

### 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 4-H 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 this is a blue bar with "Welcome to 4hOnline". A blue link says "Families: If you have not received your password select 'I forgot my password'". There are two sections: "Current members with passwords" and "Current members/First time logging in". The "Current members with passwords" section has two radio buttons: "I have a profile" and "I need to setup a profile ← Do not use!!". The "Current members/First time logging in" section has a radio button selected for "I forgot my password". Below this are input fields for "Email:" and "Role:" (with "Family" selected in a dropdown). A blue button labeled "Send My Password" is at the bottom. At the very bottom, there is a logo for "4Honline" and text "Registration powered by 4HOnline".



## Re-Enrolling Members/Families



- 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.

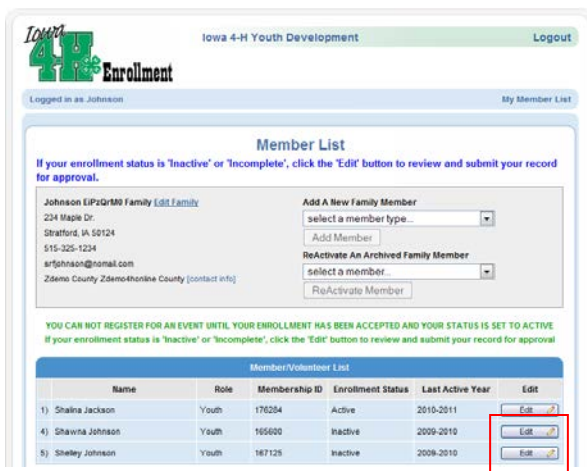
- *\*Re-enter current password as sent by 4H Online. Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.*
- *\*Enter (twice) a new family password. Click 'Continue.' Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters,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

Club	Project	Years in Project	Edit
Independent Members	Beef	2	<input type="button" value="Edit"/>
Independent Members	Citizenship	2	<input type="button" value="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.