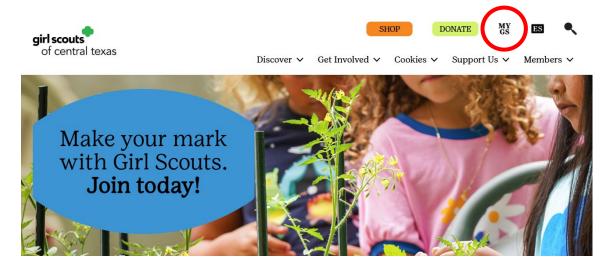


Logging Into Your MyGS Account Instructions

Your MyGS account is a membership management portal and a data rich resource for our Girl Scout volunteers, built into one login. Your MyGS account gives you the power to update family information, add additional volunteer roles during the year, and renew each youth member, adult, family, or troop!

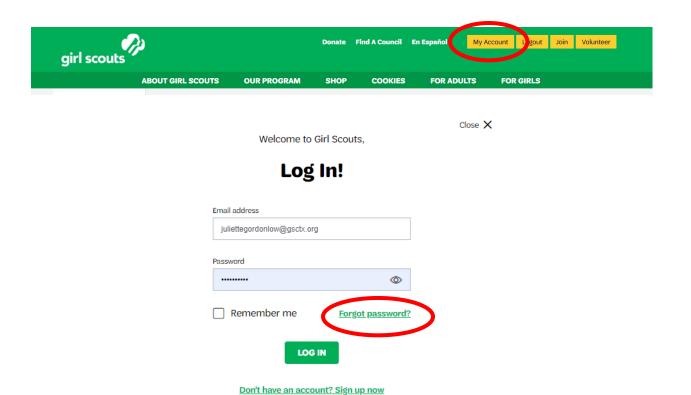
If you have paid for a Girl Scout membership, for yourself or a youth member, you will have a MyGS account. To login to your MyGS account on a laptop or personal computer, please follow the instructions below.

- 1. Open an internet browser on your computer
 - a. Google Chrome is recommended by GSUSA, with Mozilla Firefox as a backup
 - b. If you are using Internet Explorer, any version after Version 9 will be satisfactory
- 2. Search for <u>www.gsctx.org</u> to access the Girl Scouts of Central Texas website

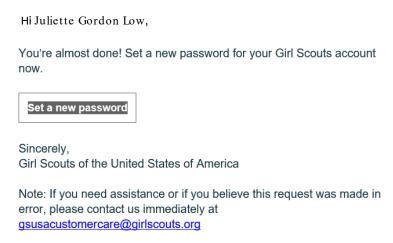


- 3. Select MyGS from the top right corner of the screen to be directed to https://mygs.girlscouts.org (outlined with a red circle in the picture)
 - a. This button will be located on the top right
- 4. Once redirected to the MyGS landing page, you should see a pop-up window appear and prompt you to login
 - a. If you do not see the pop-up window, you will need to clear your browser history and enable cookies
 - b. Alternatively, you may select the "My Account" button from the banner at the top of the landing page to trigger the login pop-up window

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- 5. Enter your login information
 - a. Username: Your email address
 - b. Password: Unique to you
 - i. If you cannot remember your password, select "Forgot Password?" and an email with a password update link will be sent to you
 - ii. Each password update email is eligible for a single use
- 6. If you cannot remember your password, select "Forgot password?" and you should receive an email called "Password Reset" soon after
 - a. The email will provide a link to create a new password
 - b. Be sure to check your spam or junk folder if you do not see the email in your inbox
 - c. If you do not receive this email, please contact your GSCTX Customer Care team at www.gsctx.org/contactus.



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