



RE-ENROLLING IN NEWJERSEY 4-H WITH 4HONLINE

LOGIN PAGE

Go to the 4HOnline login page located at nj.4honline.
If you have logged in to your 4HOnline account before and remember your password, log in to your account and skip to Home Page.

If you have forgotten your password select, *I forgot my password*.

PLEASE DO NOT CREATE A NEW ACCOUNT!

Select **Family** as your role.

Click *Send My Password*.

Check your e-mail account for your temporary password.

Once you receive your password, select *I have a profile*.

Enter the temporary password from the e-mail message to the login page.

Click *Login*.

Once you log in, you will be prompted to create a new password.

Enter a new password

Note: Be sure your password includes a minimum of 8 characters, at least 1 number and 1 capital or non-alpha character .

Click *Continue* to go to your **Member List page**.

I have a profile
 I need to setup a profile
 I forgot my password

Email:

Role:

I have a profile
 I need to setup a profile
 I forgot my password

Email:

Password:

Role:

HOME PAGE

If you login normally, you will advance to the **Home page**. You have the option to download documents your county has posted such as flyers or newsletters.

If you are a 4-H volunteer, you may login to your club's account from this page.

Click *Continue to Family* to go to your **Member List page**.

Remember, 4-H Online does not work well with Internet Explorer. Please use Firefox or Chrome. It does also not work on a smart phone. It is best to use a computer or laptop.

Please enter only those members of your family who are officially enrolled in 4-H. These are youth members in clubs and adult members who volunteer.

My Meetings

Announcements & Newsletters

testing 1
Training County

Club Leader Login

Select a profile... Password:

MEMBER LIST PAGE

The **Member List** will show all of the youth members and adult volunteers in your family who were enrolled in the previous year.

If you need to update your family contact information (all members), click *Edit Family*.

To re-enroll individual members, click *Edit* next to the Inactive member you would like to re-enroll.

On the record review page, scroll to the bottom and click *Enroll for 2016-2017*.

PERSONAL INFORMATION PAGE

Please review the Personal Information page and update any information that may have changed. This information will be used by the county 4-H office to stay in-touch. You may change this information throughout the year.

When complete, click *Continue* at the bottom of the page.

ADDITIONAL INFORMATION PAGE (SIGNATURES)

Please review the New Jersey 4-H Code of Conduct and Media Release statement.

Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted.

Note: You **must** agree to and sign the Code of Conduct. You may decline the Media Release.

Click *Continue* at the bottom of the page.

PARTICIPATION PAGE-CLUBS

Review and edit the member's Clubs. Delete any clubs the member will no longer be participating in and add any new ones.

If the member belongs to more than one club, please note the club listed as *Primary*.

The 4-H leader for the primary club must confirm the member's participation before they can be approved by the county office

Click *Continue*.

PARTICIPATION PAGE-PROJECTS

Review and edit **Projects**.

First, select a club the member will participate in (from previous page).

Next, select the project related to the member's participation in that club. (In many cases there will only be one choice.)

If you know how many years the member has been in the project select from the drop down menu, and click *Add Project*.

If the member is in more than one club, repeat the process for each club.

When done, click *Submit Enrollment*.

Your County will receive notification of your enrollment.

The leader for your primary 4-H club will be able to confirm your participation. Once the club has *confirmed* the member, the county office will be able to *accept* their enrollment.

You will receive email notification when the County has reviewed and accepted the enrollment.

NAVIGATION TIPS:

You may navigate to different parts of your Family Profile using the controls at the top of each page.

Please contact your county 4-H office with any questions.