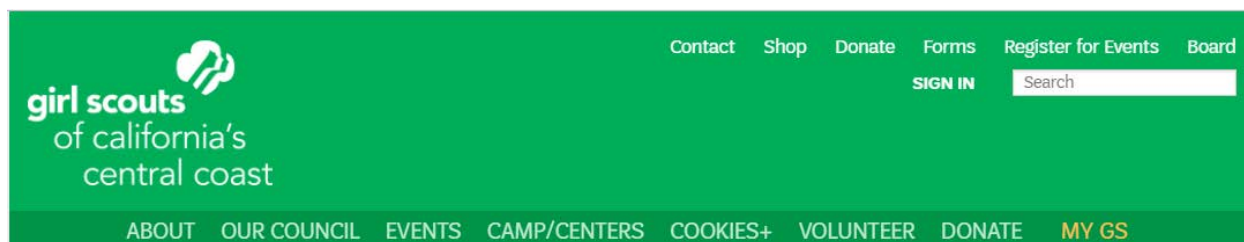**PROCESS TO UPDATE ROLES in MyGS**

- Go to: www.girlscoutsccc.org
- Click - MyGS
- Log-in to MyGS
- Click – EDIT PROFILE DETAILS FOR/OF HOUSEHOLD MEMBERS
- On the right side – Click the EDIT link
    o You can update household information from here
    o Stay Connected – opt-in for email and text messages
- SAVE
- Click the MEMBERSHIP tab – this will list all of your active and inactive roles
    o Scroll to the bottom of the page
- Click – ADD ROLE
- Type-in your Troop# (for Troop roles)
- Choose – PRODUCT SALES - Cookies, PRODUCT SALES – Fall, or both
    o Your role will be added at the top of the screen
- Click NEXT
    o Your role has been added!

If you are in a Service Unit position, and your role is not appearing when you re-register for 2018; or, you are new to a Service Unit position, please send a request to add your role to Customer Care: info@girlscoutsccc.org