



## 4-H Online 2.0

### New to 4-H Families Enrolling Themselves in 4-H online Database

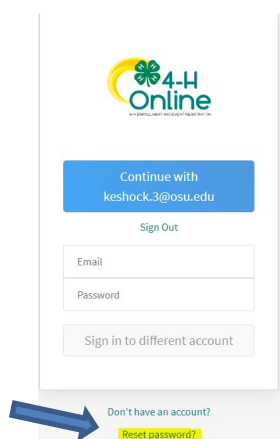
#### Recommendations:

1. Give the following to 4-H Advisors: *(Advisors can help the families enroll)*
  1. Explanation of the 4-H online Data base. "The system is the same system the county office has been using for the last few years to enter enrollment. The State 4-H office is transitioning to the use of a completely online enrollment.
  2. A list of their 4-H Families and the Family Email addresses in 4-H online.
  3. Step by Step guides to log in.
2. Put on your county website the Step-by-Step guides for enrollment.
3. Send via post office mail or email to the families that have profiles a message that gives them their Family Username (Family Email) and directions to enroll.
4. Hold Meeting/Training for 4-H Advisors. "How to Enroll"
5. Hold Office Hours – this can be done virtually if needed- For Families that need assistance enrolling.

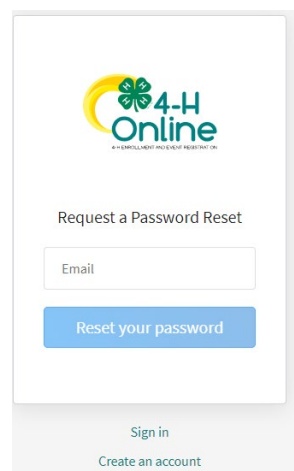
#### IMPORTANT REMINDERS AS FIRST TIME ENROLLING THEMSELVES:

NOTE: Since this is their first time enrolling themselves into 4-H online they will not have a password and will need to select.

#### RESET PASSWORD



After they click on Reset Password. This screen will appear. They will want to enter their family email address. The one that you gave them. An email will be sent to that email address to update their password.



Once they have their Family Email address and the new password they created, they can follow the step-by-step enrollment guides

FAMILIES THAT ALREADY HAVE PROFILES **SHOULD NOT SELECT CREATE AN ACCOUNT.** This will cause duplicates in 4-H online.

If a Family no longer uses that email address, they can call the office for you to update the profile.

