

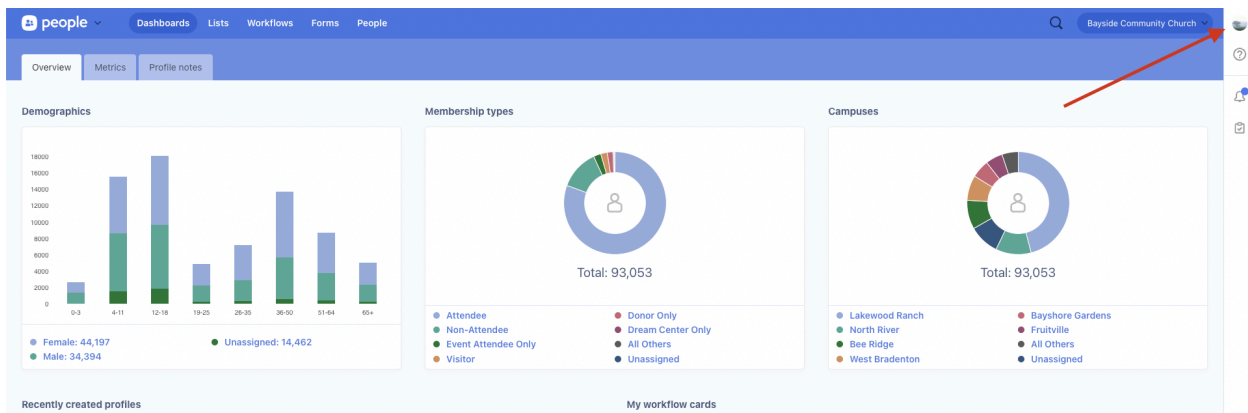
# Setting Up Two-Step Verification Login

We require all staff and volunteers to set up Two-Step verification for their Planning Center Login. This is a way we love our people by keeping their data safe.

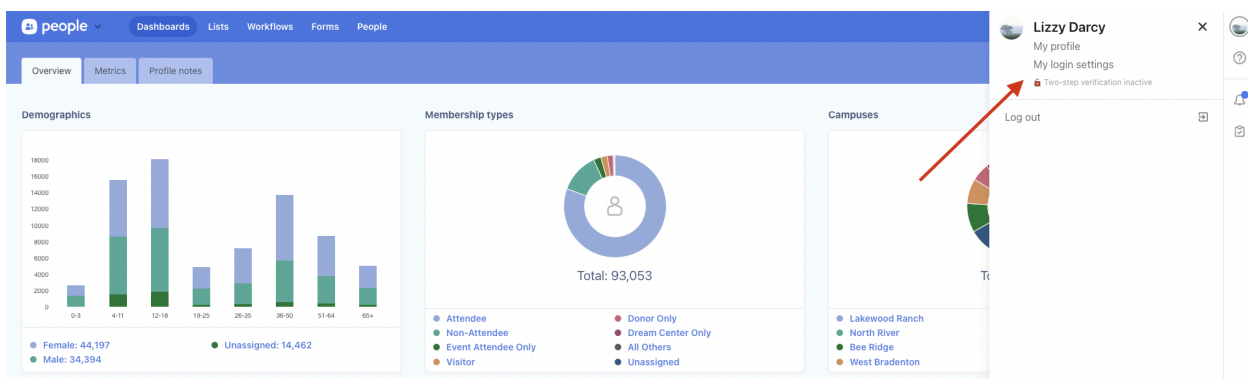
**Please do this now as a part of completing this course.**

To set up two-step verification, visit <https://home.planningcenteronline.com/> or (if you are already a user) log into the desktop version of [People](#), [Services](#), [Registrations](#), [Check-ins](#), or [Groups](#).

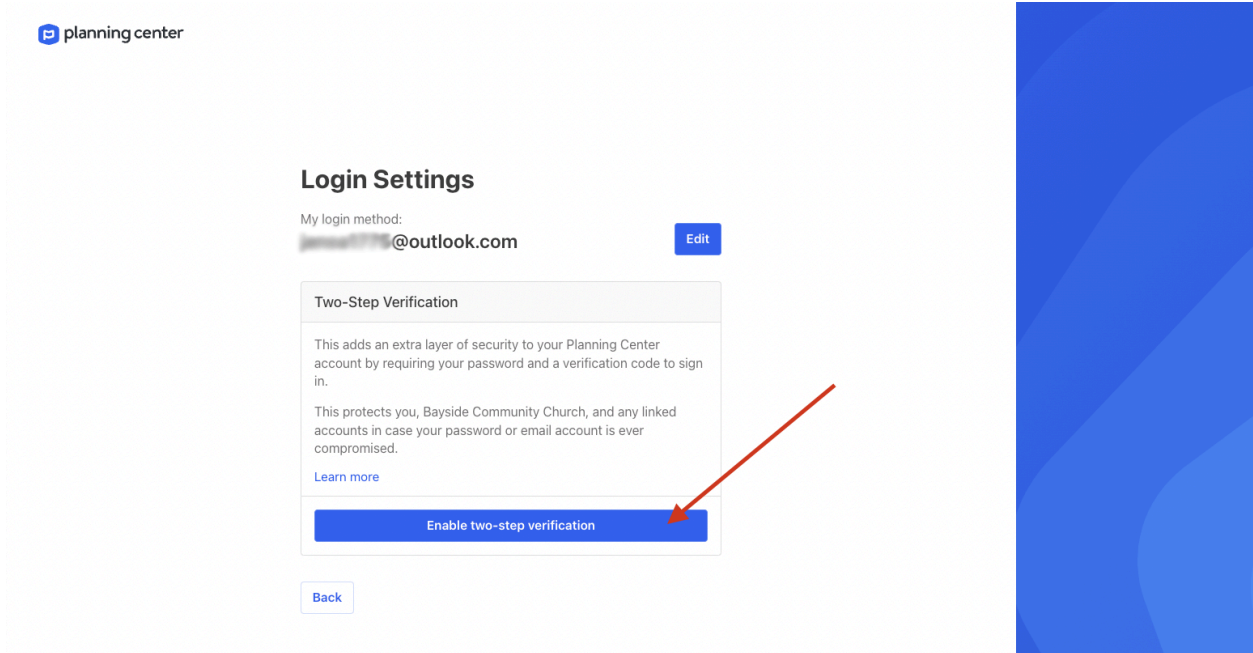
1) First, select your profile icon in the upper right corner.



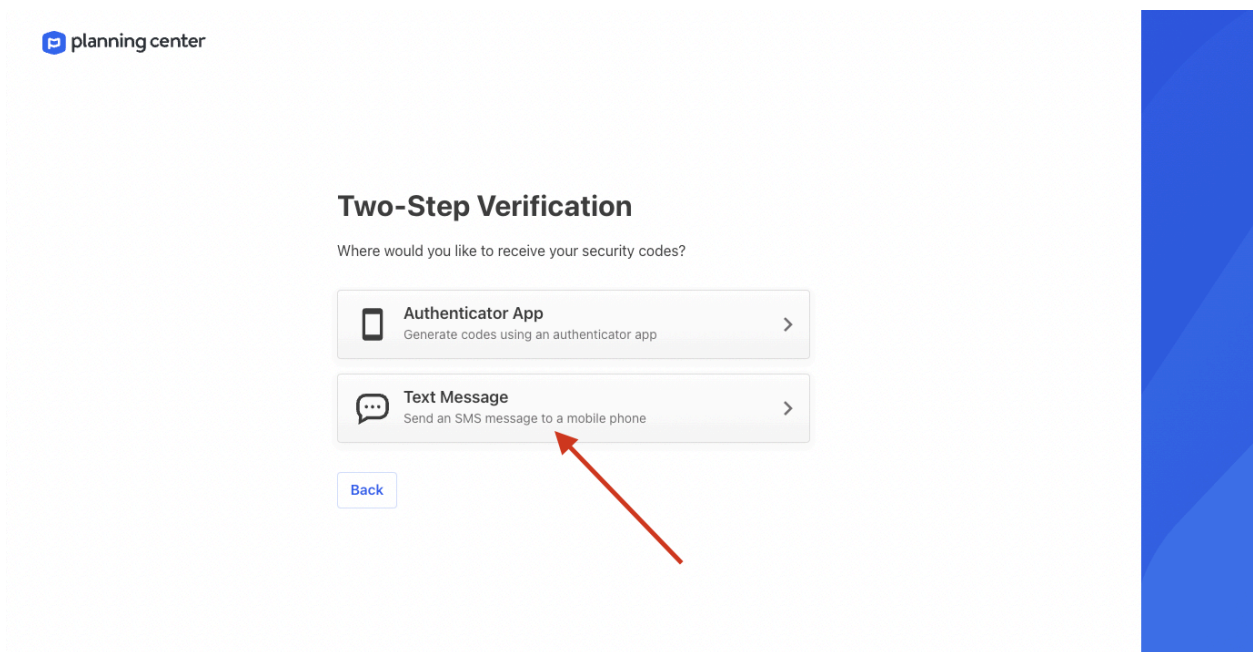
2) Next, select "My login settings" from the pop-out menu.



3) Click the blue "Enable two-step verification" button in the center of your screen.



4) You will be given two options for two-step verification. The Text Message option will send a text message to your mobile device with a code to enter. If you have an authenticator app on your device, you can use that instead. We suggest the text message option.



5) Enter your personal cellphone number. This number needs to be able to receive text messages.

### Text Message Setup

Enter your 10-digit mobile phone number to receive your two-step verification code.

Phone Number:

1

Cancel

Send Code Now



6) You will receive a verification code as a text message. Enter the code and click the blue "Confirm Code" button.

### Text Message Setup

Verify the code sent to +1 (202) 844-4700

#####

Back

Confirm Code



7) Planning Center will now generate an emergency backup code for you. Save this code in a safe place.


## Two-Step Verification Activated

Whenever you log in, we'll ask for the security code sent to your mobile phone (+\* (\*\*\*) \*\*\*-####).

### In case you lose this device

Print or write down this emergency backup code. You'll need it to bypass two-step verification in a pinch!

Your emergency backup code:

1911-8945-4199-2c7a-49a1 

Seriously, write this down! This will only be displayed once!

[Continue to Planning Center](#)

**Your account is now protected by two-step verification! When logging into Planning Center in the future you will be prompted to enter a verification code sent to you by text message. You will not have to enter this code every time you use Planning Center.**

*Please remember never to let anyone besides yourself use your Planning Center account.*