



## LOGIN 24/7

Each Member (or their parent/guardian), Adult Volunteer (Project Leader, Resource Leader, Club Leader, Enrollment Specialist) MUST log into 4hOnline to enroll each program year, update their contact information as soon as anything changes throughout the program year. To login:

Go to: <https://california.4honline.com> (You can have the 4hOnline login screen always automatically appear on a tab of your web browser when you turn on your computer by clicking on your web browser's "Tools" option, "Internet Options", "General" tab, then in the "Home page" section type or paste the copied https://california.4honline.com address, then click "Ok").

### **NEW to 4-H Members and Volunteers:**

1. Click on "I need to set up a profile".
2. If you are a military family, check the "Are you in a Military 4-H Club" box.
3. Select Ventura from the County drop down list.
4. Enter your e-mail address twice to confirm it.
5. Enter your family's last name.
6. Enter a password. It must be a minimum of 8 characters with at least one number and one letter.
7. Re-enter your password to confirm it (*remember to keep it in a safe/secure location for future use*).
8. Role: Family.
9. Click "Create Login".

Follow the Enroll: [New](#) Youth and Adult instructions for more details.

### **RETURNING Members and Volunteers:**

1. The Radio dial for "I have a profile" is the default selection and is what all returning members and volunteers will be using.
2. Type your family username (the e-mail address on file in the 4hOnline System).
3. Type your family password (you need to keep this in a safe and secure location for use 24/7 all throughout the program year).
4. Role: Family.
5. Click the Login button.

Follow the Enroll: [Returning](#) Youth and Adult instructions for more details.

NEW and RETURNING Members and Volunteers having difficulty with logging in need to contact their Club Enrollment Specialist or Club Leader for assistance. They will walk the NEW members and volunteers through setting up a profile. RETURNING members and volunteers

will need to provide to the Club Enrollment Specialist or Club Leader the e-mail address they are attempting to login with. The Enrollment Specialist or Club Leader will then access 4hOnline to verify your e-mail address of record. If you are using the correct e-mail address (it is case sensitive) it could be that you are typing the wrong password or have a typo and will need to utilize the “I forgot my password” function; the system will automatically send you a one-time use temporary password. See the Password instructions for more assistance.

### **CLUB LEADERS and ENROLLMENT SPECIALISTS:**

Only certified 4-H volunteers with authorized access to their club data, will see a screen providing them with 2 “Login” options to choose from (all members and all other volunteers will NOT have this screen appear for them):

1. Login to Club:

Gives Club Leaders and Enrollment Specialists access to their club's information, member information and reports. In the section of your screen that reads; Club Leader Login;

- a. First drop-down arrow; select your name – your club name should then appear in the next field (if it does, continue to step c); if it does not appear continue to step b.
- b. Click the drop-down arrow and select your club name.
- c. Type your Club Password.
- d. Click “Login to Club”.

2. Continue to Family:

Gives you access to your family's information, newsletter options and projects.

- a. Click “Continue to Family”.