

eBUDDE SYSTEM ACCESS

eBudde™ is part of the Little Brownie Cookie Tech Portal. This new system allows for easier access to all Little Brownie Tech tools. No longer are there default passwords. You will be asked to create a new password the first time you log in. You can now get to eBudde™ from two ways - <https://ebudde.littlebrownie.com> or <https://cookieportal.littlebrownie.com>

Each user will get a welcome email from eBudde™ that has a unique link for logging into the system for the first

The process for gaining access is:

Step One - User receives “welcome email” with login link

Sample of “Welcome Email”

Subject: Welcome to the 2024-2025 Girl Scout Cookie Season!

Welcome to the 2024-2025 Girl Scout Cookie Season!

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

Please take these steps:

Go to this link: (link to sign in)

This link expires in 48 hours and is unique to you.

Thank you for all you do for girls!

Your Friends at Little Brownie Bakers

Step Two - Click on the link

Step Three - At the password screen, enter and confirm personal password

Enter your personal password that you would like to use for the system. Confirm your password by entering it again. Click Change my Password button.

SECURITY REQUIREMENTS

Password email links are unique to you and have a time limit.

The password requirements are as follows:

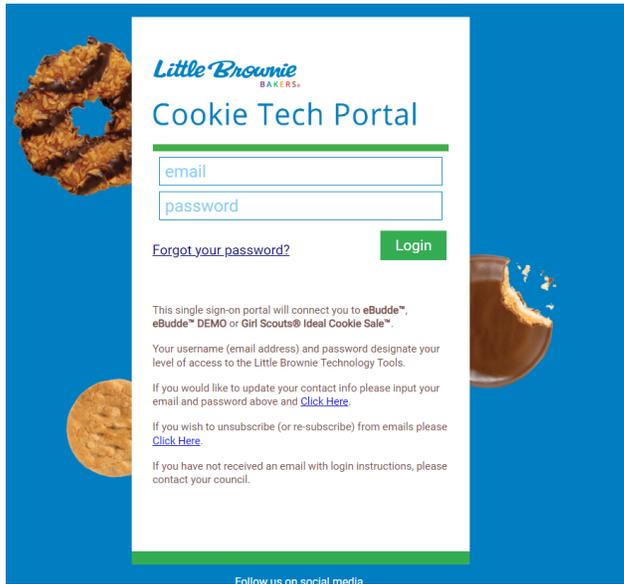
Must be 8 characters long

Must have at least one capital letter

Must have at least one non-alphabetic character

Login attempt rules are as follows:

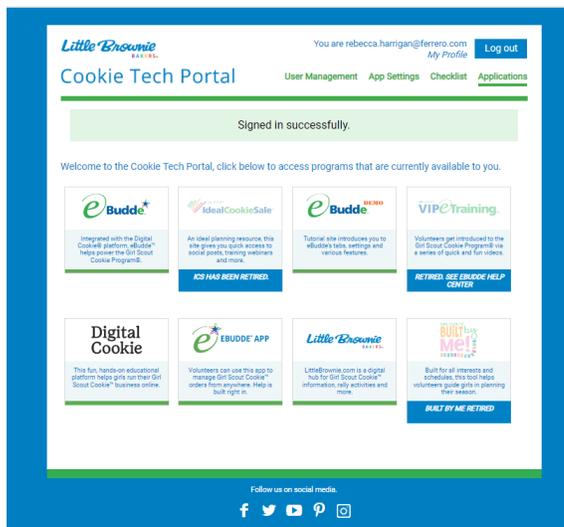
- Limit to five consecutive bad login attempts
- Account disabled for 10 minutes



Step Four - At the profile screen, enter same personal password that you used in Step 3. Also review/enter all additional information.

You will need to review/enter your personal information. Be sure to enter your personal password once again. All information is required. Click Update Profile.

Step Five - Enter Little Brownie Cookie Tech Portal system



Step Six - Confirm account update via email link

Hello user@lbb.com|

Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

FORGOT PASSWORD

Go to <https://cookieportal.littlebrownie.com>

[Click Forgot your password](#)

A screenshot of the Little Brownie Cookie Tech Portal login page. The page features the "Little Brownie BAKERS" logo at the top. Below the logo is the title "Cookie Tech Portal". There are two input fields: "email" and "password". A green "Login" button is positioned to the right of the password field. A link for "Forgot your password?" is located below the input fields.

Enter email

Click: "Send me reset password instructions"

The screenshot shows the 'Cookie Tech Portal' for Little Brownie BAKERS. It features the logo at the top, followed by the title 'Cookie Tech Portal'. Below the title is the heading 'Forgot your password?' and an input field labeled 'email'. A green button labeled 'Send me reset password instructions' is positioned below the input field. At the bottom, there is explanatory text: '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.'

You will get an email with a new password link.

Hello example@lbb.com!

Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

The above link will only work for your email address and will only be valid for 48 hours.

Click on the link and you will then enter the password you would like to use for the system, confirm your password and click "Change My Password".

The screenshot shows the 'Cookie Tech Portal' for Little Brownie BAKERS. It features the logo at the top, followed by the title 'Cookie Tech Portal'. Below the title are two input fields: 'New password' and 'Confirm New password'. A green button labeled 'Change my password' is positioned to the right of the second input field. A note below the inputs states: 'Password requires 8 chars. minimum'. At the bottom, there is explanatory text: '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.'

You may need to update your profile. If you do, enter the same password that you entered on the previous screen in all three sections and review/update profile. Click Update Profile.

Select eBudde™ from the list.

You will also get an email to confirm that you changed your account for security purposes. Click the Confirm Your Account to complete the process.

Hello user@lbb.com|

Someone has requested a link to change your password. You can do this through the link below.

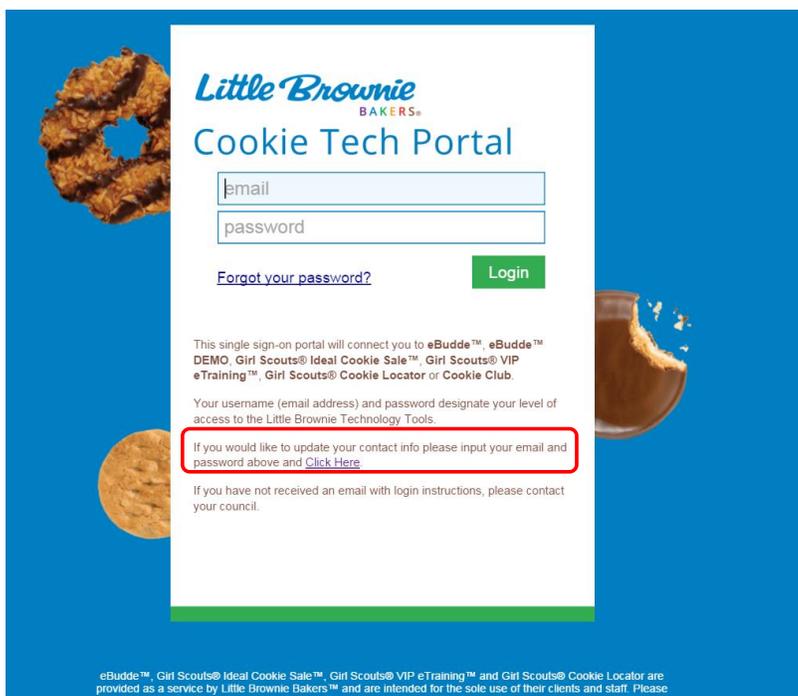
[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

CHANGE PROFILE/EMAIL ADDRESS

Log into the Little Brownie Tech Portal at <https://cookieportal.littlebrownie.com>



Enter your email address and password and click the "Click Here" link to be taken to the profile page. This is the only place you can change your email.

The screenshot shows the 'Cookie Portal Profile' page from Little's Envision. The page title is 'Cookie Tech Portal' and the sub-header is 'Cookie Portal Profile'. Below the sub-header, it says 'Please update your information below.' The form contains several input fields: a password field (masked with asterisks) with a note 'Current password is required for any updates'; an email field containing 'beckydemo@lbb.com' with a note 'Your email is your user name.'; a 'GSUSA Id' field containing 'Becky'; a 'Harrigan' field containing '(555)555-5555'; a phone number field containing '(666)666-6666'; a street address field containing '123 Any Street'; a location field containing 'San Diego' with a state dropdown menu set to 'CA'; and a zip code field containing '99999'. Below the form, there is a 'Change Password (Optional)' section with a note 'If you would like to change your password you may do so here.' and two input fields for 'New Password' and 'Confirm New Password'. A note below these fields states 'Password requires 8 chars, minimum, a capital letter and a number or special character'. At the bottom of the form, there are two buttons: 'Cancel' and 'Update Profile'.

You will be required to re-enter your current password. You can change your email, password and profile information. Click **Update Profile** to update your profile. Click **Cancel** if you do not want to change your data.