

## New Volunteers-How to access the required New Volunteer Training Sessions 1-4

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

- Click "I have a Profile."
- Enter family email address you gave to the extension office.
- Paste or type your password exactly as sent by 4H online. It is CASE SENSITIVE.

### Forgot your password?

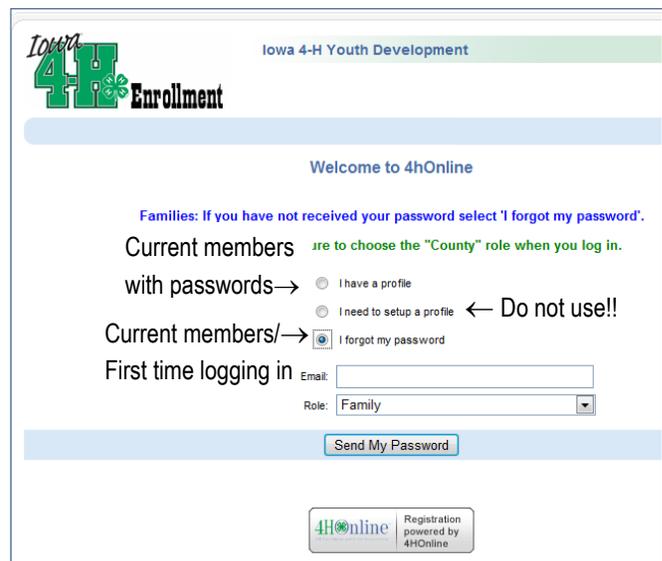
Mark "I forgot my Password."

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. If you can't find it in your Inbox, check Junk Mail. The sender will be "no-reply@4honline.com"

Return to 4H online.

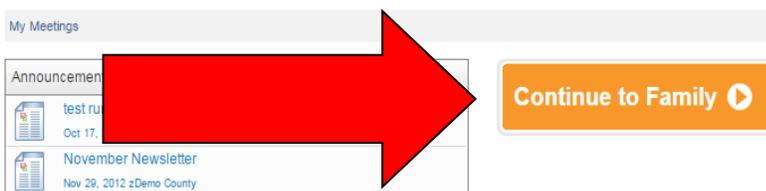
- Choose "Family" from the "Role" drop-down box.
- Click "Log In."



- Click "Continue to Family"



Need help with something in 4hOnline?  
[Click here](#) for helpsheets and information.



- Find your name and click “Edit” on right side by your name

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
Shalina Jackson	Youth	176284	Inactive	2015-2016	<a href="#">Edit</a>
Quality Assurance		Jr. Training		Expires: 01/30/2013	
Bill Johnson	Youth		Inactive		<a href="#">Edit</a>
Charlotte Johnson	Adult	332746	Pending		<a href="#">Edit</a>
George Johnson	Contact		Active		<a href="#">Edit</a>
Germaine Johnson	Adult	326520	Active	2016-2017	<a href="#">Edit</a>

- On the top of the page click on the “trainings” option

The screenshot shows the Iowa 4-H Youth Development dashboard. At the top left is the logo and 'Enrollment' text. Below it, a blue bar indicates the user is logged in as 'Johnson: Charlotte'. A navigation menu contains 'Enrollment', 'Member Settings', and 'Trainings', with a red arrow pointing to 'Trainings'. Below the menu is a progress indicator with four steps: 'Personal Information' (active), 'Additional Information', 'Health Form', and 'Participation'.

- Click the “Sign up for a training” option

The screenshot shows the 'Trainings' page. At the top, there are tabs for 'Enrollment', 'Member Settings', and 'Trainings'. Below the tabs, the heading reads 'Your Trainings Completed or In Progress'. A red arrow points to a button labeled 'Sign Up for a Training'. Below the button is a table with the following structure:

Trainings Completed or In Progress			
Training	Type	Status	Edit / View

- View the trainings listed and click “Sign Up” next to New Volunteer Training Session 1 to get started

### Sign Up for a Training

Your Trainings Completed or In Progress

Sign Up		
Training	Type	Sign Up
4HOnline Manager's Training	County Employee	<a href="#">Sign Up</a>
Child Abuse Awareness & Incident Reporting	Child Abuse Awareness & Incident Reporting	<a href="#">Sign Up</a>
Fake Training	Fake Training	<a href="#">Sign Up</a>
New Volunteer Training Session 1	New Volunteer Training Session 1	<a href="#">Sign Up</a>
New Volunteer Training Session 2	New Volunteer Training Session 2	<a href="#">Sign Up</a>
New Volunteer Training Session 3	New Volunteer Training Session 3	<a href="#">Sign Up</a>
New Volunteer Training Session 4	New Volunteer Training Session 4	<a href="#">Sign Up</a>

- Click the “New Volunteer Training Session 1” to begin the training

Enrollment   Member Settings   **Trainings**

### New Volunteer Training Session 1

Welcome to New Volunteer Training Session 1! As a new volunteer you will complete four online trainings prior to your face to face New Volunteer Training. The online training will give you a great foundation for knowledge needed as a 4-H volunteer and help prepare you to continue that learning in the face to face training in your area. After completing each of the online New Volunteer Training Sessions please be sure to **click on your certificate after closing out the training session. It may take a few seconds after closing out the training, then you will see the certificate available below the training link.**

**Training Information**

**Training Status**  
Incomplete

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**Training Steps**

1 **Take the Course**

 [New Volunteer Training Session 1](#) **REQUIRED**

- Now that you have completed the training be sure to click to receive your certificate!



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### Training Information

#### Training Status

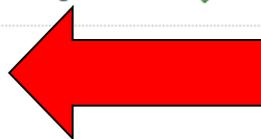
Completed

### Training Steps

#### 1 Take the Course

New Volunteer Training Session 1

[Print Certificate](#)



- Click the “Trainings” option and start the steps again to advance to the next training session- be sure you have “Completed” all four of the New Volunteer Trainings