



Steps to complete 4-H Online Re-enrollment for Nebraska 4-H in Adams County

4-H Online will not work using Internet Explorer

You must use Google Chrome or Firefox.

To access the 4-H enrollment - log on to the 4honline website at
ne.4honline.com.

Select **I already have a profile**. Each 4-H household should already have a profile, in which the 4-H youth and Adult Volunteers for the household are listed. Individuals in the household will not have an individual profile/login.

The **Email Address** will be used as the user/access id and the primary email address. Enter the email address you used to set up your Family Profile

Password – This is the password that you set last year.

Select **Login**

If you forgot your password, select that option, put in your email address and a temporary one time use password will be emailed to you so that you will be able to log in and reset your password.

Once you login just follow the directions on the next few pages.

**Don't Stress Out!!!
Any problems just
contact the Adams
County Extension Staff
for assistance.**

4HOnline Steps to Re-Enrollment for Returning Members

1. Navigate to the site ne.4honline.com. You will see changes have been made to the site since last time you logged in.



Nebraska 4-H Youth Development

Welcome to 4-H Online

Welcome to the Nebraska Extension 4-H Youth Development Online Enrollment and Event Registration System

Please use [Google Chrome](#) as your browser-click for a free download

New 4-H Member	Returning 4-H Member
<p>If you are new to 4-H and have never logged on to 4hOnline before, you will need to build your family profile.</p> <p>Each family should have one profile that lists all family members involved in 4-H. Please use the following steps to setup your profile:</p> <p>Click on the "I need to setup a profile" option below. Fill in the information asked. Remember that the email address that you entered is the email that you will logon with. You may change/update your profile info at any time after the initial enrollment.</p>	<p>Each member or volunteer must enroll in 4-H each year.</p> <p>DO NOT set up a profile. You already have an account. Your login is your email address. If you have forgotten or do not know your password, please select "I forgot my password". A temporary password will be sent via email.</p> <p>You are required to re-enroll for the 2015-16 4-H year. Profile information may have changed so it is important that everyone (youth and volunteers) update their profile before submitting. Please be sure to double check your address, phone number, and email address and update if needed.</p> <p>Remember that there should only be one 4hOnline profile per family. If you are having problems logging on please contact your local county office.</p>



- Since you are a returning member, you will select 'I have a profile' on the menu on the bottom of the main screen. You will need to use the same email login and password as before. If you have forgot your password, select I forgot my password and a new one will be e- mailed to you. Select 'Login' once you have entered your information.

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

Email: barebear@nomail.com

Password:

Role: Family

Login

- Once you have logged in, you will be taken to your family page, as seen below. Click on 'Continue to Family'.

Nebraska 4-H Youth Development Logout

Logged in as Bear Change Password

My Meetings

Announcements & Newsletters

2014 Nebraska 4H Impact Report
NE State

Continue to Family

- All members of your family, adult volunteers and youth alike, will be listed as inactive since we are in a new program year. To reenroll, you will need to click on the 'edit' button next to each youth.

Logged in as Bear Home | My Member List

Member List

Bear Family [Edit Family](#)

597 Grant St
Blair, NE 68008-2550
789-456-1233
barebear@nomail.com
Nebraska Extension County [\[contact info\]](#)

Add A New Family Member

select a member type... ▼

[Add Member](#)

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Baby Bear	Youth	867052	Inactive	2014-2015	Edit
2)	Honey Bear	Youth	866864	Inactive	2014-2015	Edit
3)	Teddy Bear	Youth	908039	Inactive	2014-2015	Edit

- You will be taken to a screen which displays the youth's information in the below format. You cannot click on anything on this screen.



Nebraska 4-H Youth Development Logout

Logged in as Bear: Honey Home | My Member List

Enrollment Member Settings

Personal Information Additional Information Health Form Participation

Youth Personal Information

Profile Information Required Fields

Honey Bear - Youth record created: 10/17/2014 3:03:39 PM

Email: barebear@nomail.com

First Name: Honey

Middle Name: Bee

Last Name: Bear

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6. Scroll to the bottom of the page, where you will see a button which says 'Enroll for 2015-2016' or Current Year. Click on this button.

Parent e-Email:

Second Household Send Correspondence: No

Second Household Correspondence Preference: Mail

Second Household Family Name:

Second Household Primary Phone:

Second Household Address:

Second Household Address 2:

Second Household City:

Second Household State: Nebraska

Second Household Zip Code:

Second Household Email:

Emergency Contact Name: Papa Bear

Emergency Contact Phone: 555-555-5555

Emergency Contact Cell Phone: 555-555-8888

Emergency Contact Email:

Emergency Contact Relationship: father

4-H County: Training

Second 4-H County:

Enroll for 2015-2016

This will change to current year

7. Once you have click on the 'Enroll for **Current Year**' button, you will be taken to a screen with the same information but you will be able to edit any information you need to. Information such as phone number, address, etc. is very important and should be kept up to date.

Personal Information Additional Information Health Form Participation

Youth Personal Information

Copy parent information from another youth record

Profile Information • Required Fields

Email:

• **First Name:**

Middle Name:

• **Last Name:**

Suffix:

Preferred Name:

• **Mailing Address:**

Mailing Address 2:



- At the bottom of this page, after updating any information, you will want to click on continue.

School Information

Please select your school from the list below, by selecting your school's county, then district and then your school

School County:

School District:

School Name:

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name:

School Type:

Select school grade

Grade:

Continue >>

- This will bring you to the page where you will complete the Nebraska 4H Code of Conduct and other signature required forms. The Youth Protection Policy information is only there for your information but you must sign off that you have read it and are aware of it.

Once you complete this, move on to the Health Form by clicking ‘Continue’.

Additional Information

Authorization values have been reset, please review information before continuing.

4-H Youth/Parent/Guardian Code of Conduct

The primary goal of the 4-H Program is to help youth develop competency in their projects, confidence in themselves and others, connections to their community and sound character. Actions by persons (Parents, and 4-Her's) involved with the 4-H Program will be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, caring, fairness and citizenship. As a 4-H Participant/Parent/Guardian I will:

- Treat all people and property with respect, courtesy, consideration and compassion. Avoid and prevent put-downs, insults, name calling, swearing and other language or nonverbal conduct likely to offend, hurt or set a bad example.
- Keep informed about 4-H program policies and projects and read materials pertaining to the county 4-H program.
- Teach and model kindness and compassion for others. Recognize that all people have skills and talents which can be used to help others and improve the community. Teach and foster teamwork and discourage selfishness.
- Practice fair-mindedness by being open to ideas, suggestions and opinions of others. I will make all reasonable efforts to assure equal access to participation for all youth and adults regardless of race, creed, color, sex, national origin or disability. Decisions will be made fairly and treat all individuals and families with impartiality.
- Obey laws and rules as an obligation of being a good citizen. I accept responsibility for the proper treatment and care for other youth and adults, the program facilities and/or equipment.
- Demonstrate the responsible treatment of animals and stewardship of the environment.
- Not use alcohol or illegal substances (or be under the influence) while working with or participating in any part of the 4-H Program.
- Provide a safe environment for all parties involved in 4-H. I will protect those involved from sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful behaviors.

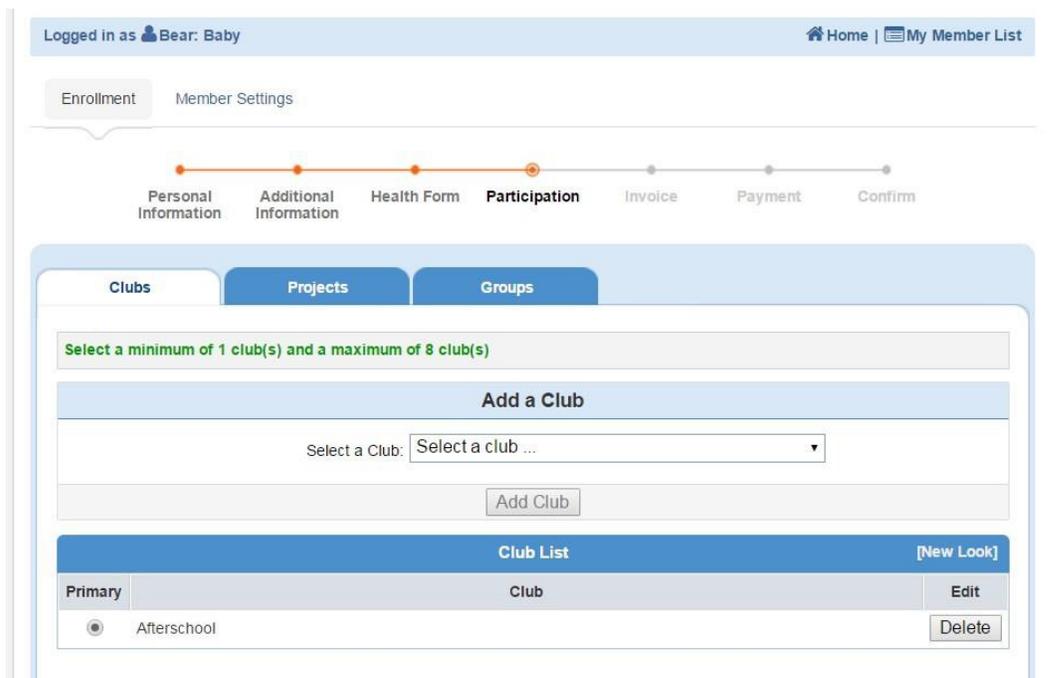


10. Complete any county required fields in the health form. Click on 'Continue' once you are finished.



11. Following the Health Form, you will be taken to where you can update the club enrollment of the youth and the youth projects. **Please remove any projects from last year's listing that you are NOT going to participate in during this program year.**

Reminder: You can enroll in multiple clubs/and or counties but State policy is that you can only be enrolled in a project area once for the year. You are not allowed to enroll in the same project area in multiple counties. You have to decide in which county you will participate in with that project.





Clubs
Projects
Groups

Select a minimum of 1 project(s) and a maximum of 50 project(s)

Add a Project

Select a Club:

Select a Project:

Years in Project:

Project List [New Look]

Club	Project	Years in Project	Edit
Afterschool	C&EA: Theatre (A)- Theatre Arts 1	1	<input type="button" value="Edit"/>
Afterschool	HL: Other Foods and Nutrition Project 1: Cake Decorating	1	<input type="button" value="Edit"/>

12. You will be directed to the invoice and payment page after you click on 'Continue'. If you county has a fee set up for online payment it will be processed here.

Information
Information

Invoice Payment Status

Date	Payment Amount	Payment Method	Payment Number	Payment Status
10/22/2015	0.00	4H Check		Pending

Scholarship Selection

- Enter Award Code

Invoice Information

#	Name	Involment	Description
21723	Baby Bear	Youth	Enrollment: 2015-2016

Invoice Items

Item	Rate	Quantity	Amount
Total:			\$0.00
Paid:			\$0.00
Balance:			\$0.00



13. The final step in enrollment is to submit your enrollment to the county for approval.

A screenshot of the Nebraska 4-H Youth Development web portal. The page title is "Nebraska 4-H Youth Development" with a "Logout" link. The user is logged in as "Bear: Baby" and is on the "Enrollment" page. A progress bar shows seven steps: Personal Information, Additional Information, Health Form, Participation, Invoice, Payment, and Confirm. The "Confirm" step is highlighted. Below the progress bar, the word "Confirm" is displayed in large blue text. A message box states: "Your enrollment is not complete until you click 'Submit Enrollment'." Below this message is a button labeled "Submit Enrollment".

You will receive notification via email on your re-enrollment when it is submitted (your status will then show 'Pending', if there is a problem (status - Incomplete or Must Resubmit) or when the county staff has approved (status is 'Active').

Adams County requires the enrollment fee paid in our office before accepting your completed enrollment.