

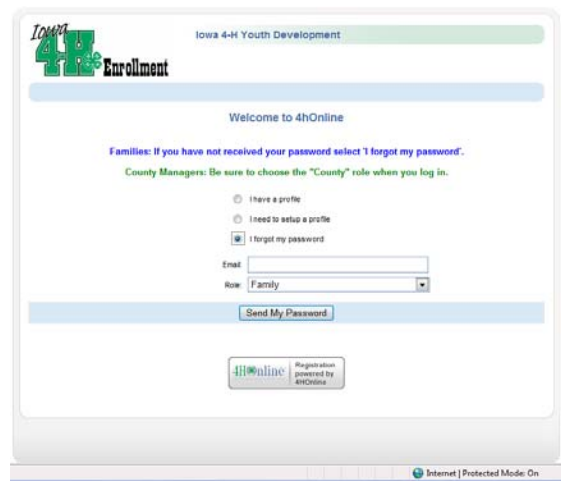
## Re-enrolling members/families

Open a web browser and type in: [www.4honline.com](http://www.4honline.com). You will see a page with a U.S. map. Don't enter information in the right box, just click on the state of Iowa.



You will now see the Iowa 4-H Youth Development Log In Page.

- Enter family email address provided to extension office.
- Choose "Family" from the "Role" drop-down box.
- *\*For first time, re-enrollment, or if you have forgotten your password, mark "I forgot my Password."*
- *\*Click "Send my Password." Do not close the internet window.*
- *\*Open your email browser and find the email from 4HOnline. Locate your temporary password.*
- Return to 4H online. Click "I have a Profile." **(This is where you will begin if you know your password.)**
- Paste or type your password exactly as sent by 4H online. It is CASE SENSITIVE.
- The email box should still have your family email in it. You should still have "Family" chosen as your Role.
- Click "Log In."



- \*Re-enter current password as sent by 4H Online. Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.
- \*Enter (twice) a new family password. Click 'Continue.'  
**Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters, numbers, symbols.**

**\*You will be able to skip these steps if you know/memorize your password for re-entry into the program.**

This will take you to the **Member List** which includes all family members enrolled in 4H: members, leaders, volunteers.

Click "Edit" to the right of the "Inactive" member listed. On the Personal Information screen, scroll to the bottom of the page and click "Enroll for 2010-2011".

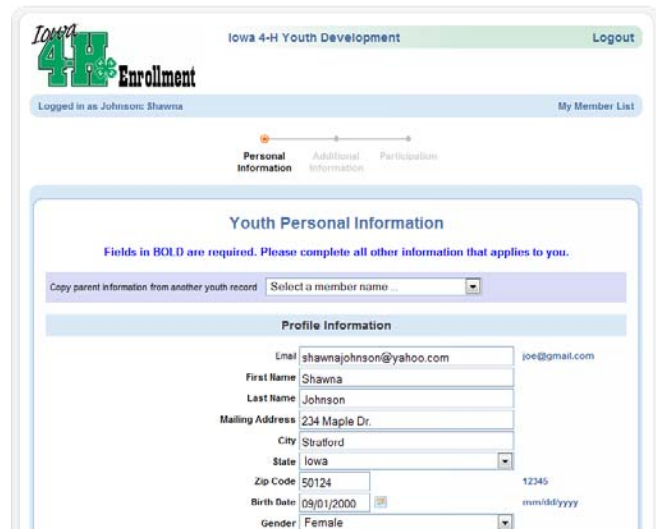
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Shalina Jackson	Youth	176284	Active	2010-2011	<a href="#">Edit</a>
4) Shawna Johnson	Youth	165600	Inactive	2009-2010	<a href="#">Edit</a>
5) Shelley Johnson	Youth	167125	Inactive	2009-2010	<a href="#">Edit</a>

Now you will have an editable Personal Information screen as shown on the next page.

Please complete all information that applies to you. Fields in **BOLD** are required.

A few notes:

- **Years in 4-H** includes the year of 4H that you are entering.
- **Volunteer:** If you are not sure
- **Ethnicity:** You must mark whether you feel you are of Hispanic descent. Other ethnic fields may be checked or mark “prefer not to state.”
- Fill out **Residence** and **Military Service of Family** as they apply to your family.
- **School:** When you fill out the school information, you may select a different county if your school is not in your 4-H county. If your School Name is not listed after you select the appropriate School District, you can add that school name and select a school type.

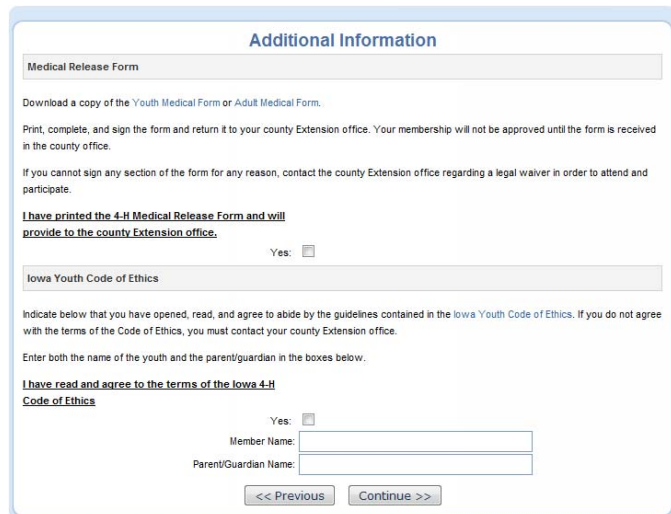


When you have completed this page, click "Continue." This brings you to the Additional Information Page.

**Medical Release Form** - Click on “[Youth Medical Form](#)” (or “[Adult Medical Form](#)” if you are re-enrolling as an adult leader) and download. You will need to fill this out and sign, then return it to the county Extension office before your enrollment is accepted. Your enrollment cannot become active without this information.

Check the 'Yes' box. This states that you **WILL** get your medical information to the extension office.

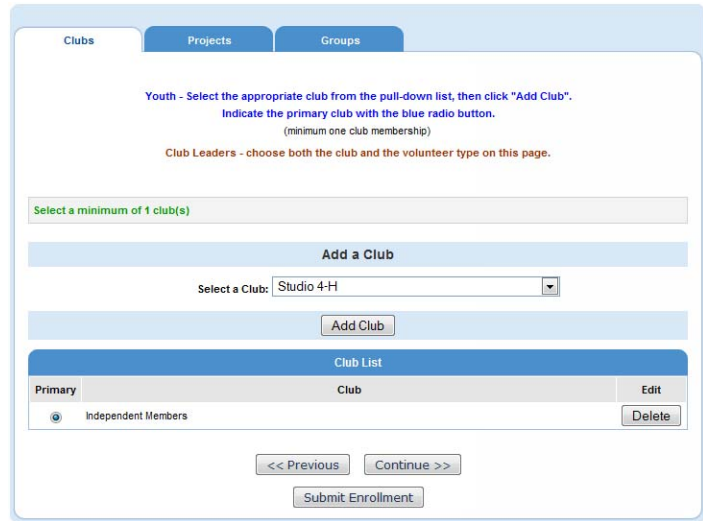
**Iowa Youth Code of Ethics** - Click on "Iowa Youth Code of Ethics" and read. Check "Yes." If you do not agree with the terms of the Code of Ethics, you must contact your county Extension office. Fill in the boxes with the 4-H member name and the parent name.



When you have completed this page, click "Continue." This brings you to the Participation Pages.

Your primary club should be listed at the bottom in the Club List. If you have involvement with a secondary club, locate it in the drop-down box and select it. Be sure to click "Add club."

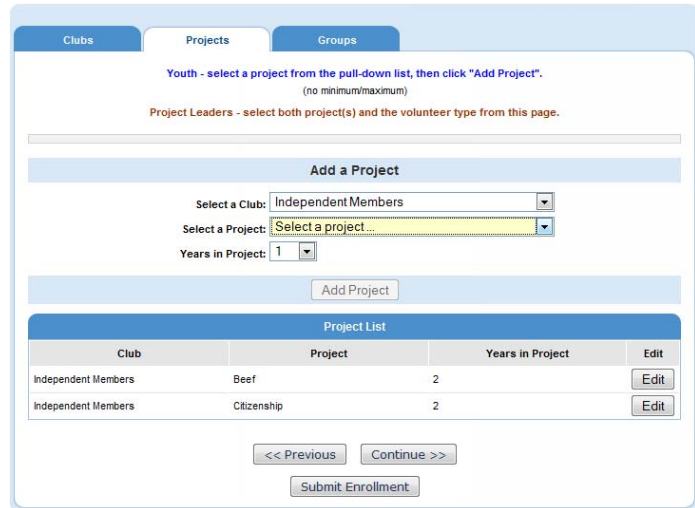
Click "Continue" to enroll in projects.



Choose your primary club in the drop-down box (each time you select a project).

Then, select a project area in the 2nd drop-down box. Select your years in this project area.

If you are a PROJECT LEADER of this project area, you may select, "Youth Project Leader" from the 3rd drop down box. **Click "Add Project."** This project will appear in the project list below. Continue this process for each project you wish to enroll in.



If you wish to NOT continue in a current project area listed, click "Edit", then "Delete". If you wish to add a Project Leader status, click "Edit", then "Youth Project leader" from the drop-down box and click "Update."

**When you have selected all of your projects, click "SUBMIT ENROLLMENT".**

Your enrollment status will show as "Pending" on your family member list. Your enrollment will be marked "Active" upon the Extension office receiving all signature forms (Medical Information/Release etc.). Contact your [county Extension office](#) for more information about those forms.

If your enrollment status is "Inactive" or "Incomplete", click the "Edit" button to review and submit your record for approval.

When you have completed your re-enrollment, click "Log out" in the upper right-hand corner.

You may return to this page by logging in, at any time during the year—to view or edit your information, and add/delete projects within your county guidelines.