

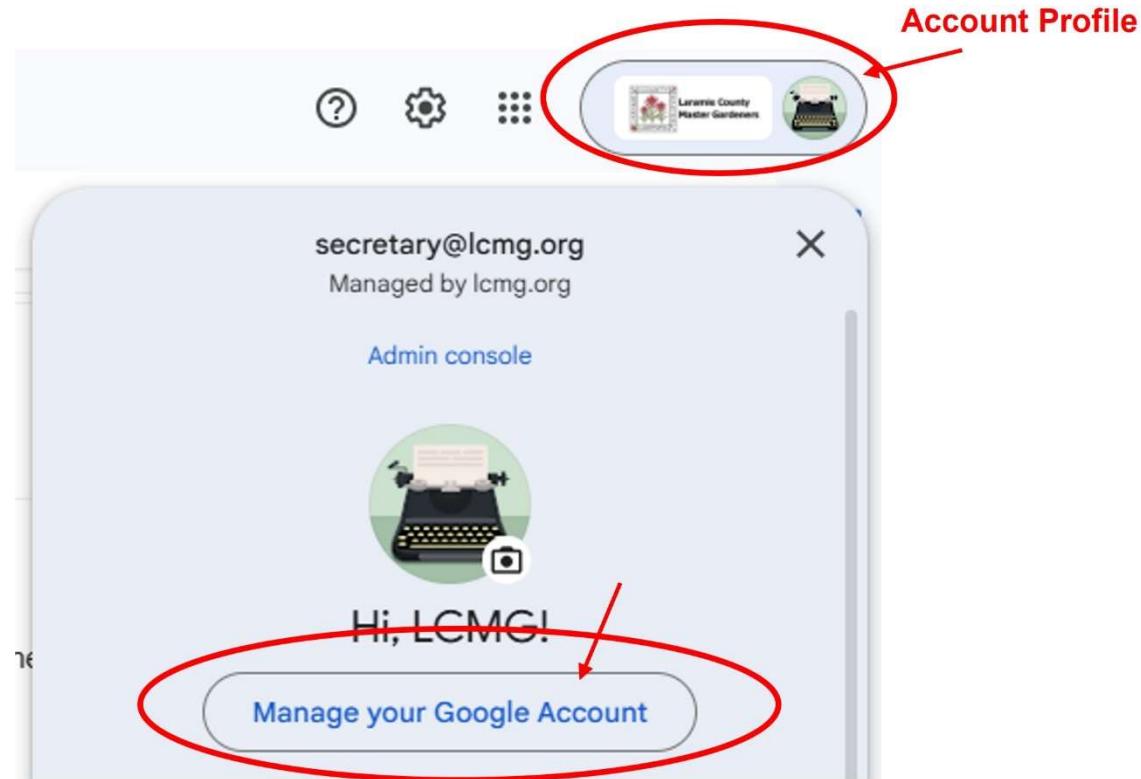


HOW TO TRANSFER ACCOUNT ACCESS FOR OUTBOUND / INBOUND OFFICERS AND CHAIRPERSONS

These steps guide outgoing officers/chairpersons through transferring access to their @lcmg.org account access to their inbound successor. If the outgoing officer/chairperson is unavailable, the LCMG Google Workspace Administrator (greenthumb@lcmg.org) or the LCMG Secretary (secretary@lcmg.org) can assist.

Update Account Security & Contact Information – the goal is to replace the outgoing officer/chairperson's personal contact information with the incoming officer/chairperson's information.

1. **Sign In:** the outgoing officer/chairperson should log in to their @lcmg.org account using a desktop or laptop computer – mobile applications will not be sufficient for these steps.
2. **Open Google Account Settings:** Once logged in, click the **Account Profile icon** (located at the top right corner of your screen) and select **Manage your Google Account** from the pop-up menu.



3. **Go to Security and Sign-In Settings:** When the Google Account Dashboard opens, select **Security & sign-in** from the available menu options > scroll down the screen to find the section titled **How you sign in to Google section**.

4. **Update Sign-In & Recovery Information:** You may be asked to verify your identity again before making changes within this section.

Security Option	Description / What To Do
2-Step Verification	Should remain On
Passkeys and security keys	If you set up biometrics, passkeys, or security keys on your personal devices, delete your personal devices them from the account.
Password	Do not change – provide the current password to your successor. They may update it after logging in themselves. <i>Note: the account username is the @lcmg.org email address for the account.</i>
Google Prompt	If you set up a Google Prompt, select this field option and delete your personal devices from the account.
2-Step Verification Phones	Replace your phone number with your successor's and delete your number as a 2SV contact option.
Recovery Phone	Replace your phone number with your successor's and delete your number as a recovery phone option.
Recovery Email	Replace your personal email address with your successor's and delete your personal email as a recovery option.
Backup Codes	If you activated this option, no changes are required -- the backup codes will remain intact as part of the transfer. If this option was not previously activated, it may remain inactivated for the transfer.

5. **Review Devices with Account Access:**

- From the main **Security & sign-in dashboard**, scroll to find the section titled **Your devices**. (This section identifies which of your personal devices are currently signed into the @lcmg.org account.)
- Select **Manage all devices**
- For each device listed:
 - Click the device.
 - If available, choose Sign Out.
 - If you see a message like *"Done but some apps might still have access,"* select **OK** to continue—this is a normal popup reminder.

6. **Sign Out of the Account:** Click on your **profile account icon** > select **Sign out of all accounts**.

7. **Provide Login Information to Your Successor:** Contact your successor and share with them the account username (this is the @lcmg.org email address for the account) and the current password you've been using to log in to the account. Your successor may log in/sign in at <https://myaccount.google.com>, and all the security prompts should now go to their personal cell phone and/or email address. Successors should follow security verification steps identified in the 'Getting Started – Google Workspace Continuity' worksheet available on the LCMG Website (<https://www.lcmg.org/memberinfo>).