

2.2.5 Setting Up Backup Codes

Backup codes are emergency codes to be used when you cannot use your normal authentication method due to loss or breakdown of your smartphone, a change in phone number, poor connection, or other issues.

They can also be used when logging in to Google from a computer other than your usual one in situations where you cannot use the on-campus authentication phone number, such as during telework or business trips.

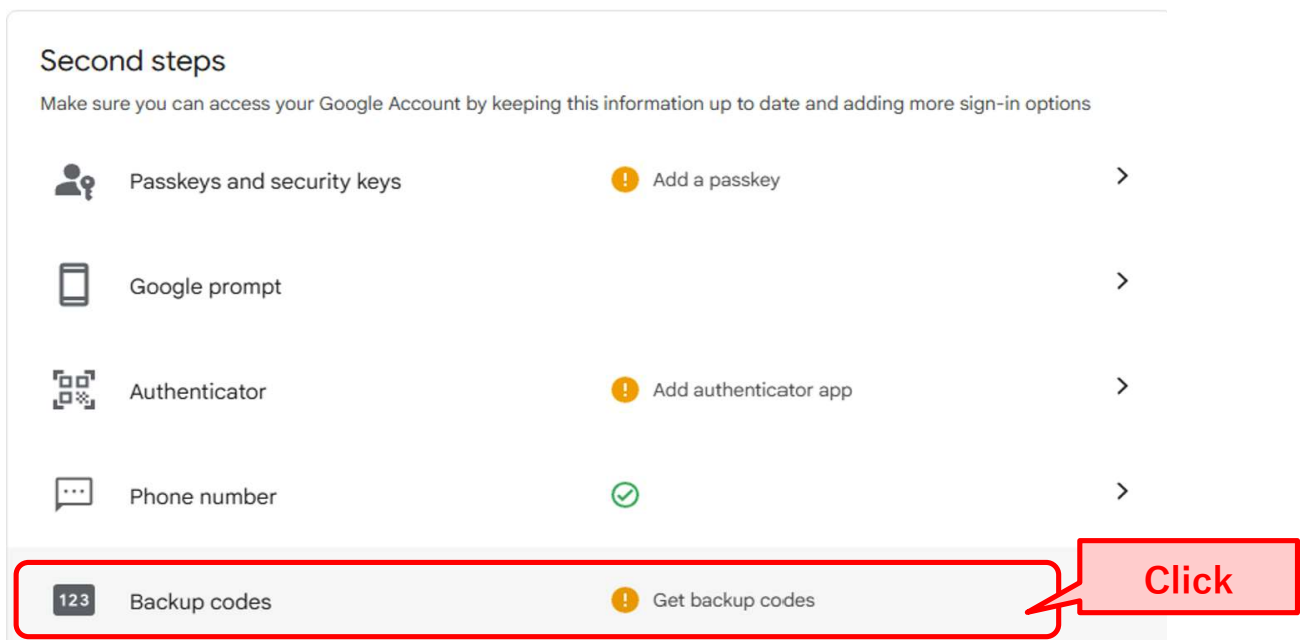
Please store the obtained backup codes separately from your Tohoku University email address and password.

Backup codes can be obtained once 2-Step Verification is turned on.

Please turn on 2-Step Verification using any of the procedures in 2.2.1 through 2.2.4.

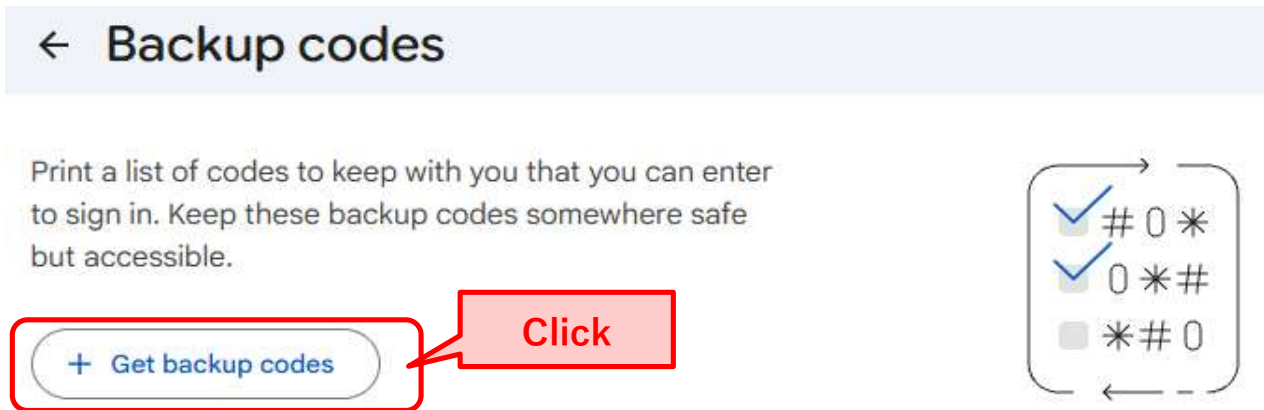
Setup Procedure

1. Complete "2.1 Preparing for Multi-Factor Authentication" and open the "2-Step Verification" screen.
2. Select "Backup codes".

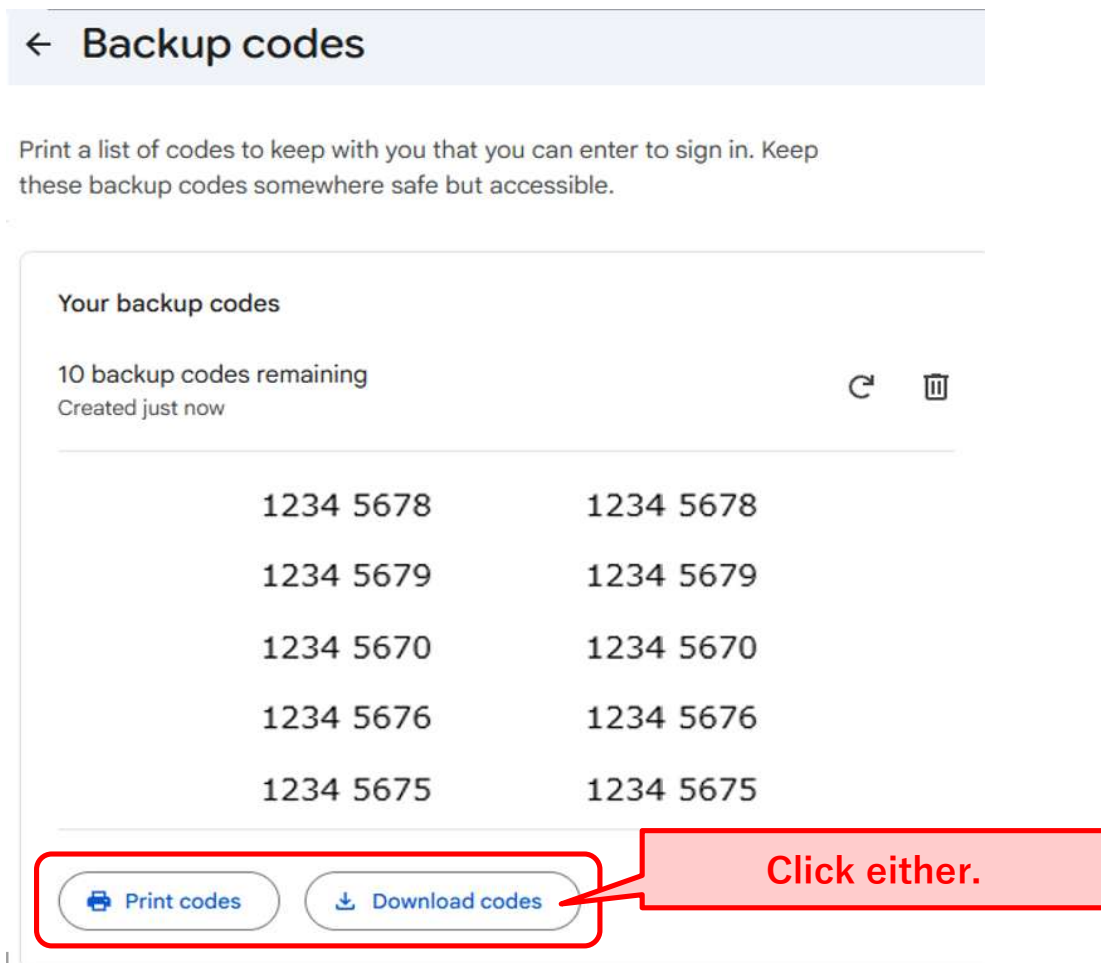


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3. Select "Get backup codes".



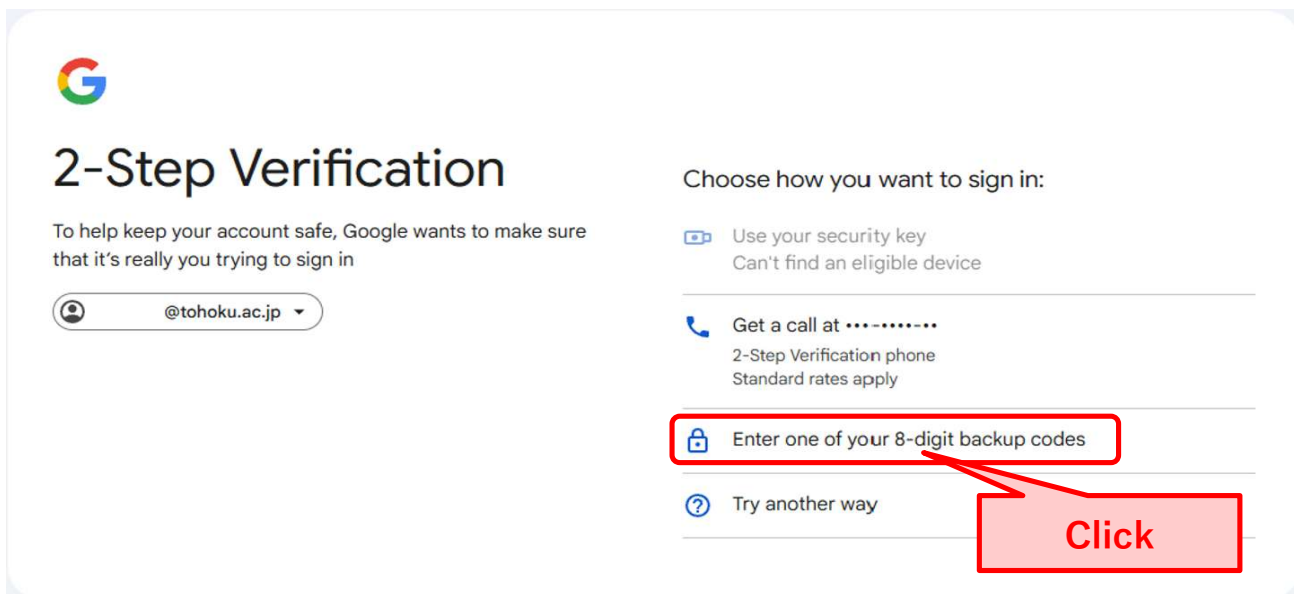
4. Select "Print codes" or "Download codes" and save your backup codes.



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Usage Procedures

1. Enter your email address and password on the Google login screen.
2. Select "Try another way" on the 2-Step Verification screen.
3. Select "Enter one of your 8-digit backup codes".



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4. Enter one of your saved backup codes and select "Next".

Note: If you are using a shared computer or one that is not exclusively yours, please uncheck "Don't ask again on this device".

The screenshot shows the Google 2-Step Verification interface. At the top left is the Google 'G' logo. Below it, the title '2-Step Verification' is displayed. A message states: 'To help keep your account safe, Google wants to make sure that it's really you trying to sign in'. Below this message is a dropdown menu showing the email address '@tohoku.ac.jp'. To the right of the email address is a checkbox labeled 'Don't ask again on this device', which is currently checked. A red callout box labeled '① Input' points to the input field containing the backup code '12345678'. Another red callout box labeled '② Uncheck as necessary.' points to the 'Don't ask again on this device' checkbox. A third red callout box labeled '③ Click' points to the 'Next' button. The 'Next' button is blue with white text. To the left of the 'Next' button is the text 'Try another way'.

A backup code that has been used once cannot be used a second time.
When you run out of usable backup codes, please return to the beginning of the procedure and obtain new backup codes.

5. Login is complete.