

## Request Adult Position Code with One or More Troops

This can be done either from the **My Account Page** or while registering as an **Adult Girl Scout**.

- **My Account Page** :: Select My Account from the left navigation bar. On the My Account page scroll down to the My Positions section. There, you will select and add a position for the Membership Year and Troop or Service Unit that you select. When your selection has been filled-in you must click on Add Position to complete each request. These positions are pending until they are activated in the back office.
- **During registration as an Adult member:** you will be asked to select positions in the My positions section. There, you will select and add a position for the Membership Year and Troop or Service Unit that you select. When your selection has been filled-in you must click on Add Position to complete each request. These positions are pending until they are activated in the back office.
- [Click here for a PDF showing step-by-step instructions about Adult Position Code reporting.](#)
- **All positions reported online are given a Participation Status of "Pending"** in Personify, indicating that the member has yet to be approved for the position. Once the member has been approved for the position, the council will update the Status to "Active" in the back-office.