

# Digital Cookie<sup>®</sup>

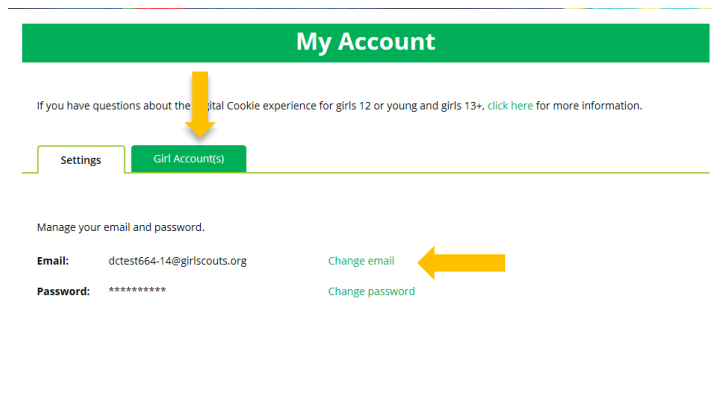
## My Account tab

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

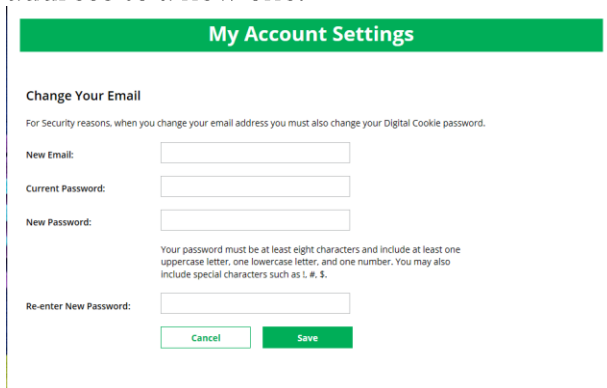
**Step 1:** While logged into Digital Cookie, click on the “My Account” at the top of the page.



**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)

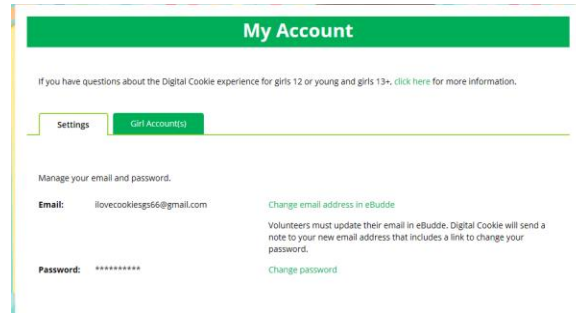


**Step 3:** Clicking on the “Change Email” will give you a screen to update your email address to a new one.

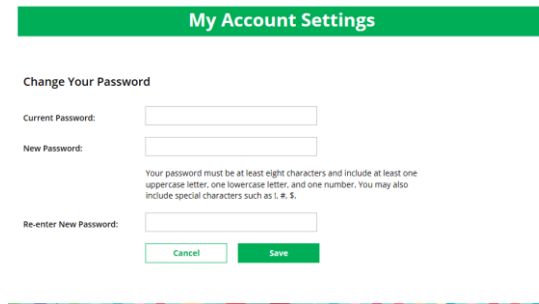


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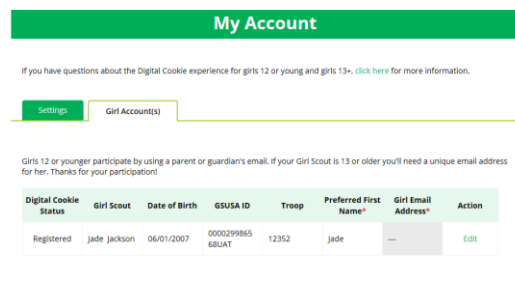
**Step 4:** If you are also a Troop or Service Unit Volunteer, you will be unable to change your email address here. You will need to update your email address in eBudde instead.



**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.



**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.