

## Digital Cookie®

## **My Account Tab**

Use this tab to update your email address or password, or girl information.

**Step 1:** While logged into Digital Cookie, click on the "My Account" at the top of the page.

girl scouts					Shop You ar	My Accoun	at Log Out	
Home	Badges	Learning	Site Setup	Customers		,	,	Cheers

**Step 2:** You can either change your email or password OR click on the "Girl Account(s)" to change the Girl Scout's name or email address (if she is 13 or over)

**Step 3:** Clicking on the "Change email" link will give you a screen to update your email address.

My Account	My Account Settings			
If you have questions about the Digital Cookie experience for girls 12 or young and girls 13+, click here for more information.	Change Your Email			
Settings Girl Account(s)	For Security reasons, when you change your email address you must also change your Digital Cookie password.           New Email:			
Manage your email and password.	Current Password:			
Email: dctest664-14@girlscouts.org Change email Password: ********** Change password	New Password: Your password must be at least eight characters and include at least one uppercase letter, one lowercase letter, and one number. Optionally, you may also include the special characters I, #, or \$.			
	Re-enter New Password: Cancel Save			

**Step 4:** If you are also a troop or service unit volunteer, you cannot change your email address here. You will need to update your email address in your baker software instead.

**Step 5:** Clicking on the "Change Password" will give you the opportunity to update your password



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**Step 6**: Clicking on the "Girl Account(s)" tab will allow you to update the preferred first name and email address if the Girl Scout is 13 or over.

My Account									
If you have questions about the Digital Cookie experience for girls 12 or younger and girls 13+, click here for more information.									
Girls 13 and older can add their own email address. This allows them to manage details for their cookie site.									
Digital Cookie Status	Girl Scout	Date of Birth	GSUSA ID	Тгоор	Preferred First Name*	Girl Email Address	Action		
Registered	Alicia Martinez	07/01/2006	9999998985	12362	Alicia		Edit		

NOTE: Updating your email in Digital Cookie does not mean it will be updated in your council membership system. Please login to MyGS to update your email there as well.