



# Accessing MyGS Household

## Log in to Renew!

Please follow steps below to log in to your MyGS Account to add “Ready to Renew” troop for the current 2021 year. If you need assistance, please reach out to Customer Care at [customer care@gsnnj.org](mailto:customer care@gsnnj.org) or 973-248-8200.

### 1 Access MyGS

Go to our website [www.gsnnj.org](http://www.gsnnj.org)

### 2 Click the SIGN IN or MyGS Button

Click the yellow MyGS or SIGN IN Button at the top of the page.

### 3 Fill out your account information

Enter your email address and password. (Troubleshooting Login Issues on last page)

### 4 Click on My Account (top right-hand side of page)

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

### 5 Add a troop: “Ready to Renew”

\*This will not transfer a member out of existing or current troop but rather increase her participations.

1. Select “My Household”
2. Scroll down to below girl who is renewing.
3. Click on **Add a troop** ➤
4. At top of Troop Search tab, click ≡ **Filter (2)**
  - a) Change **Radius** to **90 miles**
  - b) In **Troop number field**, type in “Ready to Renew” then **select** from drop down.
  - c) Scroll to bottom and click “**APPLY FILTERS**”
5. Within the resulting troop box, under “**JOIN THIS TROOP**”, click + to add 1, in **Girls** box.
6. Click **ADD DETAILS** (this will add the girl renewal to the cart)
7. Select the following membership details:
  - a) Participation type ▼ = **Troop Member (Girls)** ✓
  - b) Grade ▼ = **current grade** ✓
  - c) Troop(s) ▼ = **Ready to Renew +**
  - d) Select existing members ▼ = “name of girl being renewed”
  - e) Complete filling out contact information, caregiver, choose Membership year etc.
8. Click **SUBMIT MEMBER DETAILS**, to continue to the cart and complete the renewal purchase.

# Troubleshooting Login Issues:

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

- 1 Click the **Forgot Password** link.
- 2 Enter your email 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.  
**Note:** If the system prompts “There is no user with that username or email”, please reach out to Customer Care at [customer care@gsnnj.org](mailto:customer care@gsnnj.org) or 973-248-8200.
- 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.