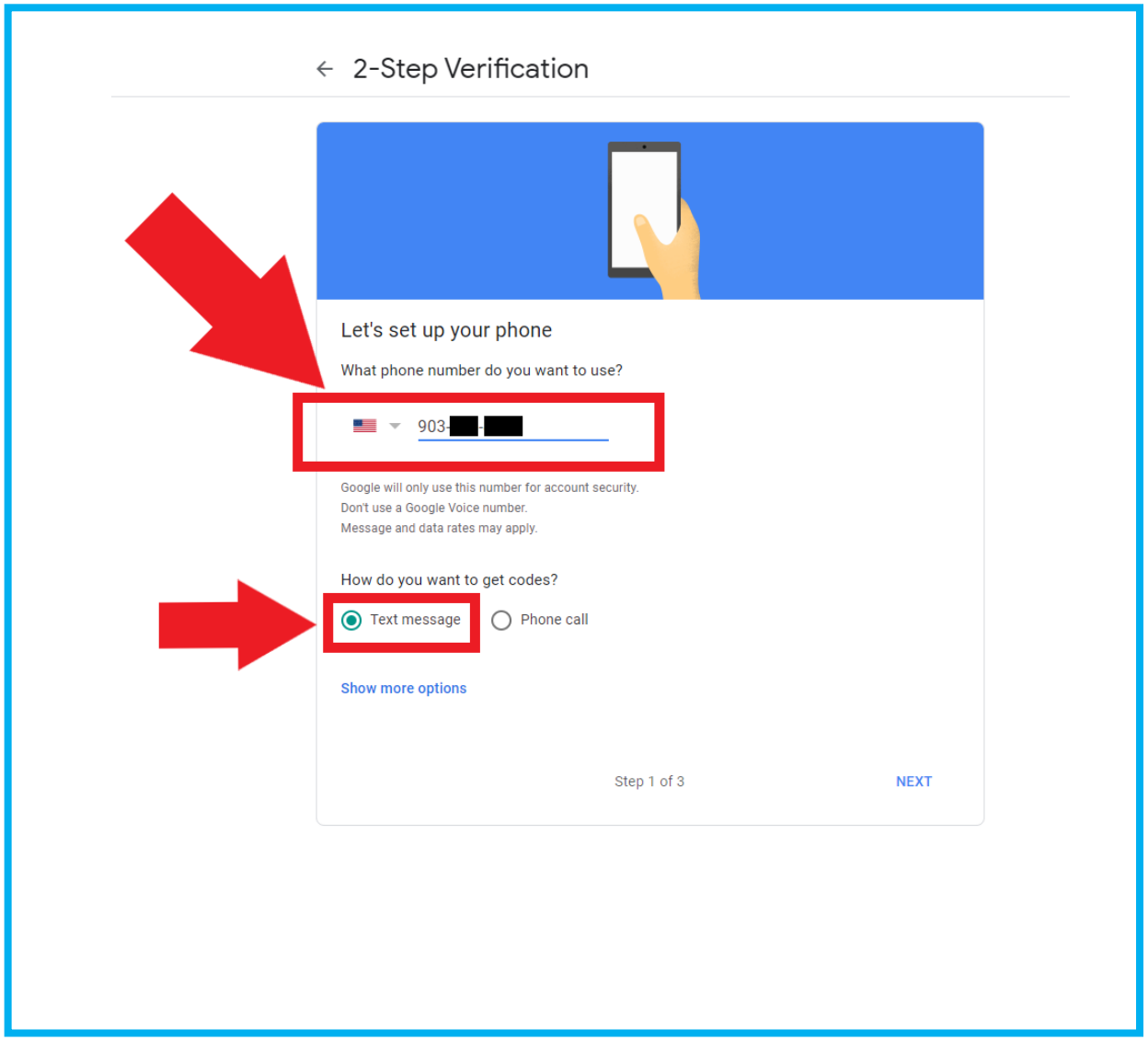
You will then be asked to turn on 2-Step verification. Select ***Enroll***



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.*

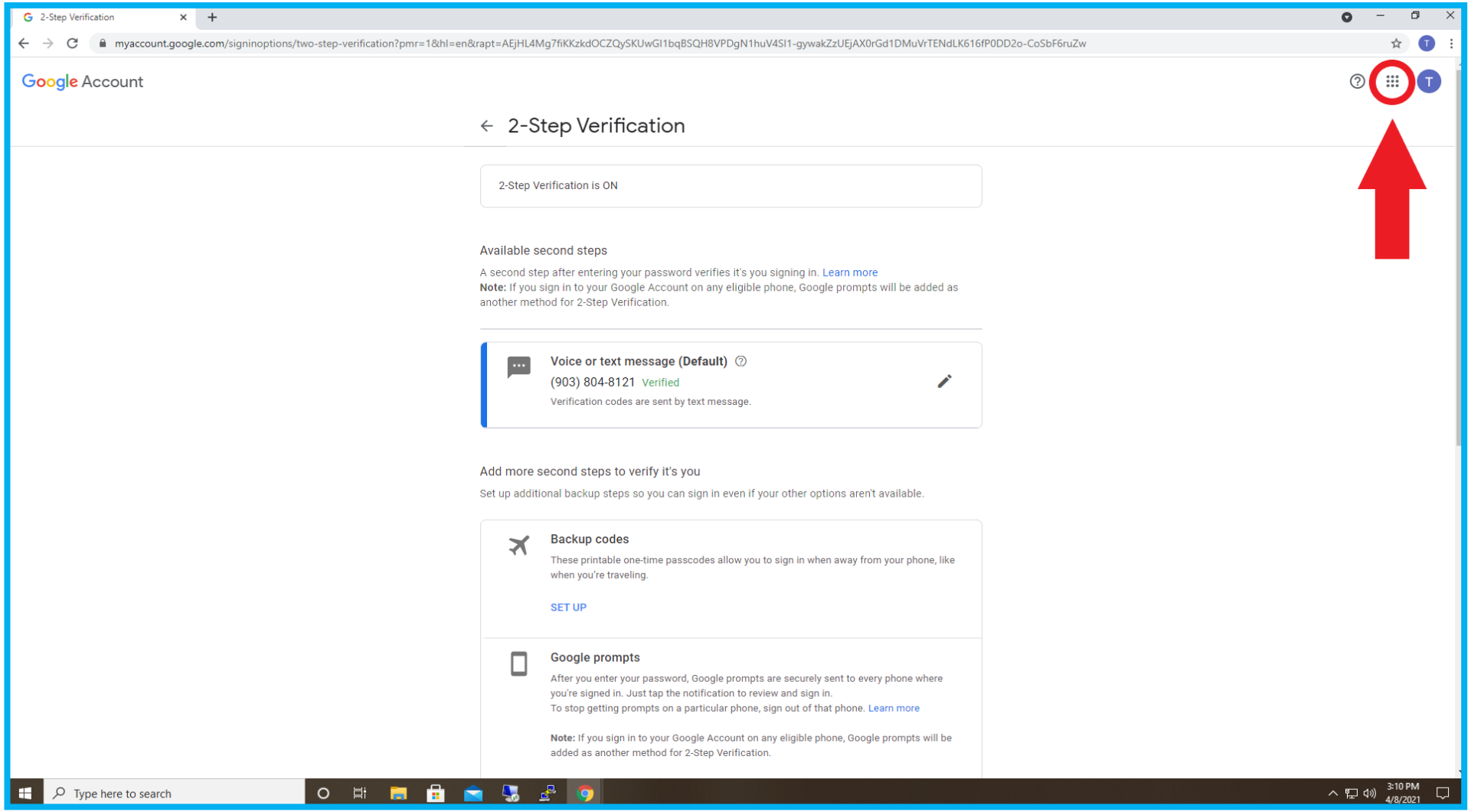


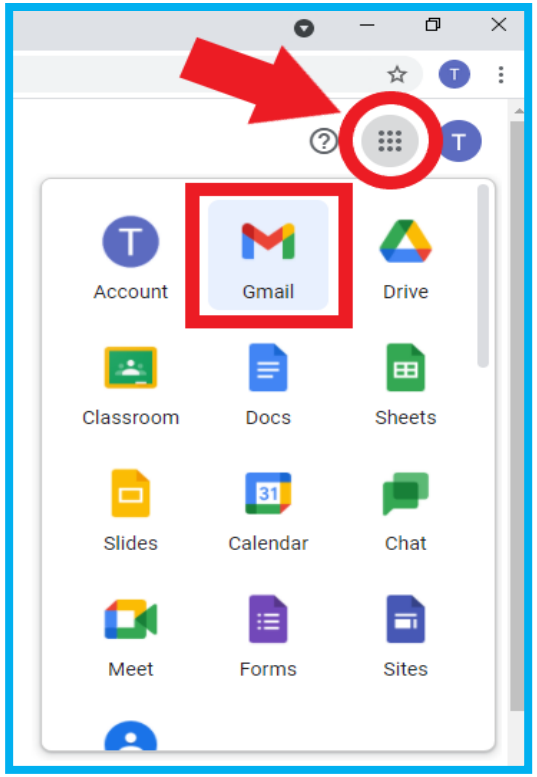
Type in your cell phone number, select text message, and select next.



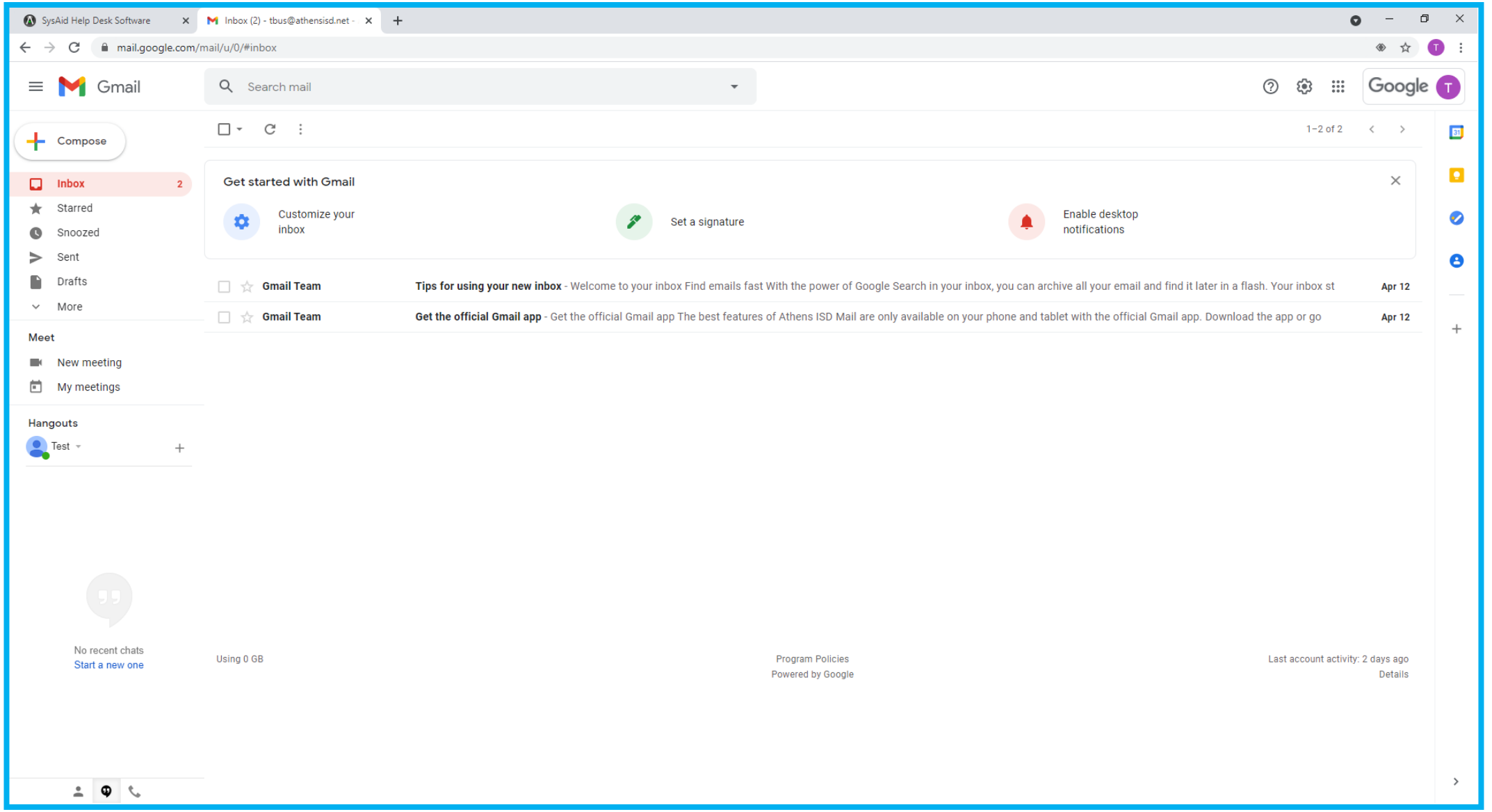
NOTICE: If you do not have a cellphone, you can use a home phone and select <u>phone call</u> or select <u>Show more options</u> and you will be able to use a different method such as an alternative email etc.

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



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

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