

Digital Cookie®

Registering for Digital Cookie

Caregivers/Girl Scouts Under 13

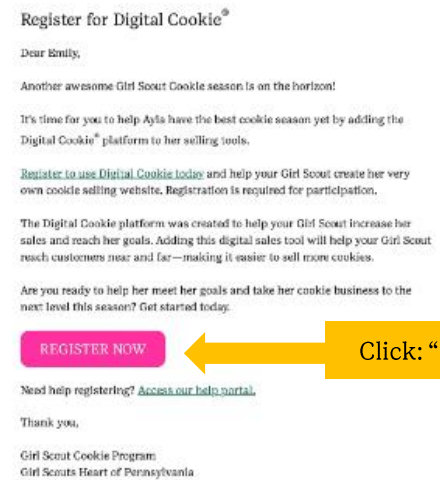
(Registering for Girl Scouts Over 13 available on page 4)

Step 1: Watch for your registration email* from “Girl Scout Cookies” (email@email.girlscouts.org) with the subject “It’s time to register your Girl Scout for Digital Cookie!”. Your council will let you know the approximate date you can expect to see that email. Search your “Promotions/Clutter/Spam” folder too.

*If you did not receive a registration email, see the [No Registration Email Tip Sheet](#).



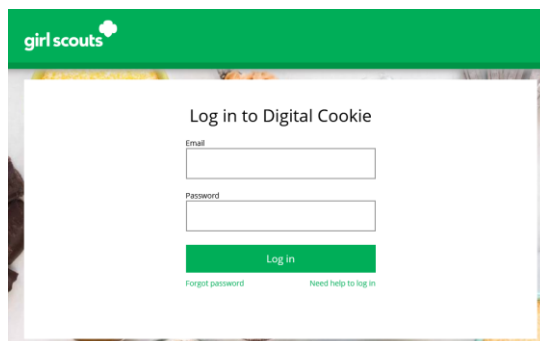
Be sure to add email@email.girlscouts.org to your address book so you get your email!



Click: “Register Now”

Step 2: In the email is a pink button to take you to the Digital Cookie registration site. Simply click that button! *(For best results, use the most recent version of your web browser)*

Step 3: Once you click the link you’ll be on the Digital Cookie platform. You’ll need to create a password.



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Step 4: Use your new password to log in. Remember to use the same email address where you received your registration email—that’s the one your Girl Scout Council has on file for you.

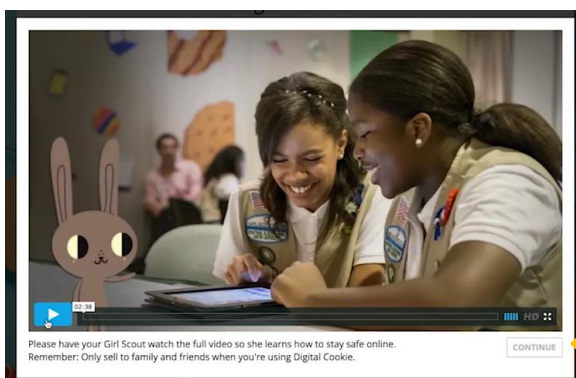
Create Your Digital Cookie Password

When you create your password, a confirmation email will be sent.

Passwords must be 8-16 characters. Include 1 number, capital letter and lowercase letter, with optional special characters !, #, \$.

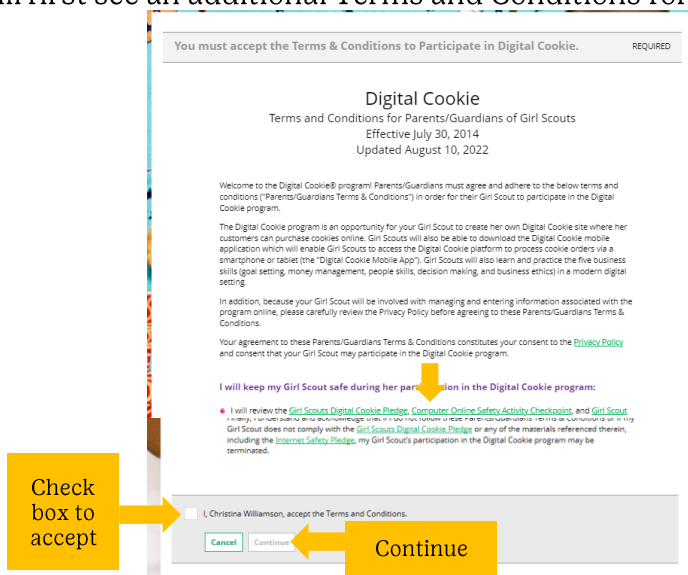
Submit

Step 5: When you first log in, you will have the “*Safe Selling for Smart Cookies*” safety video pop-up to watch and review with your Girl Scout(s). You can’t proceed any further until the full video has been viewed.



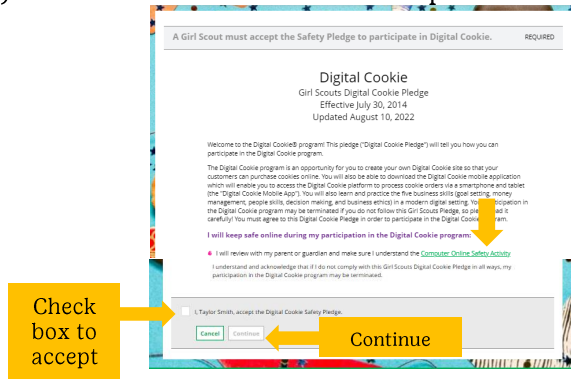
Continue button will turn green after video

Step 6: Read and accept the Terms and Conditions agreement. Note, if you are a volunteer, you will first see an additional Terms and Conditions for Volunteers.

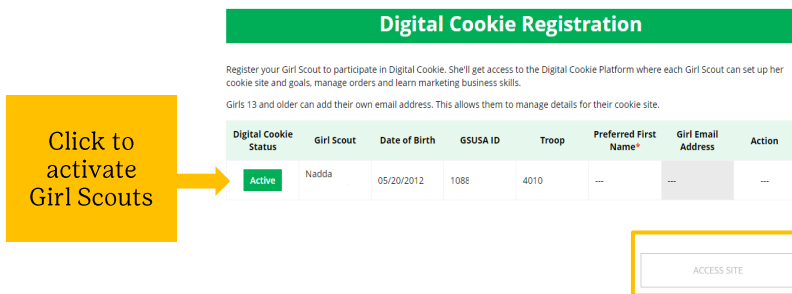


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Step 7: Next, the “Girl Scout Safety Pledge” will appear. Be sure to read it to/with your Girl Scout(s). Then check the box for “accept” and click “continue.”



You will then be taken to a screen to activate your Girl Scout(s) for the Digital Cookie program and update their preferred name if desired.



If the Girl Scout you are activating is 13 or older, you have the option to enter her email address and she will complete her own registration process. (See [“Site Registration-Girl Scout 13 and Older”](#) Tip Sheet for instructions.) Girl Scouts under 13 will login in partnership with their caregiver and do not need a separate email address.

Preferred First Name:*
(or use a nickname)

Girl Email Address:
(optional)

After activating all of your Girl Scouts (if you have multiple), you will click the “Access Site” button to be taken to the first Girl Scout’s home page.

Step 8: Once you have registered, watch your inbox for a registration confirmation email and save this email where you can find it during cookie season!

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Site Registration – Girl Scout 13 and Older

Step 1: After agreeing to Terms and Conditions, you will be prompted to register all Girl Scouts associated with your email address. Enter their preferred first names.

If your Girl Scout is over 13, you have the option to also enter an email address for her so she can manage most of her Digital Cookie site. Girl Scouts 13+ still need an adult to approve the Girl Scout’s site and Girl Scouts 13+ need an adult to approve orders.

If your Girl Scout over 13 doesn’t have her own email address, she can work with you and use your login to set up her site.

Digital Cookie Registration

Register your Girl Scout to participate in Digital Cookie. She'll get access to the Digital Cookie Platform where each Girl Scout can set up her cookie site and goals, manage orders and learn marketing business skills.

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	Troop	Preferred First Name*	Girl Email Address	Action
Active	Nadda	05/20/2012	1088	4010	---	---	---

Click to Activate

ACCESS SITE

Girl Account

Victoria Roy

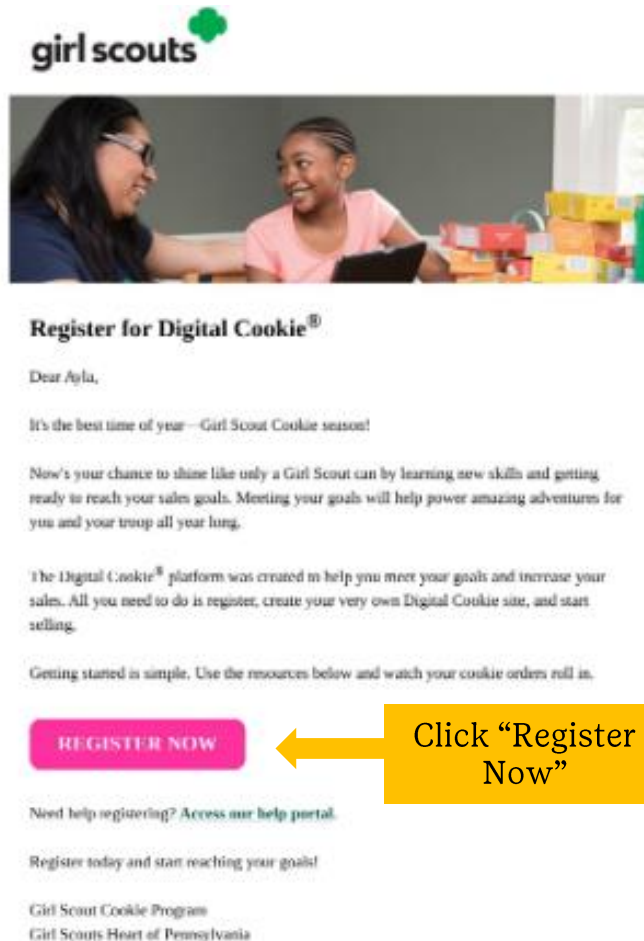
Preferred First Name:*
(or use a nickname)

Girl Email Address:
(optional)

Enter Girl Scout's Email Address (optional)

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Step 2: The Girl Scout will then need to check their email inbox for an email from “Girl Scout Cookies”. Girl Scouts should be sure to add email@email.girlscouts.org to their “safe senders” list so that this email goes to their inboxes and not to junk/spam/promotions email folders.

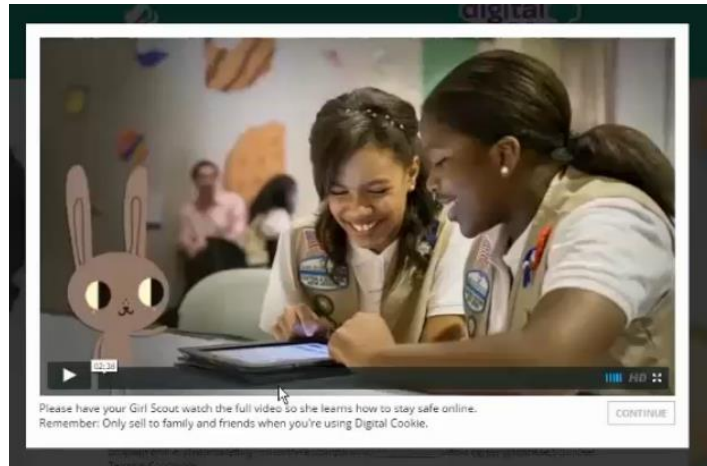


When she gets the email, she simply clicks on the pink button to be sent to the Digital Cookie website where she will be able to set her password.

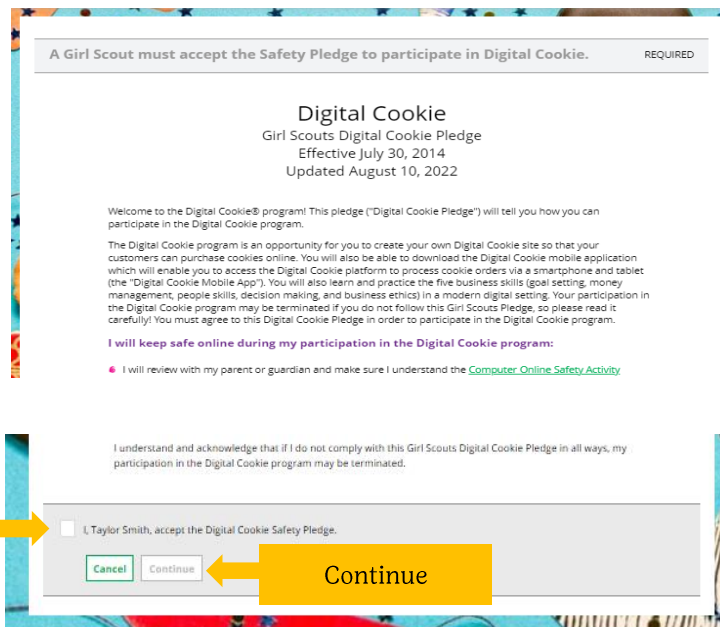
If she does not get the registration email within 15 minutes of you adding her email address, Girl Scouts can follow the steps on the [“No Registration Email”](#) Tip Sheet.

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Step 3: The Girl Scout will need to complete the same steps to set up a password as all other users. Once she has set her password, she will be taken to the *Safe Selling for Smart Cookies* video. She can't proceed further until the full video has been viewed.



Step 4: Then, read the “Girl Scout Safety Pledge.”



After she has read the pledge, she can click the box to accept it and then click “Continue” be taken to the home page of her site to set it up.