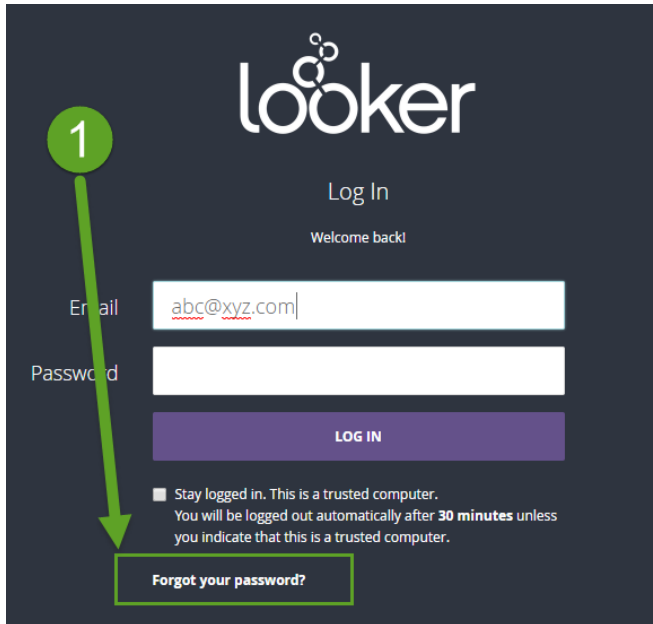


## How do I set up my account to see Service Unit Reports in Looker?

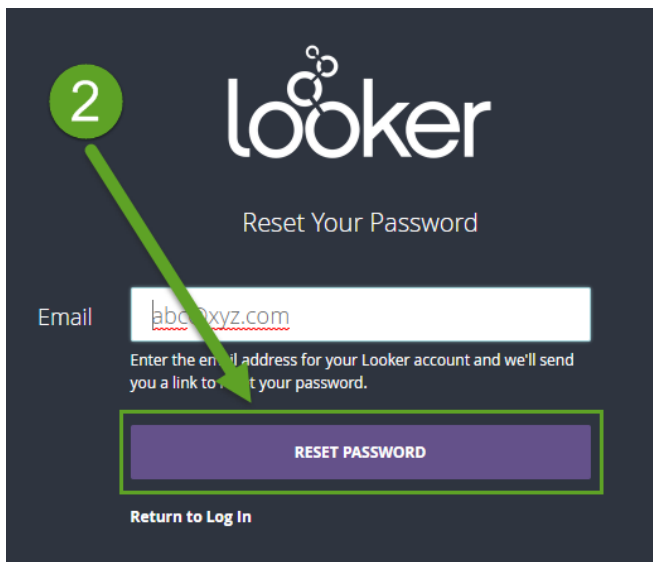
### Navigate to: [girlscouts.looker.com](https://girlscouts.looker.com)

1. Click on 'Forgot your password?'.



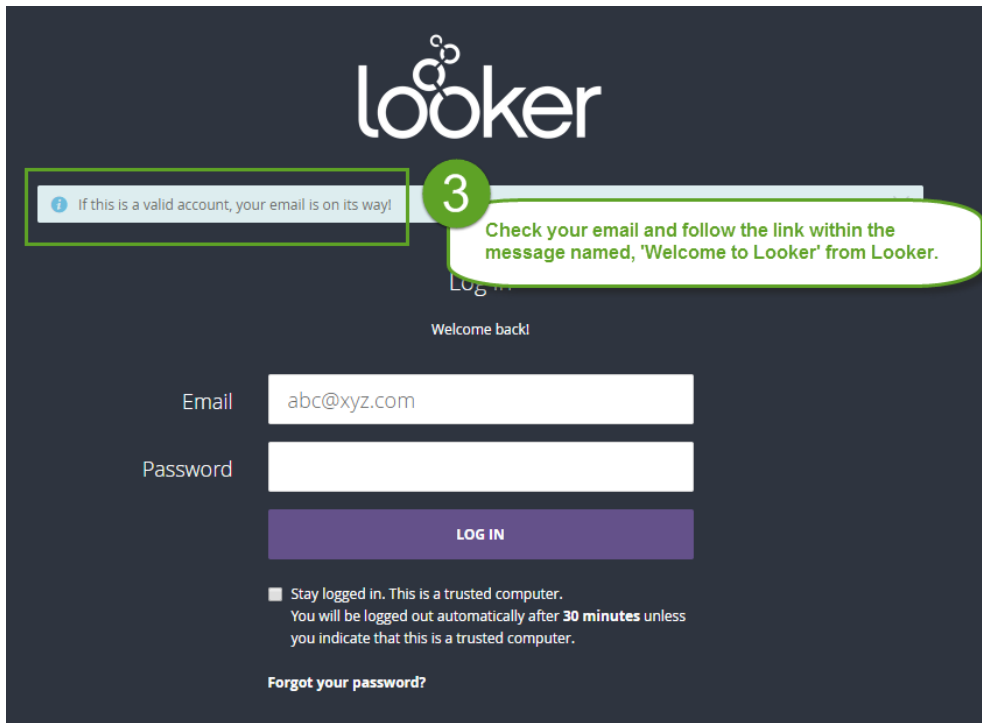
The screenshot shows the Looker login interface. At the top, the Looker logo is displayed. Below it, the text 'Log In' and 'Welcome back!' are visible. There are two input fields: 'Email' containing 'abc@xyz.com' and 'Password'. A purple 'LOG IN' button is positioned below the password field. A checkbox labeled 'Stay logged in. This is a trusted computer. You will be logged out automatically after 30 minutes unless you indicate that this is a trusted computer.' is located below the login button. A green circle with the number '1' and a green arrow points to a green-bordered button labeled 'Forgot your password?' at the bottom of the page.

2. Enter you email address, and click on 'RESET PASSWORD'.



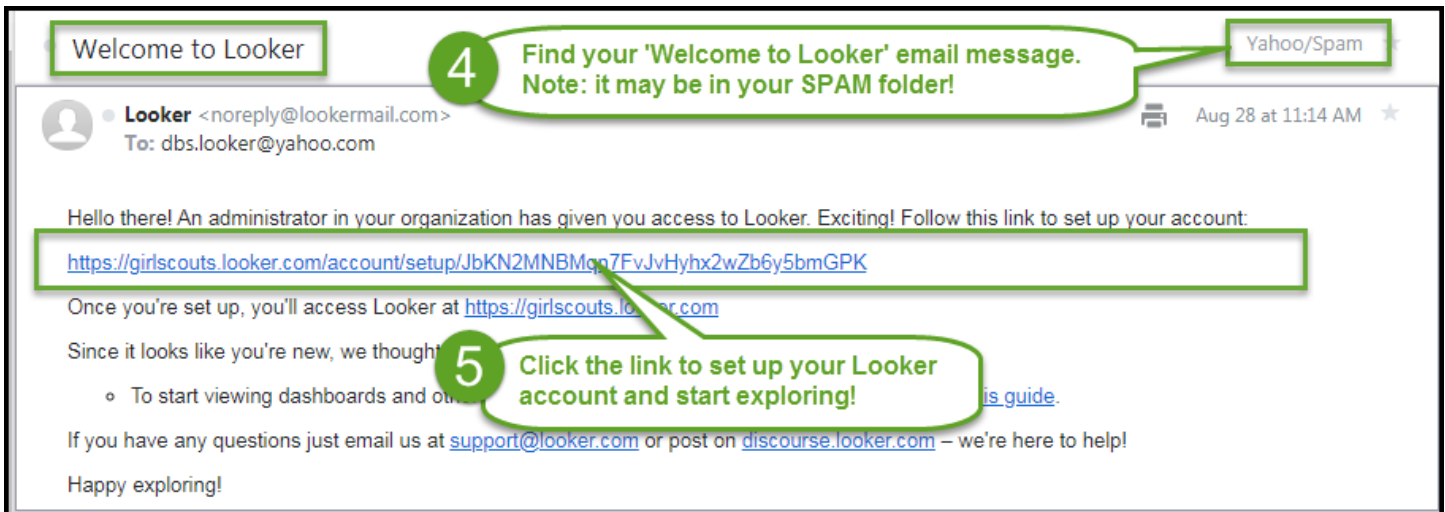
The screenshot shows the 'Reset Your Password' page. At the top, the Looker logo is displayed. Below it, the text 'Reset Your Password' is visible. There is an 'Email' input field containing 'abc@xyz.com'. Below the input field, the text reads: 'Enter the email address for your Looker account and we'll send you a link to reset your password.' A purple 'RESET PASSWORD' button is highlighted with a green border. A green circle with the number '2' and a green arrow points to this button. At the bottom left, there is a link labeled 'Return to Log In'.

3. See the following screen and then go to your email mailbox.



4. Find an email named 'Welcome to Looker' (check your SPAM folder!).

5. Click on the long link in the email message.



6. Set up your first name, last name and password.

6 Please provide the following information to finish setting up your account.

First Name \*

Last Name \*

Password \*

Confirm Password \*

Passwords must be at least 7 characters and contain at least one numeric, uppercase, lowercase, and non-alphanumeric character.

Stay logged in. This is a trusted computer.  
You will be logged out automatically after 30 minutes unless you indicate that this is a trusted computer.

SUBMIT

7. You will see this 'Home' page from where you can navigate to several dashboards.

7 Have fun exploring!

SUGGESTED FOR YOU

Full Roster  
22 Views, Created by Jessica Vacanti

Membership Analysis  
14 Views, Created by Jessica Vacanti

New in the Last Two W...  
13 Views, Created by Jessica Vacanti

Troop Details  
11 Views, Created by Jessica Vacanti

FROM THE GSUSA DATA GROUP

Full Roster

Troop Details

Membership Analysis

New In The Last Two Weeks

8. In the future, you can login to Looker at any time by navigating to [girlscouts.looker.com](https://girlscouts.looker.com)

Welcome to Looker

Yahoo/Spam

Looker <noreply@lookermail.com>  
To: dbs.looker@yahoo.com

Aug 28 at 11:14 AM

Hello there! An administrator in your organization has given you access to Looker. Exciting! Follow this link to set up your account:  
<https://girlscouts.looker.com/account/setup/JbKN2MNBmqn7FvJvHyhx2wZb6y5bmGPK>

8 Navigate to [girlscouts.looker.com](https://girlscouts.looker.com) to login again in the future

Once you're set up, you'll access Looker at <https://girlscouts.looker.com>

Since it looks like you're new, we thought we'd share some info so you can hit the ground running.

- To start viewing dashboards and other saved content, watch [this short video](#)

If you have any questions just email us at [support@looker.com](mailto:support@looker.com) or post on [discourse.looker.com](https://discourse.looker.com) - we're here to help!

Happy exploring!