


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 website interface. 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 reads "Families: If you have not received your password select 'I forgot my password'". Underneath, 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 menu). A blue button labeled "Send My Password" is positioned below the input fields. At the bottom, there is a logo for "4Honline" and a small box stating "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.

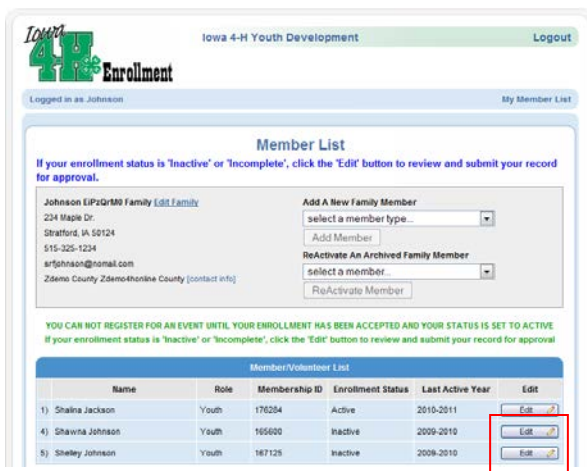
- **Re-enter current password as sent by 4H Online. Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.*
- **Enter (twice) a new family password. Click 'Continue.' Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters,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