

# Digital Cookie®

# **Unlock Account**

If you have attempted multiple times to login at <u>digitalcookie.girlscouts.org</u> and did not successfully input your password, you may find yourself locked yourself out. You can contact customer support or unlock your account on your own.

### Step 1: Click "Unlock Your Account" Link

If you click the "unlock your account" link, you will be asked to validate the email address you use for Digital Cookie, then click the "Send Email" button



Unloc	Unlock Your Digital Cookie Account				
Enter the em	ail address you use for Dig	gital Cookie.			
	Email dctest512-2@girlscouts.	org	]		
	Cancel	Send Email			
	Nee	d help?			

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### Step 2: Receive Pin Email

You will be sent an email with a pin code you can use to unlock your account. Look for an email from "Girl Scout Cookies" (<u>email@email.girlscouts.org</u>) with the subject line: "Your requested pin number"

Check your junk/spam/promotions folders if you don't receive it and be sure to add <u>email@email.girlscouts.org</u> to your "safe sender" list.

#### Step 3: Enter Pin

Enter the pin code back in Digital Cookie on the unlock screen, then click on "Verify".

Unic	ock Vour Digit	tal Cookie Accour	ht
	0		
	as sent to your email dct@ open to enter the code.	The code expires in 20 minutes. Ke	ep
	Enter the code		
_			
	Cancel	Verify	

## Step 4: Login To Digital Cookie

You will be taken back to the Digital Cookie login screen with your account unlocked and ready for you to attempt to login again. If you are unsuccessful logging in, consider resetting your password using the "Forgot password" link. Otherwise, login and get started with your Digital Cookie experience.

#### Step 5: Forgot password?

View steps on how to reset your password in this tip sheet.