

**CONTACT INFORMATION: UPDATING**

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”).

1. Click on “I have a profile”.
2. Enter your e-mail address (*remember to update your 4hOnline Family Account as soon as this changes*).
3. Enter your password (*remember to keep it in a safe/secure location for future use*).
4. If you have forgotten your password (**make sure that the following addresses are on your “Ok to receive e-mail from” list;** 4hOnline [mailto:no-reply@4hOnline.com], tifisher@ucanr.edu, gwvanoni@ucanr.edu and rmhaydensmith@ucanr.edu) – click the “I forgot my password” circle. A one-time use password will be sent to your e-mail address, you will then have to update your password as soon as you login. If you are still having trouble, contact your club leader or club enrollment specialist for assistance.
5. Role: Family.
6. Click on “Login”. The screen will change.
7. Click on “Continue to Family”.

The screen will change to your family’s “Member List” screen. There is a box containing your family name, address, phone number and e-mail address.

1. Click the “Edit Family” link to the right of your family name.

The screen will change to the “Family Information, Profile Information” screen. This is where you will make all updates to your family profile information. This is also the screen that contains the “Password Management” section for you to change your password as needed or whenever you want.

1. Update as needed;
	1. E-mail

(This is the e-mail address that you must enter in the login screen to gain access into the system – it MUST be a valid address that you check regularly).

* 1. Mailing address
	2. City
	3. State
	4. Zip Code
	5. Primary Phone Number
1. Click “Update member records with the same address” box.

This will update the address in the personal record for each member of your family.

1. Click “Continue”.

The screen will change back to your family’s member list screen.

If you need to update the personal record for yourself or a member of your family, in the “Member/Volunteer List” grid;

1. Find the name of the family member you need to update.
2. Click “Edit” found at the far right end of their name row.

The screen will change to the “Adult Personal Information” screen if the edit button clicked was for an adult or the “Youth Personal Information” screen if the edit button clicked was for a youth.

1. Make all contact information updates as needed.
2. Click “Continue”.
3. Click “Logout”.