

**RE-ENROLLMENT CANNOT BEGIN UNTIL AFTER SEPTEMBER 15**

Open a web browser and type in: <https://iowa.4honline.com>. **You will now see the Iowa 4-H Youth Development Log In Page.**

- Enter family email address you gave to the extension office.
- Choose "Family" from the "Role" drop-down box.
- *\*Members logging in the first time (or if you have forgotten your password) mark "I forgot my Password."*
- *\*Click "Send my Password." Do not close the internet window.*
- *\*Go to your own email account and find the email sent to you from 4HOnline. It will have your temporary password.*
- Return to 4H online. Click "I have a Profile." **(This is where you will begin if you already have 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."



The screenshot shows the Iowa 4H Youth Development login page. At the top left is the 'Iowa 4H Enrollment' logo. To the right, it says 'Iowa 4-H Youth Development'. Below the logo is a blue bar with 'Welcome to 4hOnline'. The main content area has instructions: 'Families: If you have not received your password select 'I forgot my password''. Below this, there are three radio button options: 'I have a profile', 'I need to setup a profile ← Do not use!!', and 'I forgot my password' (which is selected). To the left of these options are labels: 'Current members with passwords→', 'Current members/→', and 'First time logging in'. Below the radio buttons are input fields for 'Email:' and a dropdown menu for 'Role:' set to 'Family'. A blue bar at the bottom contains a 'Send My Password' button. At the very bottom, there is a logo for '4Honline' and the text 'Registration powered by 4HOnline'.



- This is a place for your county extension office to share helpful information with you such as newsletters and help sheets for enrollment or animal identification.
- Don't like your temporary password? Change it here!
- Or you can continue to your family record by clicking on the orange button.

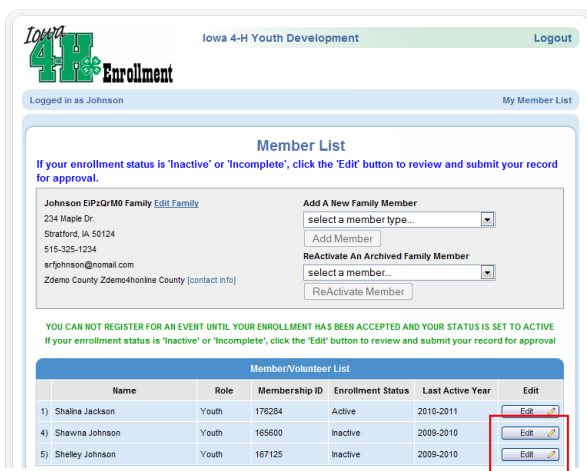
- *\*Re-enter current password as sent by 4H Online. Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.*
- *\*Enter (twice) a new family password. Click 'Continue.' Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters,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

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

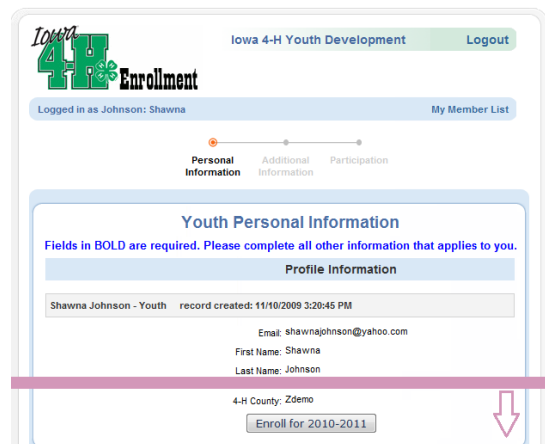


This will take you to the **Member List** which includes all family members enrolled in 4H: members, leaders, volunteers.

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 2011-2012".



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Now you will have an editable Personal Information screen as shown at right.

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.
- **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.

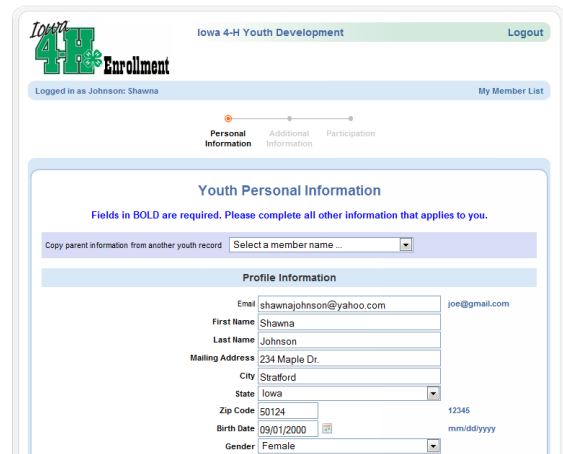
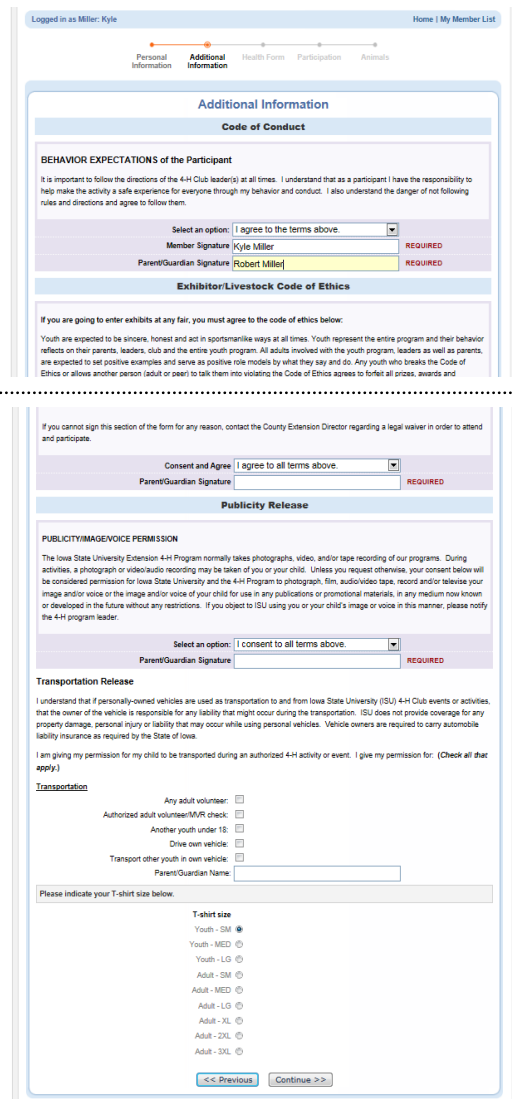
**Text messaging:** This is optional and still in development. Check mark if you are willing to receive text messages via 4-H Online and choose your provider from the list. Texts will be used for last minute meeting notices and other priority information

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

**Additional Information – Code of Conduct, Code of Ethics, Medical Release, Publicity (Image/Voice) Permission, Transportation Release, and T-Shirt Size:** You must select an option from the drop-down menu or check boxes and enter the members name and parent/guardian name where indicated. Select a t-shirt size from the radio button options offered.

**By logging on with your user ID and password, you authorize the information listed on the Additional Information page and the Health Information page.**

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

**Health Form-** Check all health conditions and allergies that apply. Any health issues not listed need to be written out in the text boxes.

**When you have completed this page, click "Continue."**

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).

Primary	Club	Edit
<input checked="" type="radio"/>	Independent Members	Delete

Club	Project	Years in Project	Edit
Independent Members	Beef	2	Edit
Independent Members	Citizenship	2	Edit

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

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".**

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.