4HOnline Steps to Reenroll Volunteer

Because we had your county fill out your initial enrollment in 4HOnline, you will need to obtain your username and password from them to begin this process.

1. Using the username and password provided, login to 4HOnline. You will select FAMILY as your role.
   a. If you or your county does not remember your password, then you can have one sent to your email address but entering your email and selecting “I forgot my password”. If you do not have an email address, please have your county reset your password for you before you try to login.

2. You will then be taken to your family landing page. On this page you will see any documents your county has posted in 4HOnline.
3. Click on ‘Continue to Family’ to reenroll.

4. You will see a listing of all your family members enrolled in the 4HOnline system.

5. To begin reenrollment, click on Edit next to your name.
6. This will take you to a page which will display all of your personal information as it was entered by your county last program year.

7. Scroll to the bottom of this page and select, Enroll for 2015-2016.

8. On the next page you will be able to edit your information if anything has changed, like your phone number or address.
9. Click on “Continue” to move to the Additional Information page.

10. On the Additional Information page, you will need to read and sign each of the sections.

11. Click on Continue when you are finished.
12. Check to be sure you are listed as a leader in the correct club.

13. Click on Continue to check the projects you are involved in at the volunteer level. All projects for volunteers are listed at the bottom of the project drop down menu if you need to add any.

14. Click on Continue when you are finished in the projects screen.

15. Skip the Groups section by clicking on Continue.

16. There is no fee for volunteers so please just click on continue.
17. You are not completely enrolled until the enrollment has been submitted on the final screen by click on ‘Submit Enrollment’.