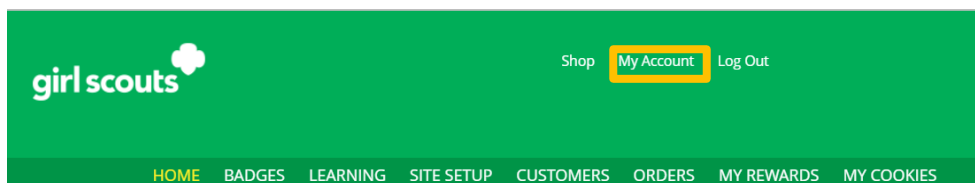


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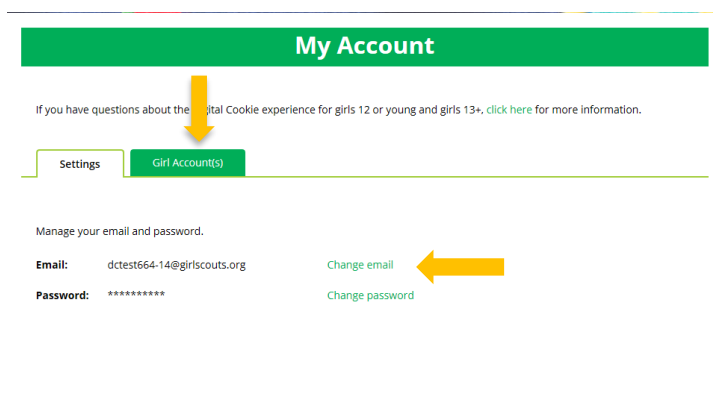
## My Account tab

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.



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

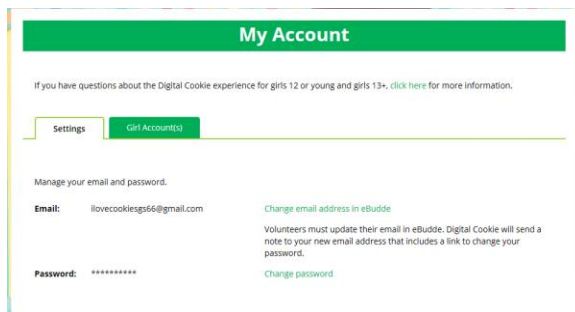


**Step 3:** Clicking on the “Change Email” will give you a screen to update your email address to a new one.

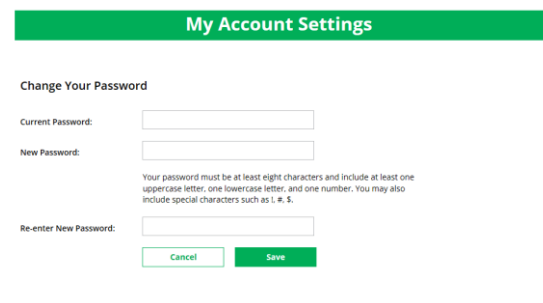
The screenshot shows the 'My Account Settings' page. The title is 'My Account Settings'. Below it is the section 'Change Your Email'. A note states: 'For Security reasons, when you change your email address you must also change your Digital Cookie password.' There are four input fields: 'New Email:', 'Current Password:', 'New Password:', and 'Re-enter New Password:'. Below the 'New Password:' field is a password requirement note: 'Your password must be at least eight characters and include at least one uppercase letter, one lowercase letter, and one number. You may also include special characters such as !, #, \$.' At the bottom are two buttons: 'Cancel' and 'Save'.

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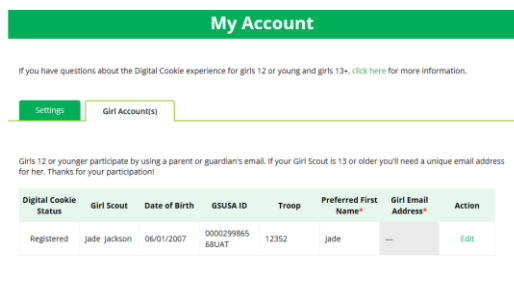
**Step 4:** If you are also a Troop or Service Unit Volunteer, you will be unable to change your email address here. You will need to update your email address in eBudde instead.



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



**Step 6:** Clicking on the “Girl Account” tab will allow you to update the girl preferred first name and girl email address if she is 13 or over.



| Digital Cookie Status | Girl Scout   | Date of Birth | GSUSA ID           | Troop | Preferred First Name | Girl Email Address | Action |
|-----------------------|--------------|---------------|--------------------|-------|----------------------|--------------------|--------|
| Registered            | Jade Jackson | 06/01/2007    | 000299865<br>68JAT | 12352 | Jade                 | ---                | 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.