Families: How to Self Re-Enroll Youth in 4hOnline

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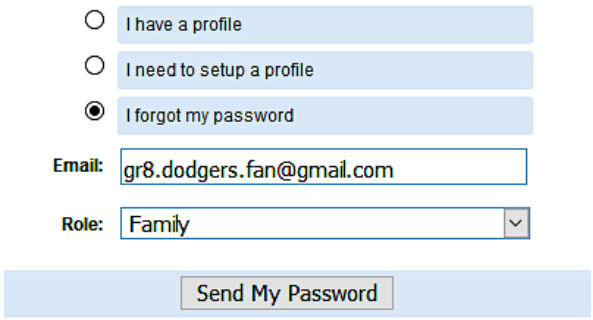
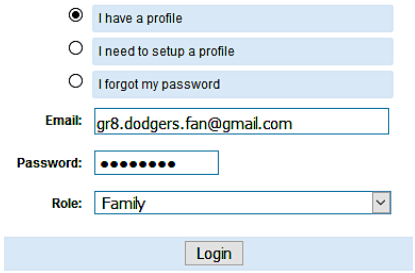
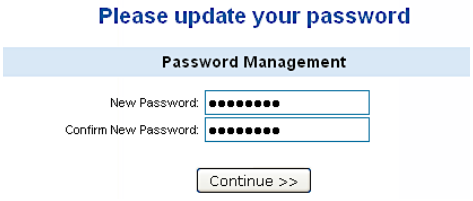
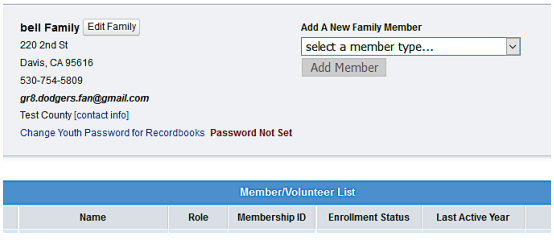
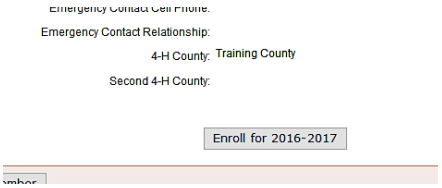
University of California
Agriculture and Natural Resources

Making a Difference for California

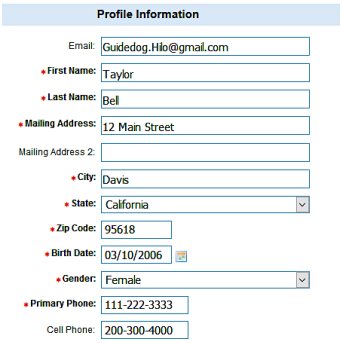
Purpose: This document outlines the steps for a family to follow when they have an existing 4hOnline account and will be re-enrolling through 4hOnline directly.

1. Go to the California 4hOnline login page located at http://ca.4honline.com. 2. If you have logged in to your 4hOnline account before and remember your password, log in to your account and skip to step #13. 3. If you have never logged in to your 4hOnline account before (in many cases where a Club or County 4-H Office added the initial enrollment record), contact your County 4-H Office to obtain the email address that is on file for your account. If you do not have an email address on file, contact the County 4-H Office to add the email address to your account. 4. Enter your email address and select "I forgot my password." 5. Select Family as your role. 6. Click Send My Password.	
7. Check your email account for your temporary password. 8. Once you receive your password, select I have a profile. 9. Enter the temporary password from the email message to the login page. 10. Click Login.	
11. Once you log in, you will be prompted to create a new password. Enter a new password. 12. Click Continue to go to your Family Member List.	
13. The Member List will show all of the youth members and adult volunteers in your family who were enrolled in a previous year. 14. Click "Edit" next to the Inactive member you would like to re-enroll. 15. To update your family information, click Edit Family.	

16. Scroll to the bottom of the record review page and click “Enroll for 20xx-20xx”. *This button will show the years of the current program year.

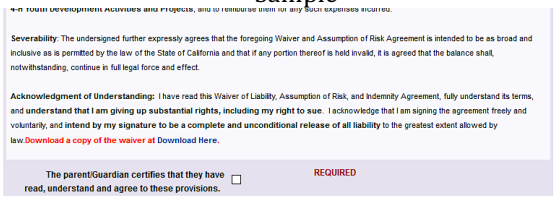


17. Update any personal information and Click Continue at the bottom of the page.

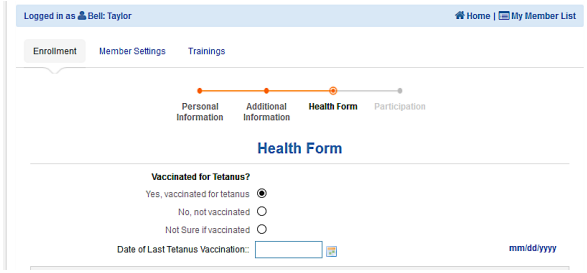


18. Under the Additional Information Screen, read each Authorization carefully.
19. Mark the check box and/or sign each section. The Authorization Screen sections will be locked for editing after the enrollment has been submitted.
20. Click Continue.

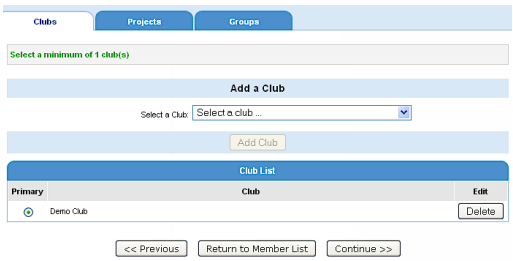
Sample



21. It is very important that each member’s Health Form is complete and accurate. Under the Health Form screen, complete the information.
22. Click Continue.



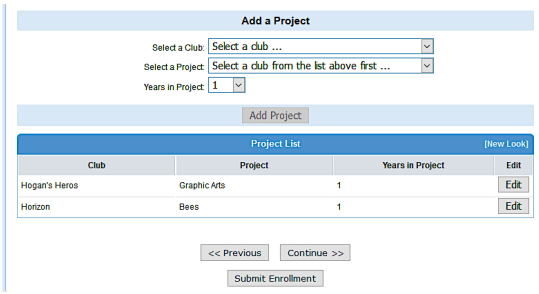
23. Review and edit your Clubs. Only Clubs in which the member will participate during the current program year should be show under the Club List.
24. Click Continue.



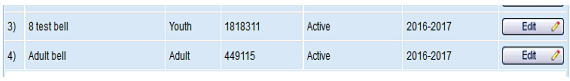
25. Review and edit projects.

    NOTE: Only projects in which the member will participate during the current year should be listed in the Projects tab. Previous year projects will remain on the Member's enrollment history. Remove any projects listed in which the member will no longer participate.

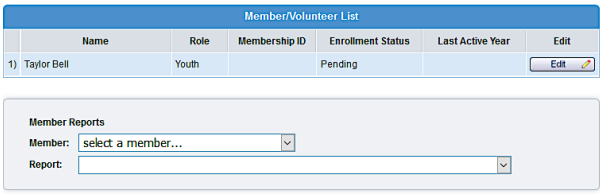
    NOTE: When re-enrolling the projects will auto-increment by 1 year for Years in Project.



26. Groups are optional. Add any Groups in which the member will participate during the current program year.
27. Click Submit Enrollment.
28. You'll be returned to the Member List screen. The member that you just re-enrolled will appear in your Member List with a Pending status. You will receive an email (Sent to the Family Profile email address) that your enrollment has been submitted.
29. Submit your 4-H program fees payment to the primary Club Leader or VEC1. The primary CL or VEC1 will login to 4hOnline and mark Confirm, indicating payment and all necessary documents received.
30. Once your County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment. When the 4hOnline enrollment status shows as Active, you may begin participating in 4-H events and activities.



31. You will need to provide a copy of your Member-Health Form report to each of your Project Leaders or Event Chaperones as needed.
32. On the Member List screen, under Member Reports, select the youth name and the Report: Member-Health Form.
    *When the Report type is selected, the report will run and produce a pdf form.
33. You can save a digital copy of this for yourself if you prefer.



34. To Re-enroll another youth family member, repeat this process.	

Tips:

- *After your initial login, you will see the Families Home Page when you first log in.*
- *The Announcements and Newsletters section is where your County can post Newsletters, Announcements and other important documents for you to view.*
- *To access your member list, click "Continue to Family."*
- *If you would like to change your password at any time after your initial login, click "Change Password."*
- *If you forget your password, please select "I forgot my password" from the login page. County and State offices do not have access to Family passwords.*
- *If, at any point, you would like to return to your start page, click on "Home."*
- *To return to your member list from any page, click on "My Member List."*
- *For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.*

Frequently Asked Questions:

1. **What are the steps to take if we need to update the information on the member Health Form?**

   When the health form needs to be updated, families can login to 4hOnline anytime and make the necessary updates to the Health Form screen and save.

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