How to Download Google Authenticator

Note! You will only be able to download the 2-factor authentication app on your mobile device, not your USG issued laptop or desktop.
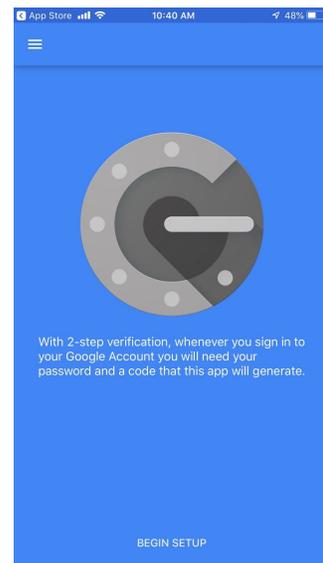
iPhone

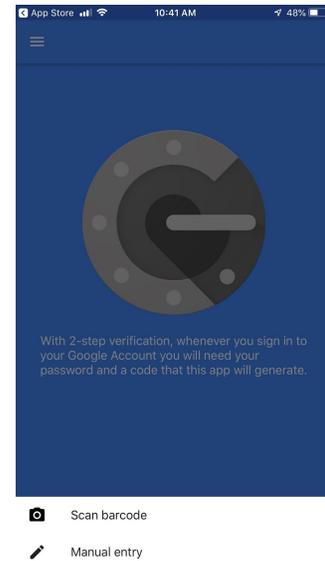## Step 1: Download Google Authenticator

1. On your iPhone, find the App Store

2. Search for 'Google Authenticator'

3. Select Get in the right hand corner to download

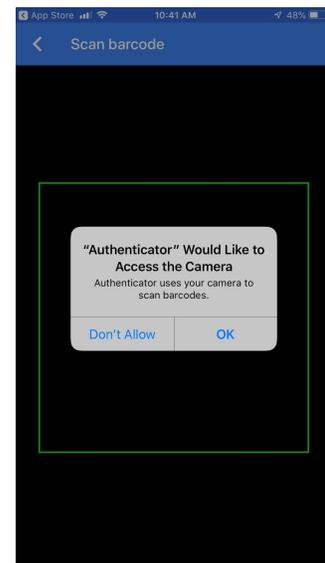## Step 2: Set Up Google Authenticator for Civis Platform

1. Open Google Authenticator once it has downloaded
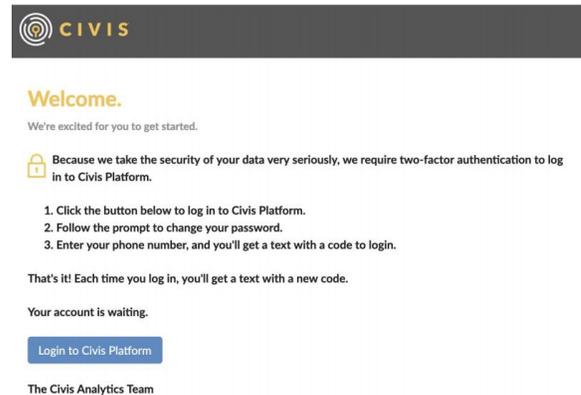
2. Select Begin Setup

3. Select Scan Barcode

4. Allow Authenticator to access your camera

5. Setup your Civis Account. Click 'Login to Civis Platform' in your welcome email

6. Set a new password of your choosing and click next

Welcome.

We're excited for you to get started.

🔒 Because we take the security of your data very seriously, we require two-factor authentication to log in to Civis Platform.

1. Click the button below to log in to Civis Platform.
2. Follow the prompt to change your password.
3. Enter your phone number, and you'll get a text with a code to login.

That's it! Each time you log in, you'll get a text with a new code.

Your account is waiting.

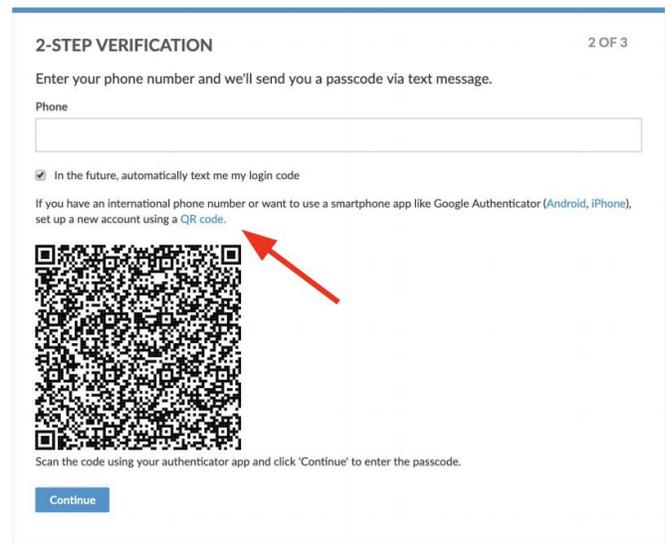[Login to Civis Platform]

The Civis Analytics Team

7. Set up your 2-factor authentication by aligning the box in the Google Authenticator app on your phone with the barcode on your computer screen

8. Click continue on your computer once you have captured the barcode correctly

9. Next enter the 6-digit code from your Google Authenticator app into the prompt in Civis Platform.

10. Congrats! You have successfully set up Google Authenticator for you Civis Account!

2-STEP VERIFICATION   2 OF 3

Enter your phone number and we'll send you a passcode via text message.

Phone

☑ In the future, automatically text me my login code

If you have an international phone number or want to use a smartphone app like Google Authenticator (Android, iPhone), set up a new account using a QR code.

Scan the code using your authenticator app and click 'Continue' to enter the passcode.

[Continue]

Step 3: Using Google Authenticator for Civis Platform going forward

1. When logging into Civis, the platform will prompt you for your Google Authenticator code

2. Open Google Authenticator

3. Type in the code from Google Authenticator into the Civis Platform prompt and click continue.
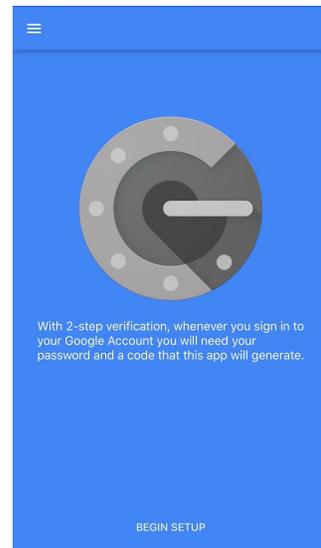
Android

Step 1: Download Google Authenticator

1. On your Android, find the Google Play store

2. Search for 'Google Authenticator'

3. Download the app to your phone

Step 2: Set Up Google Authenticator for Civis Platform

4. Open Google Authenticator once it has downloaded

5. Select Begin Setup

With 2-step verification, whenever you sign in to your Google Account you will need your password and a code that this app will generate.

BEGIN SETUP

6. Select Scan Barcode

With 2-step verification, whenever you sign in to your Google Account you will need your password and a code that this app will generate.
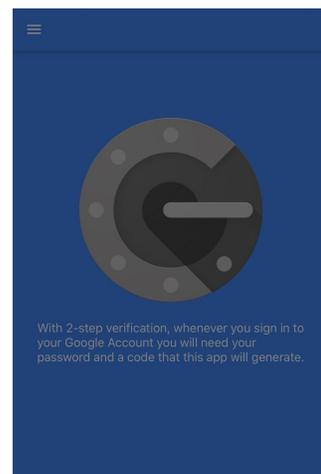
Scan barcode

Manual entry

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CIVIS

Welcome.

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Your account is waiting.

Login to Civis Platform

The Civis Analytics Team

10. Set up your 2-factor authentication by aligning the box in the Google Authenticator app on your phone with the barcode on your computer screen

11. Click continue on your computer once you have captured the barcode correctly

12. In the next screen, enter the 6-digit code from your Google Authenticator app into the prompt in Civis Platform.

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2-STEP VERIFICATION   2 OF 3

Enter your phone number and we'll send you a passcode via text message.

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Step 3: Using Google Authenticator for Civis Platform going forward

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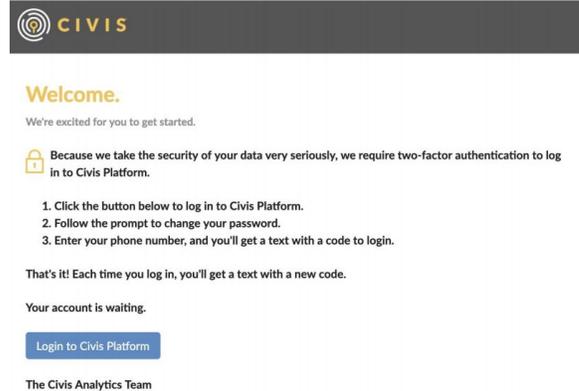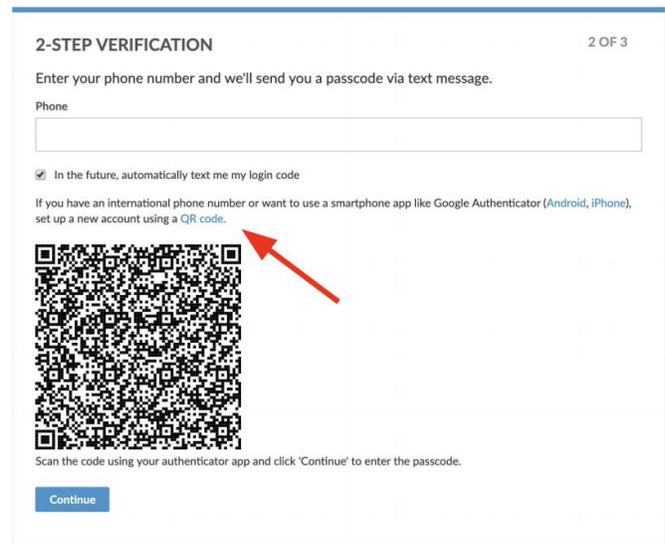3. Type in the code from Google Authenticator into the Civis Platform prompt and click continue.