

(Required for those submitting Retinal Images for the State Fair)

Those 4-H'ers who verified a market steer or market heifer during the county beef weigh-in will need to confirm data entered by county extension staff prior to February 1 in order for it to be accepted by the State 4-H office. Please read and follow these directions. *(Data will be input by county staff following the weigh-in)*

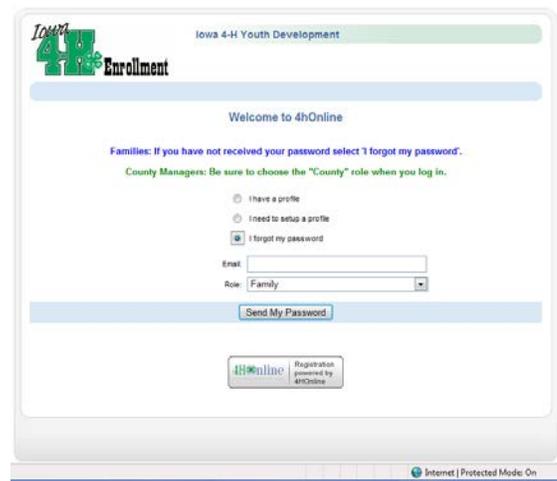
*** Please note: If this is your first time logging in, contact your Extension office to verify your log-in information!**

1st Time Log-in: [if you have signed in before, log-in and follow the instructions starting on page 2]

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 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. You may have to look in your Junk Mail folder. If you do not receive an email, call the county office to reset your 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 of your family members enrolled in 4H: members, leaders, volunteers.

Click "Edit" to the right of the member listed to go to that member's Personal Information Screen.

Member List

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

Johnson EIPzQrM0 Family [Edit Family](#)

234 Maple Dr.
Stratford, IA 50124
515-325-1234
srfjohnson@nomail.com
Zdemo County Zdemo4honline County [contact info]

Add A New Family Member
select a member type...
Add Member

ReActivate An Archived Family Member
select a member...
ReActivate Member

YOU CANNOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE. If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval.

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Shalina Jackson	Youth	176284	Active	2010-2011	Edit
4) Shawna Johnson	Youth	165600	Inactive	2009-2010	Edit
5) Shelley Johnson	Youth	167125	Inactive	2009-2010	Edit

Locate and click on the Animals/Livestock link to go to your Animal ID screen.

Animals / Livestock

Enrollment

Trainings

Personal Information

Additional Information

Health Form

Participation

Youth Personal Information

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

Profile Information

Email: benson@nomail.com, joe@gmail.com

First Name: Betsy

Last Name: Benson

Mailing Address: 789 Maple

City: Ames

Animals

Species	Type	Animal	Status	Edit / View
Cattle	Beef, Market	1234	Pending Verification	Edit / View

<< Previous

Return to Member List

Click the edit button to view the information for this animal.

* Review all information that has been entered by Extension Staff. Compare to your hard copy ID Sheet.

* Please contact your Extension office if anything is listed incorrectly.

* If everything looks correct, click on the box next to the statement "I verify the information above is accurate".

* **Be very certain you are approving the correct information!**

* Click on the "Save" button to submit your approval. Clicking this button confirms to the Extension Office and the State 4-H Office that you verified the data entered by the county office. **If you have "verified" your information and hit save, this information can no longer be edited by your county office. Contact them immediately if you have certified wrong information!**

Deadline for completing this process for your State Fair BEEF animals is February 1, 11:59 PM – deadline for all others is May 15, 11:59 PM.