

## eBudde Tip-Sheet System Access

eBudde<sup>™</sup> is part of the Little Brownie Cookie Tech Portal. This system allows for easier access to all Little Brownie Tech tools. You can get to eBudde<sup>™</sup> from two ways – <u>https://ebudde.littlebrownie.com</u> or <u>https://cookieportal.littlebrownie.com</u>

Each user will get a welcome email from eBudde<sup>™</sup> that has a unique link for logging into the system for the first time. This link is unique to you, cannot be used by others and has a time limit assigned to it.

## **Returning Users**

If you were in the system last season, you will be required to change your password.

## **First Time Users**

Follow the steps below to gain access if you're a first time user:

- 1. You will receive a "welcome email" with a login link. This will be sent to the email you have on file with Council.
- Click on the link in the email. The link expires after 48 hours so if you need the email to be sent to you again, contact <u>cookies@gshawaii.org</u>.
- 3. At the password screen, enter and confirm personal password. Be sure to follow the system requirements on the screen.
- 4. At the profile screen, enter same personal password that you used in Step 3. Also review/enter all additional information. Click 'Update Profile' once complete.
- 5. Enter Little Brownie Cookie Tech Portal system.
- 6. Confirm account update via email link.

| Little Brownie<br>BAKERS.                          | Cookie Tech Portal  |  |
|--|---|--|
| Your password has been cha                         | anged successfully. You are now signed in.                        |  |
| Cookie<br>Please updat                             | e Portal Profile<br>te vour information below.                    |  |
| •••••  | Current password is required for any updates.                     |  |
|  |   |  |
| icsonly@lbb.com                                    | Your amail is your user name                                      |  |
| icsonly@lbb.com                                    | Your email is your user name.                                     |  |
| icsonly@lbb.com<br>Becky                           | Your email is your user name.                                     |  |
| icsonly@lbb.com<br>Becky<br>555-5555               | Your email is your user name. Harrigan 555-5555                   |  |
| icsonly@lbb.com<br>Becky<br>555-5555<br>123 Any St | Your email is your user name. Harrigan 555-5555 Apt., Suite, etc. |  |

your council.

## **Forgot Password?**

If you forget your password, you can reset it on your own! Simply click 'Forgot your password?' the Cookie Portal sign-in page and enter your email. You will receive an email to setup a new password.

| Little Brownie   | Little Brownie  | Little Brownie   |
|--|---|--|
| Cookie Tech Portal   | <b>Cookie Tech Portal</b>   | <b>Cookie Tech Portal</b>  |
| email  | Forgot your password?   | New password   |
| Forgot your password? Login  | → email   | Confirm New password   |
| This single sign-on portal will connect you to eBudde™, eBudde™<br>DEMO, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP<br>eTraining ™, Girl Scouts® Cookie Locator or Cookie Club, | Send me reset password instructions   | Password requires Change my<br>8 chars. minimum password   |
| Your username (email address) and password designate your level of<br>access to the Little Brownie Technology Tools.   | This single sign-on portal will connect you to eBudde™, eBudde™<br>DEMO, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP<br>eTraining™, Girl Scouts® Cookie Locator or Cookie Club. | This single sign-on portal will connect you to eBudde™, eBudde™<br>DEMO, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP |
| If you would like to update your contact info please input your email and<br>password above and <u>Click Here</u> .  | Your username (email address) and password designate your level of<br>access to the Little Brownie Technology Tools.  | eTraining™, Girl Scouts® Cookle Locator or Cookle Club.<br>Your username (email address) and password designate your level |
| If you have not received an email with login instructions, please contact<br>your council.   | If you have not received an email with login instructions, please contact<br>your council.  | access to the Little brownie Technology Tools.<br>If you have not received an email with login instructions, please cont   |