



# 2019 Single Sign On First Time Users

CONFIDENTIAL & PROPRIETARY  
Some programs still under review by GSUSA

Little Brownie  
BAKERS®

Kellogg's

# Single Sign-On

- Step One – Receive welcome email.
- Step Two - Click the link in the email that will take you to the screen that allows you to change your password
- Step Three – Enter in your personal password and confirm personal password and click change my password
- Step Four – Enter in your personal profile information. All profile fields mandatory except for Address Line 2. Be sure to enter current password. Click Update Profile.
- Step Five – Select the system you want to use and have access to and you will be taken to the landing page of the system of choice.

# Single Sign-On

STEP  
ONE

Subject: Welcome to the 2018-2019 Girl Scout Cookie Season!

Step One

Welcome to the 2018-2019 Girl Scout Cookie Season!

Receive welcome email

You've been invited to join the eBudde™ system.

Please take these steps:

1. Go to this link: [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_cookieportal.littlebrownie.com\\_users\\_password\\_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYltCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYltCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e=)

2. Create and confirm your password

Thank you for all you do for girls!

Your Friends at Little Brownie Bakers

# Single Sign-On

STEP  
TWO

## CLICK ON THE LINK IN THE EMAIL

Step Two

Click link in the welcome  
email

Please take these steps:



1. Go to this link: [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_cookieportal.littlebrownie.com\\_users\\_password\\_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e=)
2. Create and confirm your password

Thank you for all you do for girls!

Your Friends at Little Brownie Bakers

# Single Sign-On

STEP  
THREE



## Cookie Tech Portal

New password

Confirm New password

*Password requires  
8 chars. minimum*

Change my  
password

Step Three

Enter new password

Confirm new password

Click Change my password

This single sign-on portal will connect you to **eBudde™**, **eBudde™ DEMO**, **Girl Scouts® Ideal Cookie Sale™**, **Girl Scouts® VIP eTraining™**, **Girl Scouts® Cookie Locator** or **Cookie Club**.

Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.

If you have not received an email with login instructions, please contact your council.

# Single Sign-On

STEP  
FOUR



## Cookie Tech Portal

Your password has been changed successfully. You are now signed in.

### Cookie Portal Profile

Please update your information below.

Current password is required for any updates.

Your email is your user name.

### Change Password (Optional)

If you would like to change your password you may do so here.

Cancel

Update Profile

Step Four  
Review/Enter your profile  
information

# Single Sign-On

STEP  
FIVE

Step Five  
Click the icon for the  
system you wish to enter  
and have access to.

The screenshot shows the 'Cookie Tech Portal' interface. At the top right, there is a 'Log out' button and the text 'You are becky.harrigan@kellogg.com'. The 'Little Brownie BAKERS' logo is on the left, and 'Cookie Tech Portal' is on the right. A green banner below the header says 'Signed in successfully.'. Below this, a welcome message reads: 'Welcome to the Cookie Tech Portal, click below to access programs that are currently available to you.' A grid of six program icons is displayed:

- eBudde** (top left)
- IdealCookieSale** (top right)
- eBudde DEMO** (middle left)
- VIPeTraining** (middle right)
- COOKIE LOCATOR** (bottom left)
- COOKIE CLUB** (bottom right)

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