Two-Step Authentication

Soon all SMHS staff, faculty, and students will be required to use two-step authentication to access Google Apps (email, calendar, drive, etc.). Two-Step Authentication is an improved method of securing access to online information that requires access to a second device in order to login to these resources.

Two-step authentication will be required for all SMHS constituents on the following schedule:

- Faculty, Staff, and Residents: **Tuesday, January 9**
- Medical Students Years 1-4: **Wednesday, January 24**
- PA/PT Students and Post-Doctoral Students: **Thursday, January 25**

Configure your two-step authentication now by logging in to GW Box service at [http://myapps.gwu.edu](http://myapps.gwu.edu) and selecting **Box**. You will be prompted to setup Two-Step Authentication:

1. Click the **Set it up now** button
2. Choose your preferred contact method (text message, mobile app, or alternate authentication phone).
3. Follow the appropriate instructions to complete the setup.

The next time you log in, you’ll use your preferred verification option to complete the login process.

For more information, check out these resources:

- [Detailed Setup Instructions](#)
- [Video showing how to set up the Microsoft Authenticator app](#)
- [GW Two-Step Authentication Frequently Asked Questions](#)

If you would like personal assistance configuring Two-Step Authentication please contact the CASS Helpdesk at 4-9400 or visit our office in Ross Hall 302 during our regular office hours Monday-Friday from 8am-6pm.

**SMHS Two-Step Authentication Frequently Asked Questions**

- **Do I have to Authenticate every time I check my email?**
  When logging in from a computer there is a checkbox to remember this device for 14
days. This allows you to access GW Google Resources on that computer with that browser without needing to Two-Step again for up to 2 weeks. If you have configured your personal mobile device or SMHS issued iPad with the mail, calendar, and drive apps, you will not need two-step to access those resources since the mobile device is already assigned to you.

- **How do I add or change my second step?**
  We recommend you configure at least 2 different authentication methods in case you are unable to access one of them. To add a different second step to your account:
  - Visit [https://myapps.gwu.edu](https://myapps.gwu.edu).
  - Select your name in the top right corner of the page.
  - Click **Profile** from the drop-down menu.
  - Click the link for **Additional security verification** in the Manage Account section.
You may add or change the phone numbers for Authentication phone or Alternate authentication phone as well as configure the Microsoft Authenticator app. You may also choose your default verification method once you have configured several of them. Always remember to click **Save** to keep your changes.

- **Are Organization email accounts required to use Two-Step Authentication?**
  At this time GW Org Accounts are not required to use Two-Step Authentication.

- **How do I use Two-Step Authentication while traveling without mobile coverage?**
  The Microsoft Authenticator app can be used without a cellular connection. When prompted to login choose **Use a different verification option** and then click **Use verification code from my mobile app**. Open the Microsoft Authenticator app and type the six-digit code displayed before its 30 second timer runs out and a new code is generated.