

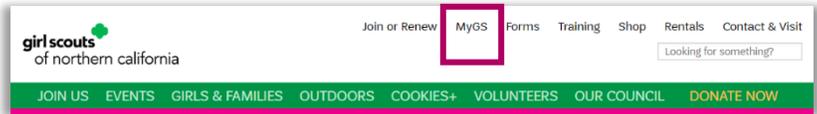
# Logging in to MyGS

## Accessing Your Member Account and VTK

Please follow these simple steps to login to your MyGS member account to manage your troop or household member accounts and to access the Volunteer Toolkit. These instructions include troubleshooting tips. If you still need assistance accessing or logging in to your MyGS account please reach out to our Member Services Team at [info@gsnorcal.org](mailto:info@gsnorcal.org) or 800-447-4475, ext. 0, and they can help you with your access.

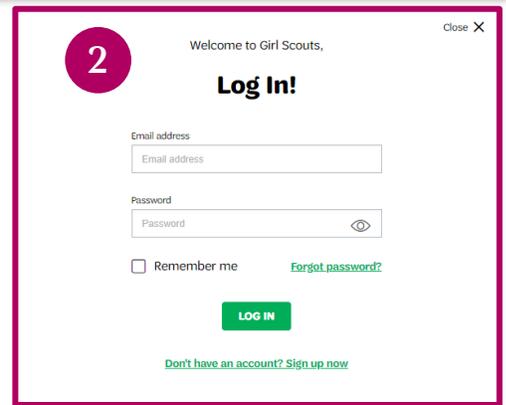
### 1 Access MyGS

Go to our website [www.gsnorcal.org](http://www.gsnorcal.org) and click on the MyGS link at the top of the page.



### 2 Login as a Member

From the login screen, enter your email address and password.



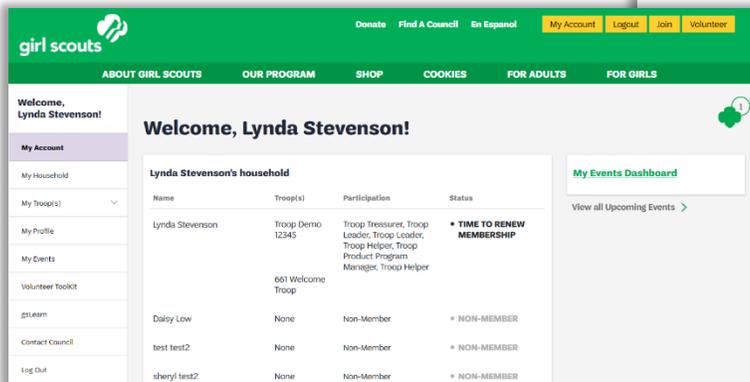
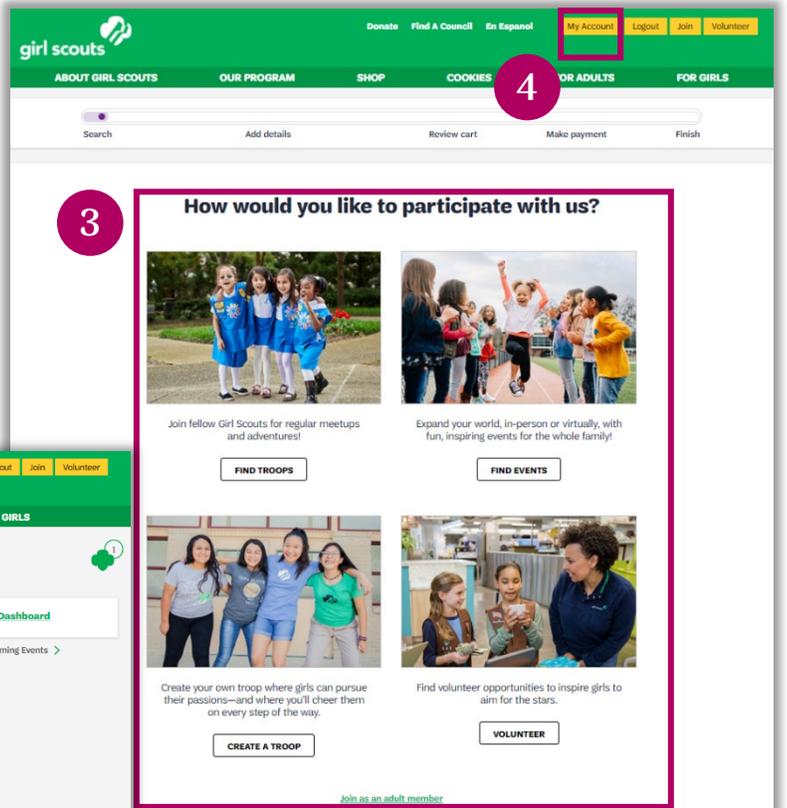
### 3 MyGS Portal

Take a minute to get familiar with the new and improved MyGS Portal. This is a community portal where members and non-members can:

- Find Troops
- Find Events – not activated yet
- Create a Troop
- Volunteer
- Join as an adult member

### 4 Click the My Account Button

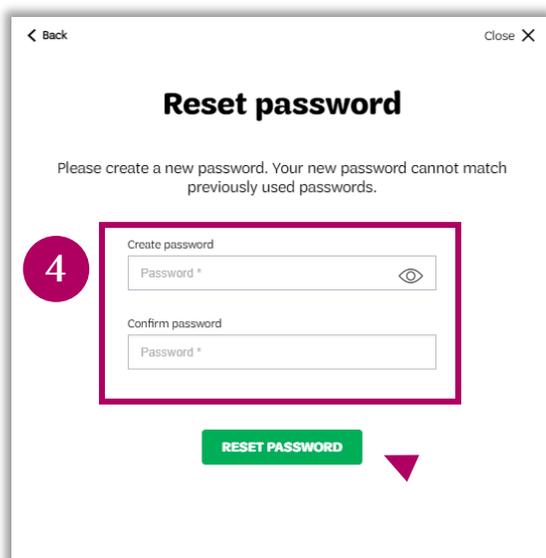
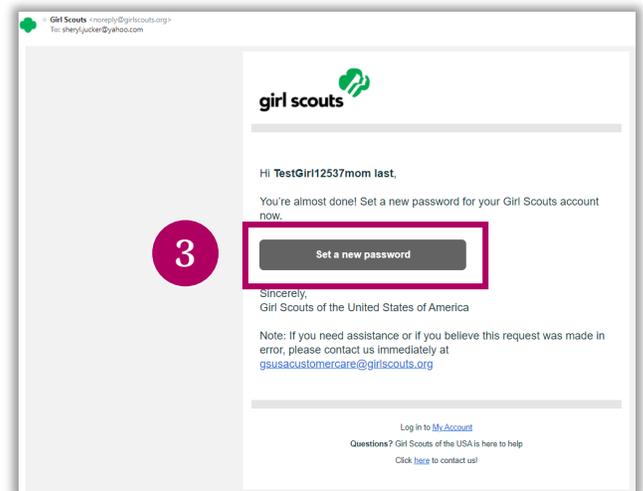
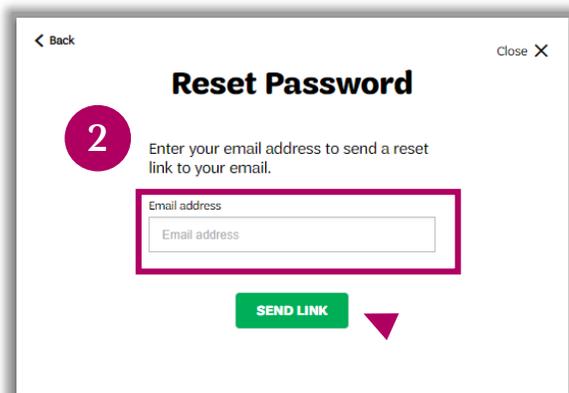
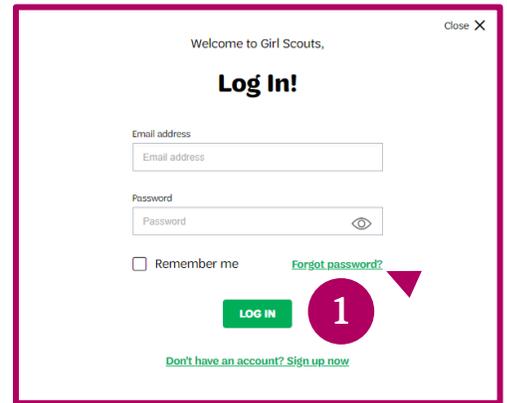
You are now able to access your account information, household member accounts, register and renew members, access your troop information, the Volunteer Toolkit, and more!



# Troubleshooting Login Issues:

**NOTE:** If you are unable to login to your MyGS member account, logging in for the first time since our system upgrade, or you can't remember your password, follow these password reset steps:

- 1 From the Log In screen, click the **Forgot Password** link.
- 2 Enter your email address that you use for your MyGS account and click **Send Link** to send a password reset link to your email.
- 3 If your email is found in the system, you will receive an email from Girl Scouts prompting you to set a new password. **Tip:** Make sure to check your junk/spam folder. From the email, click **Set a new password** button.
- 4 Reset your password by creating a new password, confirming, and then click **Reset Password**. You are all set. You will now be able to follow the login instructions listed on page 1.



**NEED HELP?** If you don't receive the password reset email or the system prompts "There is no user with that username or email," please reach out to our Member Services team at [info@gsnorcal.org](mailto:info@gsnorcal.org) or 800-447-4475, ext. 0, and they can help you with your access.