#### OHIO STATE UNIVERSITY EXTENSION

### 4HONLINE IS . . .

The **OFFICIAL** Ohio 4-H Youth Development Program database for **enrolled** 4-H members and volunteers. This system works as a partnership between the 4-H family and the county Extension Office to manage the 4-H enrollment process and distribute important information to you.

By allowing you access to can update your club and project information as well as personal information (email, home address and phone). This will ensure that you are properly enrolled in the county program and receive important news and updates such as newsletters, deadline information and leadership opportunities.

Returning families to the County 4-H Program may use this guide beginning on page 1. If you are new to the 4-H program this year, please turn to page 8 titled "NEW OHIO 4-H FAMILIES" to begin the enrollment process.

If your child(ren) belongs to a shared parenting household, you will need to decide a primary address for all materials that are to be mailed. However, multiple email addresses may be added to the member profiles. Emails pertaining to the countywide 4-H program sent from the Extension office are generally sent to all email addresses provided.

The ability to change or update your information may be limited in certain fields of 4HOnline. If you see information that is incorrect and you are not able to make changes, please call the County Extension office for these changes to be made.

## A note about security...

4-HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Ohio 4-H Youth Development Program and the 4HOnline program developers work closely to monitor and ensure that highest level of protection for information stored on the system.

Ohio 4-H and 4HOnline does not share or sell any personal information to third party vendors without your knowledge or permission.

Thank you for your continued patience as we transition to this new system.

Tracy Nider

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Program Coordinator, Ohio 4-H Youth Development



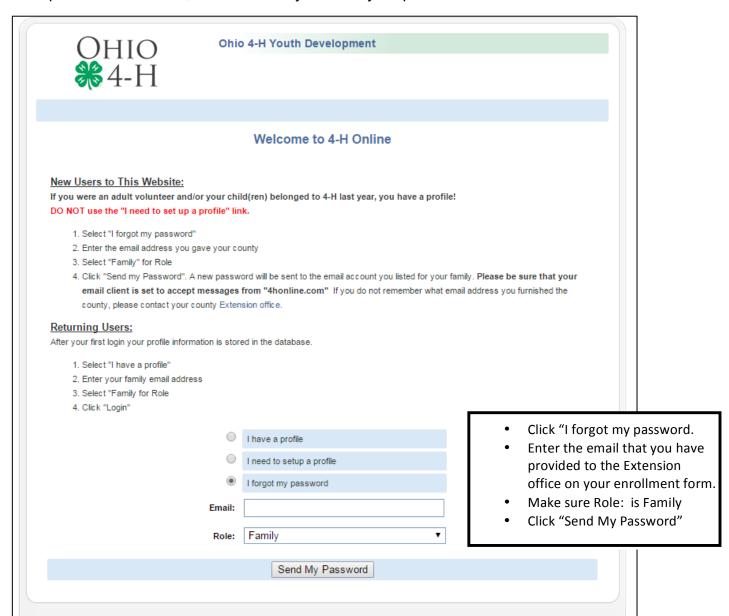


### Let's Get Started!

The 4HOnline website is: https://oh.4honline.com

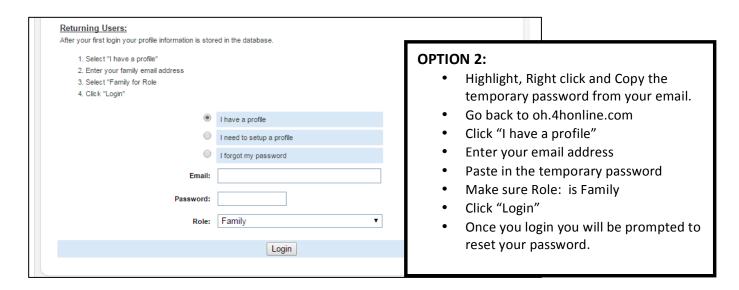
# Use Google Chrome, Firefox, or Safari. DO NOT USE Internet Explorer

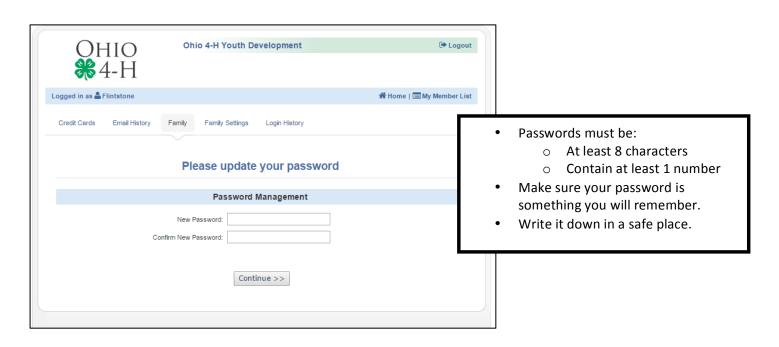
**Because we have already created a family profile for you**, the 4HOnline program will view you as a "Returning User". This means that you need to respond as if you have "forgotten your password" in order to retrieve your information. Do not click on the "I have a profile" radio button; it will assume you know your password.

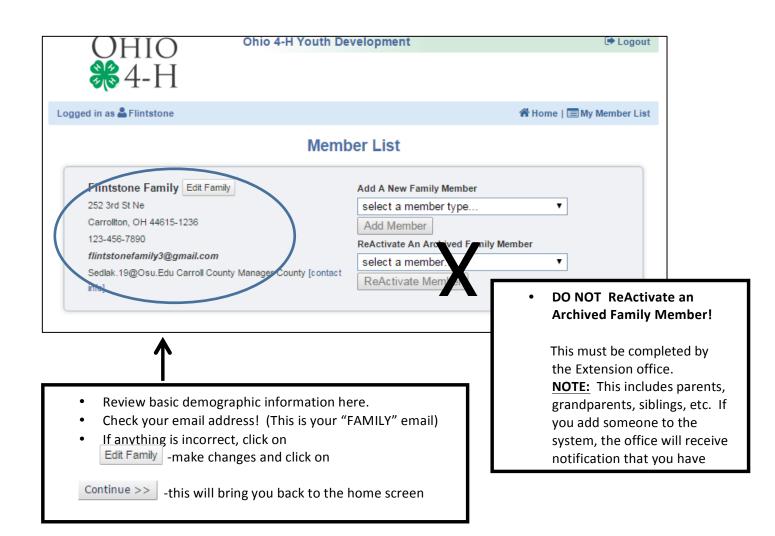


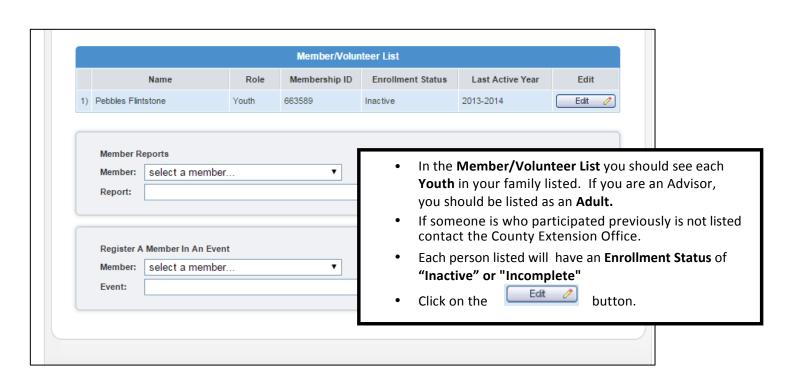
# Check your email, you have 2 options:



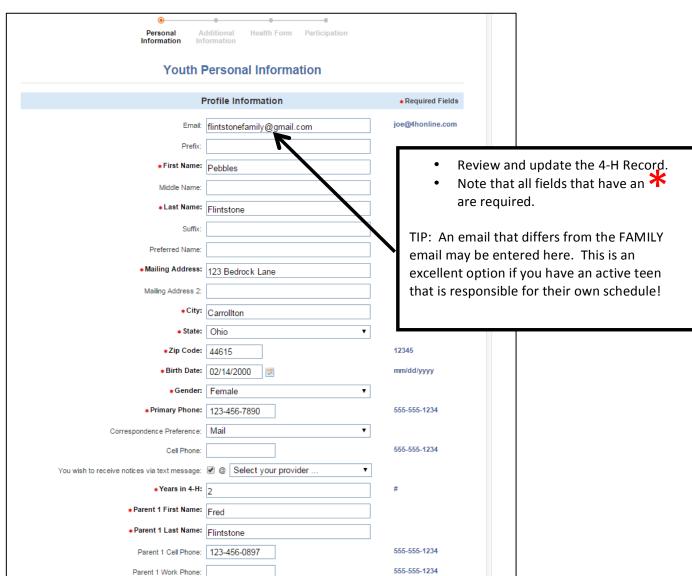


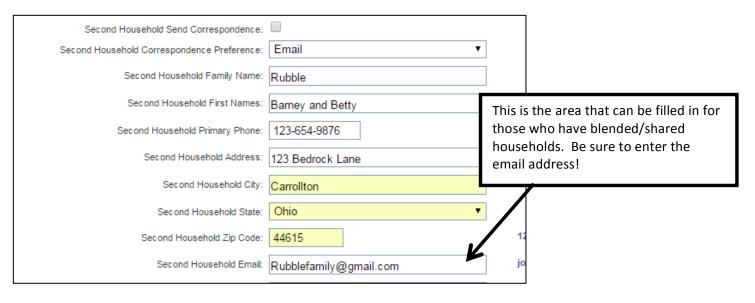


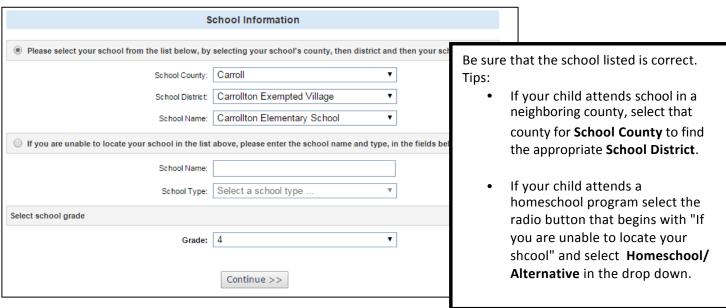


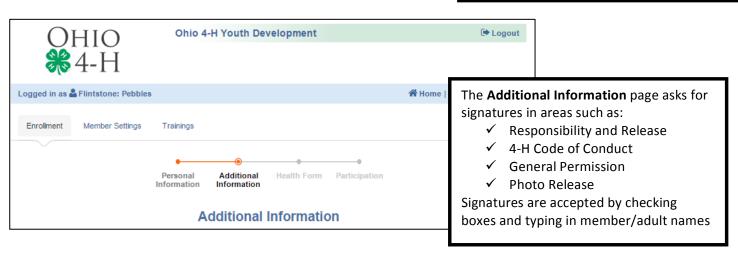




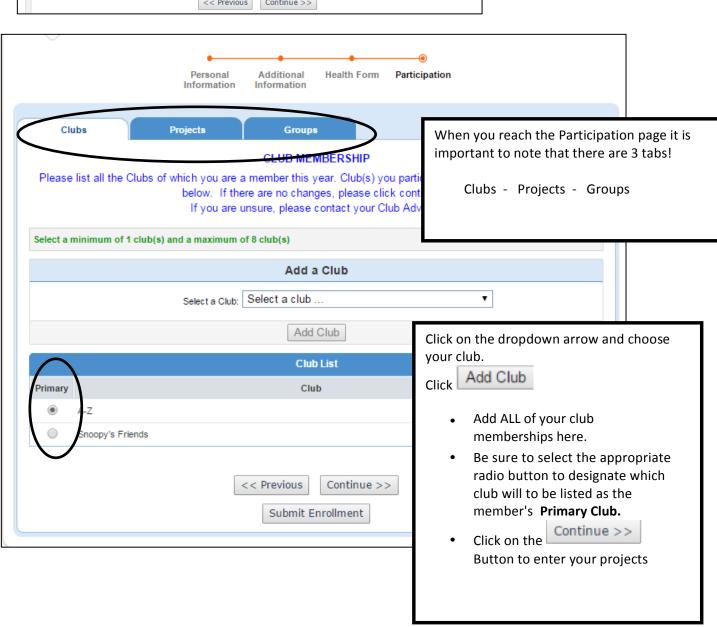


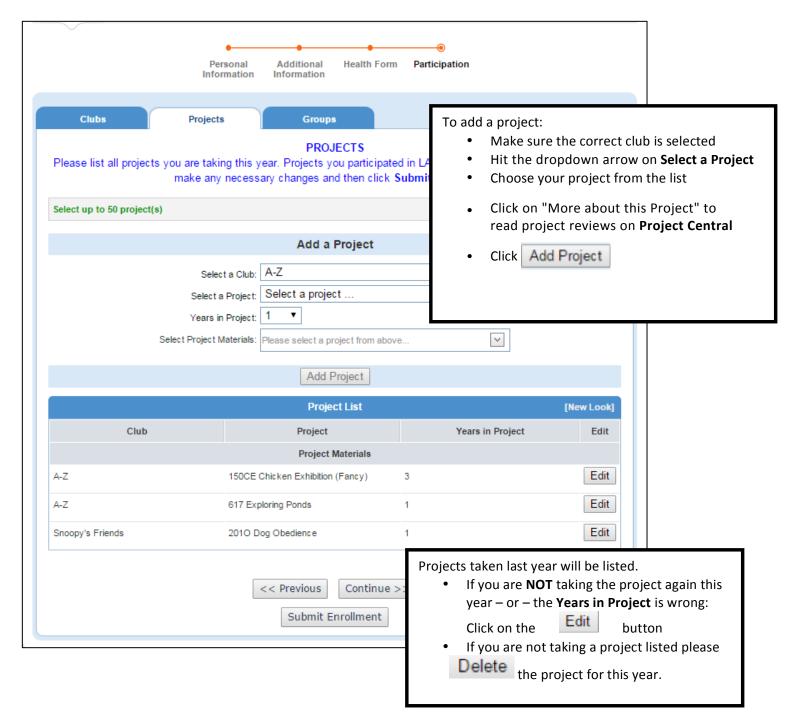












After all clubs and projects are entered and you do not anticipate any changes, click on "**Submit Enrollment**." If you would like to make any changes at a later date, do not click "Submit Enrollment." An enrollment status of "Incomplete," allows a Youth or an Adult to make changes prior to the County enrollment deadline. Remember to log back in to 4HOnline prior to the enrollment deadline and submit your enrollment if you have an "Incomplete" status.

You will receive notification via the email address you provided when your enrollment is approved by the County Extension Office.

\*\*\*NOTE: Once your enrollment information has been **submitted**, you will need to contact the County Extension Office for any club or project changes before the enrollment deadline. Information such as address, email, phone number, or emergency contact can be updated anytime by logging into your family profile.

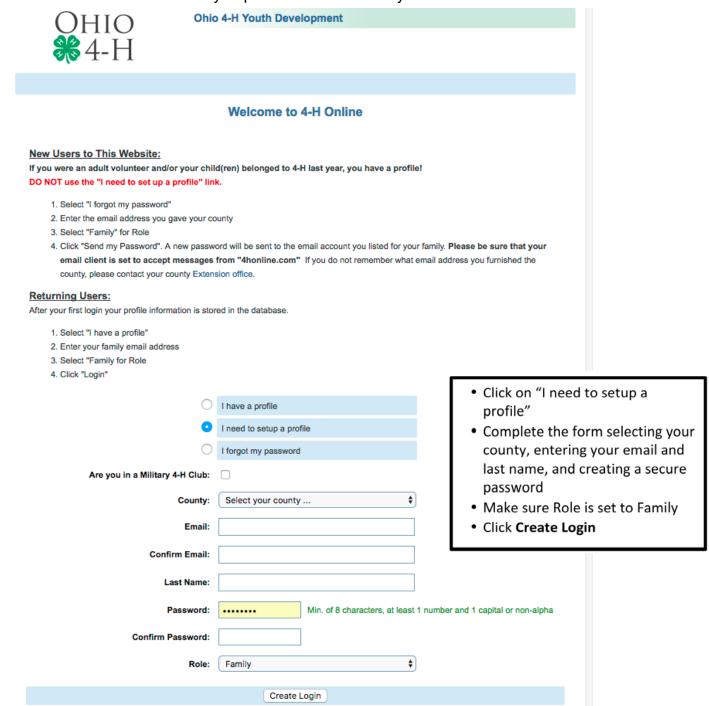
### **NEW OHIO 4-H FAMILIES**

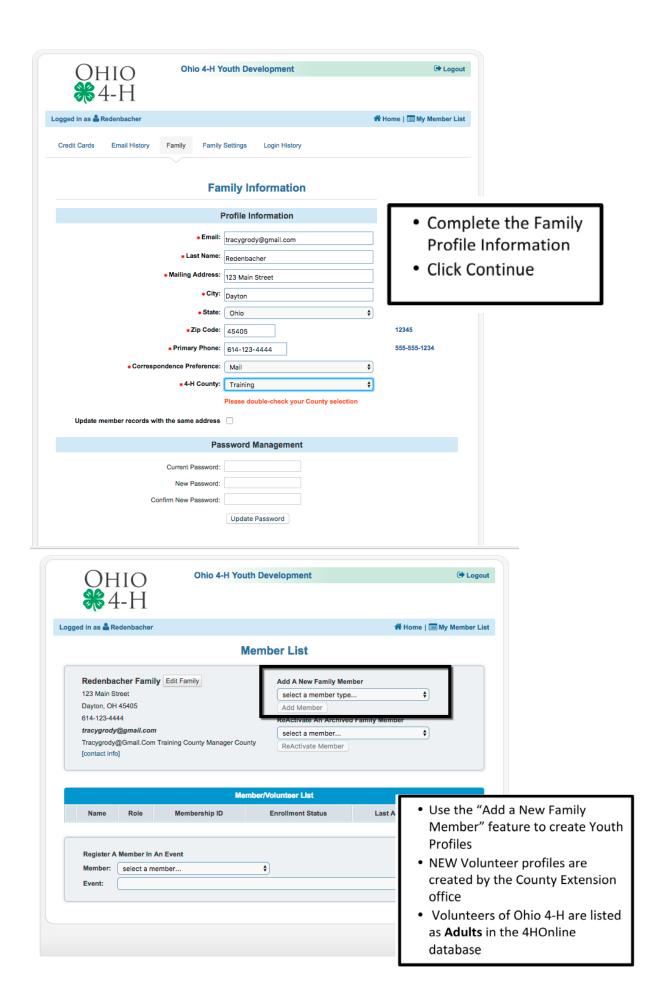
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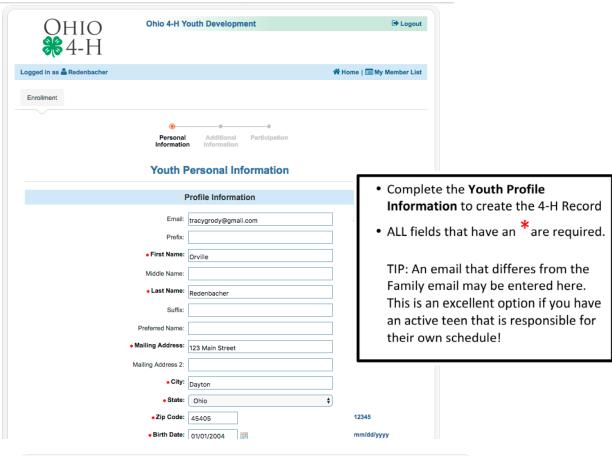
## **DO NOT USE Internet Explorer**

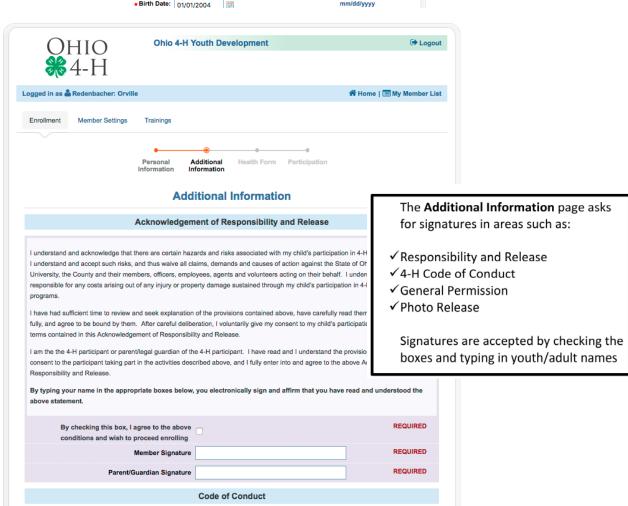
To get started you will need to create a family profile.

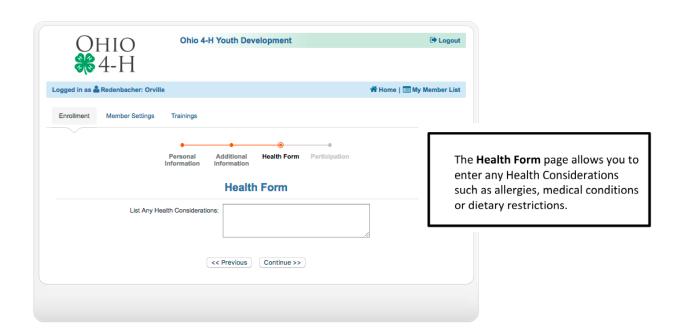
\*\*\*NOTE: If you are a NEW Volunteer, a profile has already been created for you! Do not create a family profile. You can access your profile by using the "I forgot my password" feature and the email address you provided to the County Extension office.

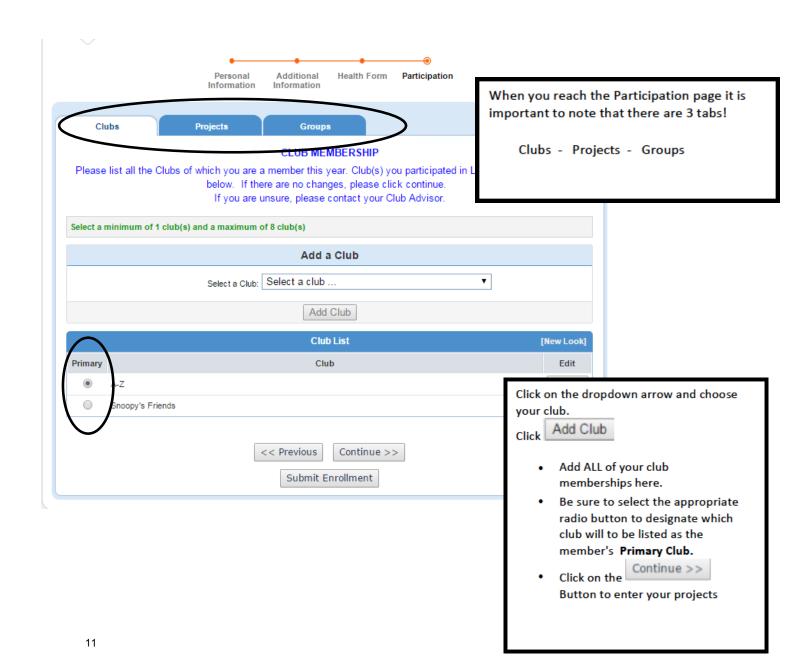


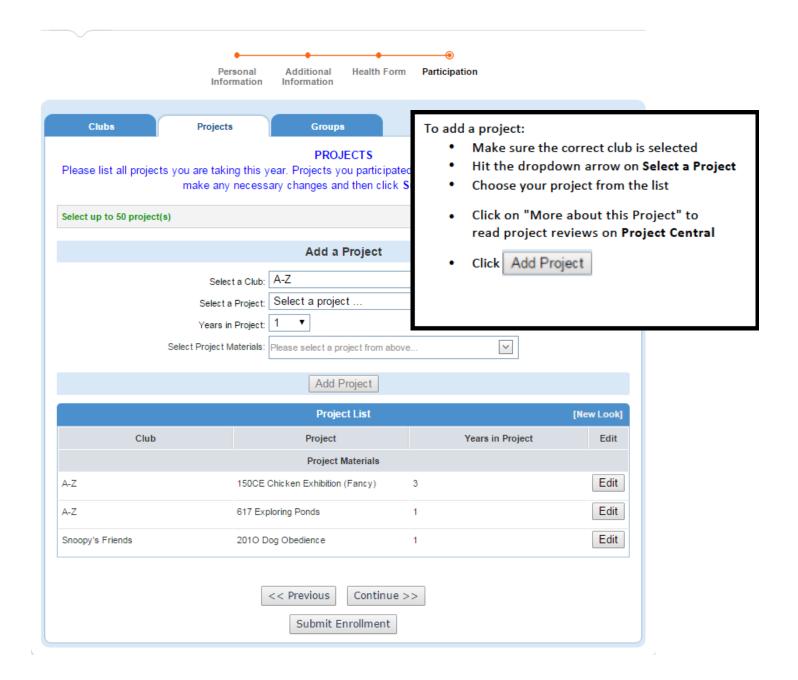












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# FAQ - Frequently asked Questions

Q: I forgot my password, how can I get it?

A: On the login page, click on "I forgot my password" and then click "Send My Password"

Q: I forgot the e-mail address that I used, how can I get it?

A: Contact your County Extension office

Q: I requested by password to be sent, but it never came, what should I do?

A: Contact the Extension office and ask for your password to be reset.

Q: I was given/e-mailed a password but when I typed it in, it did not work?

A: Because of the sensitivity of the passwords it is recommended that you "cut and paste" the password into the password field. Then once you are logged into the system, you can reset it to something that you will remember as long as it has a minimum of 8 characters and includes letters, plus numbers and/or symbols.

Q: I completed my profile over a week ago and it is still pending, what do I do?

A: Contact your County Extension office