

Creating a New 4-H Online Account

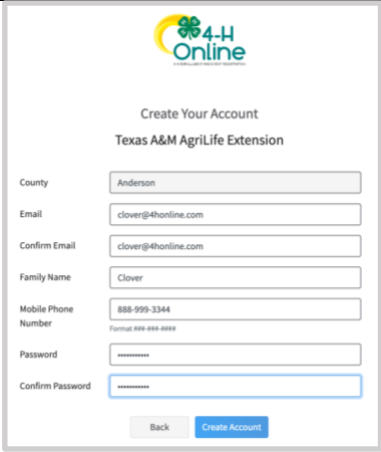
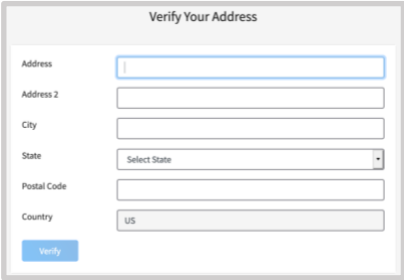
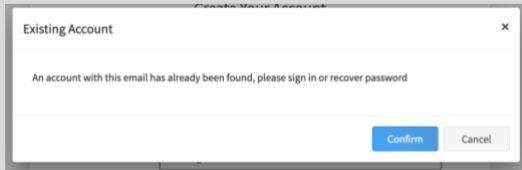
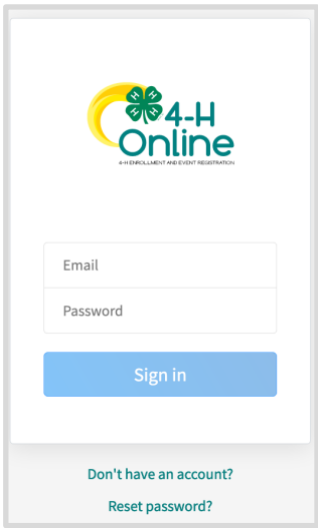
1. Go to <http://v2.4honline.com>.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

NOTE: images may vary by Institution

3. Select your state from the drop-down menu.

4. If there is more than one Institution in your state, select your Institution.

5. Choose your county from the drop-down menu.

<ol style="list-style-type: none"> Complete your family's information. Click the Create Account button. 	
<ol style="list-style-type: none"> Enter your family's address information. Click the Verify button. <p>NOTE: The verification process may require you to select an appropriate USPS format.</p>	
<ol style="list-style-type: none"> If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account. 	
<h2 style="text-align: center;">Logging in to an Existing 4-H Online Account</h2>	
<ol style="list-style-type: none"> If you had an account in 4-H Online version 1.0, go to http://v2.4honline.com. Enter your email address and password. Click Sign-In Continue to Youth and Cloverbud Member Enrollment to re-enroll youth members, to Adult Enrollment to re-enroll Adult members or to Adding New Members to add new Family Members. <p>If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.</p>	

Adding a New Member to the Family

1. Enter the member's information.
2. Click the Next button.

NOTE: fields marked with a red asterisk (*) are required fields and must be completed.

NOTE: If your Institution offers enrollment for more than one program, you will have see an additional step to select your program.

3. Complete the "About You" form with the requested information.
4. Click the Next button.

NOTE: Questions listed on this page may vary by Institution.

5. Select your method of participation.
6. Click the Finish button.

If you have selected that you will be participating as New or Returning Club Member, continue to [Youth and Cloverbud Member Enrollment](#).

If you are participating as an Adult Volunteer, continue to the [Adult Volunteer Enrollment](#) instructions.

Adams County Enrollment Instructions for 4-H Online 2.0

Volunteer Enrollment Instructions

Go to <https://v2.4honline.com>

After you Log In to your 4-H Online Account using your Login email and Password
This is the Member List you will see with your family members

The screenshot shows the 'Member List' page. On the left is a sidebar with links: Member List, Family, Events, Credit Cards, Login History, and Email History. The main content area displays the 'Rodocker' family information, including their address and contact details. Below this is a table of family members. Callouts include: 'Add Member' button (NEW member Only to add to Family List), 'View' button (Allows you to View Personal Info Profile), and 'Enroll Now' button (Re-Enroll and Enrollment Status).

Member	Programs
Anthony Test Rodocker #138225 Oct 14, 1973	4-H Enroll Now
Austin Test Rodocker #10583 Aug 2, 2014	4-H Enroll Now
Gwen Rodocker #41195 Nov 25, 1955	4-H Adult - Resubmit Resubmit Volunteer Application Screening Submitted
Tony Test Rodocker #4149 Nov 2, 2007	4-H Youth - Incomplete Continue Enrollment

When you click the “Enroll Now” button to the right of the Name

The form is titled 'Enrollment' and has a close button. It contains a radio button for 'Confirm Enrollment' which is selected. Below it is the text 'I'm confirming I want to enroll in 4-H as a Adult' and an 'Enroll' button.

Volunteer Types – All must select “**Program Volunteer**” and the appropriate “Role”

The form is titled 'Add Volunteer Type'. It has a dropdown menu for 'Volunteer Type' with 'Program Volunteer' selected. Below it are two checkboxes: 'County Volunteer' and 'Selected for Required Screening', each with an 'Add' button.

Select if Brand New or RE-Enrolling and Screening has been Approved in a prior Year.

Must Select if it is the County's Re-screening Year

Club Volunteer if you are part of Organized 4-H Clubs and Project Volunteer (to select Project(s) you help with) for example if you help with Horses, you must select the project “Volunteer: Horse Leader”. This helps us when we are looking for specific help in different areas. So, if you are part of a Club be sure to select the Club you are associating unsure but want to be select "Adams County Independent Members".

If you are not wanting to be associated with any club you can select "Program Volunteer" & "Project Volunteer", but you must select BOTH volunteer types.

The form is titled 'Add Volunteer Type'. It has a dropdown menu for 'Volunteer Type' with 'Club Volunteer' selected. Below it are two checkboxes: 'Organizational Leader' and 'Project Leader', each with an 'Add' button. Callouts include: 'Head Adult Leader of Club' pointing to the 'Organizational Leader' checkbox, and 'Adult Volunteers associated with Club' pointing to the 'Project Leader' checkbox.

then hit “Next”

Adams County Enrollment Instructions for 4-H Online 2.0

Clubs – If you selected Club Volunteer this screen will appear so you can be associated with specific 4-H Club(s) in one or more Counties

By hitting the “Select Units” the second screen will appear. Just be sure that the County you want is selected for the Club that you are wanting. When finished selecting Clubs/Units hit “Next”

Add Clubs

Volunteer Type Clubs Projects

Primary Club Type County

Select Units

Back Next

County *required*

Adams

Volunteer Role *required*

Project Leader

AC 4-H Blazers 4-H Club	Add
Adams Central FFA 4-H Club	Add
Adams County 4-H Trap Team	Add
Adams County Independent Members	Add

Projects – This Screen will appear when Volunteer Type “Project Volunteer” has been selected

Projects

Select Projects

Add Volunteer Projects

Club project volunteer or County wide project volunteer

☒ Club ☐ County

Club *required*

Adams County Independent Members

Type To Search...

Club project volunteer or County wide project volunteer

☐ Club ☒ County

County *required*

Adams

Type To Search...

You can Either associate the project with a specific Club or a specific County.

Adults, please select the projects that begin with **Volunteer:** the other projects are for youth enrollment

Volunteer: Aerospace Leader

Select

Volunteer: Amphibians Leader

Select

Volunteer: Archery Leader

Select

Incorrect Project Selection for Adults

Correct Project for Adults

Project Name	Years In Project	Parent Project	Club	Volunteer Type	
AS: Beef (D) - Market Beef	5		Adams County Independent Members	Project Leader	
Volunteer: Beef Leader	1		Adams County Independent Members	Project Leader	


Adams County Enrollment Instructions for 4-H Online 2.0

Questions – This is where you can update your personal information with the exception of “Birth Date”(it was not available for Adults in 4-H Online 1.0.) Still do not need it except for a few situations but if you want the correct birthdate in your profile county staff have to update that field. Just call the office with the correct date. Any “Required” fields that are blank must be completed before it will allow you to go to the next step.

Consents

These are the Interaction with Youth Policy, Volunteer Agreement, Survey Release, Code of Conduct for Volunteers, Photo Release. All must be signed.

Anthony Test's Enrollment



Birth Date: 1/1/1900, **Age:** 121
Role: Volunteer

Selected Units
Adams County Independent Members, Adams - Primary

Selected Projects
Volunteer: Dog Leader -
Volunteer: Home Environment Leader -

If all your units and projects are complete hit the “Submit” button. If corrections are needed use the “Back” button at the bottom of each screen until you get to the page that you need to correct. All information & signatures will stay in the other screens, just hit the Next button until you get to this screen again and can then Submit it.

As an adult your birthdate was not required in the past. If you want it corrected you will have to contact the Extension Office.

Once you hit the “Submit” button you can not make any additional changes at this time, you will see this screen.

Anthony Test Rodocker

2021-2022 Adult Enrollment

Registration **Screening**

Screening

Nebraska 4-H is committed to providing a safe and secure environment for all youth served by our program. In accordance with the University of Nebraska-Lincoln Youth Activity Safety Policy, we must ensure that 4-H volunteers do not have a criminal background that would disqualify the individual from serving and protect them as they work with young people. All volunteers (teens and adults) who work directly with youth are required to complete a volunteer screening every five years. Be assured the volunteer screening process is confidential.

- **All NEW volunteers must complete the screening prior to beginning your volunteer role.**
 - The Nebraska Extension 4-H Volunteer application process includes volunteer screening. Volunteers are screened in order to ensure a safe, positive and nurturing environment for all youth involved with Nebraska 4-H programs and provide protection for the child, volunteer, educator, 4-H Council, Extension Board, and Nebraska Extension.
 - In order to complete the volunteer screening, please click or copy and paste the following link and follow all instructions: <https://ecmp.nebraska.gov/DHHS-CV/CheckRequest/BeginningCheck/81102416>. Please note that only applications started through this link will be verified as part of Nebraska 4-H. **PLEASE COPY AND PASTE THIS LINK.**
 - You will be asked to create a PIN number before beginning the application. This PIN is used to access the application if you need to re-enter the site at any point during the application process. All minors (under the age of 19 in Nebraska) will need to have a notarized ID form that will need to be submitted.
 - After the screening is complete, you will receive an email from the Nebraska Department of Health and Human Services (DHHS) with the results of your screening. Please keep this file for your records. (You do NOT need to send this document to Nebraska 4-H. Your county will be notified when the screening is complete.)
 - If you have any questions about the volunteer screening process, or encounter problems accessing the screening, please contact your local county office.
- **RETURNING volunteers are rescreened in a rotating process that rescreens by county every five years. For the 2021-2022 program year, the following counties need to be rescreened:**
 - Cass, Dodge, Douglas, Sarpy, Lancaster, Washington

Volunteer Background Screening

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☐ I have read the above statement and have or will fill out the screening form

Member Name (Full Legal) **required**

You must select “Show Screening” you must sign the Volunteer Background Screening.

If you are a **New** Volunteer please follow the instructions for the DHHS Volunteer Screening.

Returning Volunteer if we have a “Current Approved Screening” on file you will not have to do it again until our county rescreening or we need to request you to do it.

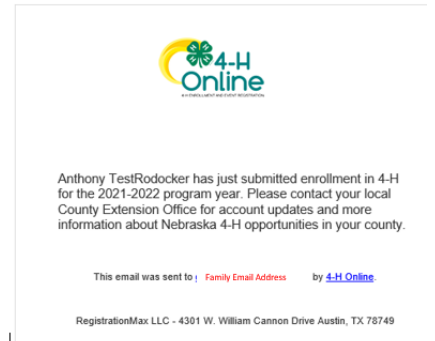
Adams County Enrollment Instructions for 4-H Online 2.0

Once you submit your enrollment you will receive an email from 4-H Online:

From: 4-H Online <no-reply@4honline.com>
Date: December 2, 2021 at 9:40:00 AM CST
To: [Family Email Address](#)
Subject: Your 4-H Online enrollment has been submitted

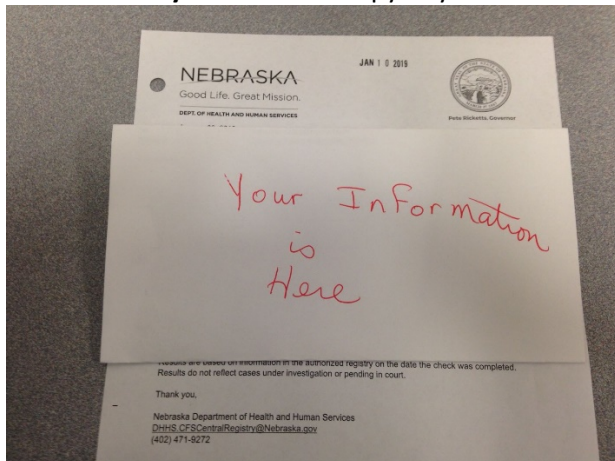
Adams County	
Member	Programs
Anthony Test Rodocker #138225 Jan 1, 1900	4-H Adult - Awaiting Review Volunteer Application Submitted Screening Submitted

Your Status will show like this on your Family Member Listing until all steps are completed and the County has approved your enrollment



If you need to do the DHHS Screening it only takes a few minutes and you receive results usually within a few hours to a couple of days. You will then have to click on the link in their email to access your Letter.
If you don't receive DHHS's email please check your Spam/Junk folder.

Adams County would like a Copy of your "Confirmation Letter" for our files.



You can either print off your "Confirmation Letter" or you can Email a copy to us as a PDF or snap a photo with your phone and Email it. Please do not use "Google Docs to send it as we are not able to open it.

If you have any questions, problems or need assistance:

Please don't hesitate to call the Adams County Extension Office at 402-461-7209 and either Gwen or Twila can assist you.

Nebraska 4-H Volunteer Instructions

New for 2019 - 2020

- Beginning October 1, 2019, volunteers are responsible for covering volunteer screening fees at the time the screening is submitted online. Currently, the cost of the screening is \$5.00.
- There is a standard organization link that will be used by all 4-H volunteers. This link directly connects their screening results to Nebraska 4-H, and does not have an expiration period.

Thank you for your interest in volunteering with Nebraska 4-H! The Nebraska Extension 4-H Volunteer application process includes volunteer screening. All volunteers (teens and adults) and staff who work directly with youth are required to complete the volunteer screening every five years or when the County rotation occurs. Be assured the volunteer screening process is confidential.

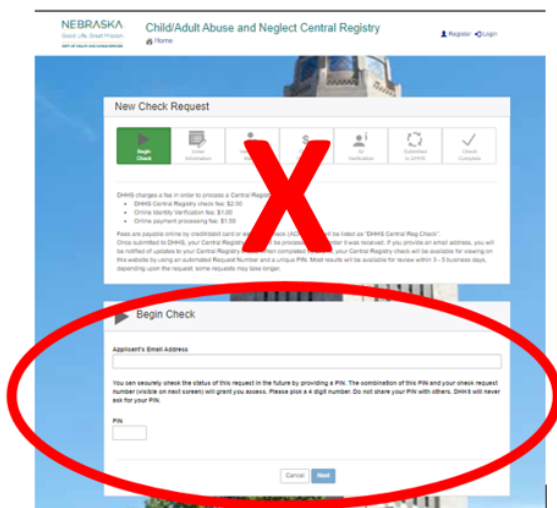
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<https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/BeginOrgCheck/81102416>.

Please note that only applications started through this link will be verified as part of Nebraska 4-H.

(please start where the circled section is)

The image is a screenshot of a web application titled "NEBRASKA Child/Adult Abuse and Neglect Central Registry". The page is for a "New Check Request". At the top, there are navigation links for "Home", "Register", and "Login". Below the title, there are several icons representing different steps: "New Check Request", "Check Request", "Check Request", "Check Request", and "Check Request". A large red "X" is drawn over the "New Check Request" section. Below this, there is a "Begin Check" section, which is circled in red. This section contains a form for "Applicant's Email Address" and a "PIN" field. The text below the form states: "You can securely check the status of this request in the future by providing a PIN. The combination of this PIN and your check request number (visible on red screens) will grant you access. Please print a 4 digit number. Do not share your PIN with others. Childs will never ask for your PIN." There are "Cancel" and "Next" buttons at the bottom of the form.

You will be asked to create a PIN number before beginning the application. This PIN is used to access the application if you need to re-enter the site at any point during the application process. All minors (under the age of 19 in Nebraska) will need to have a notarized ID form that will need to be submitted.

After the screening is complete, you will receive an email from the Nebraska Department of Health and Human Services (DHHS) with the results of your screening. Please keep this file for your records.

We would appreciate it if you would send a copy of the Confirmation letter to the Extension Office for our records.

If you have any questions about the volunteer screening process, or encounter problems accessing the screening, please contact Adams County Extension office.