

# Adams County Re-Enrollment Instructions for 4-H Online 2.0

## Volunteer Re-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 for a family named 'Rodocker'. It includes a sidebar with navigation options like 'Family', 'Events', and 'Credit Cards'. The main content area displays a table of family members with their names, birth dates, and enrollment status. Callouts provide the following information:

- Add Member:** NEW member Only to add to Family List
- View:** Allows you to View Personal Info Profile.
- Enroll Now:** Re-Enroll and Enrollment Status
- Inactive Members:** If Name is listed here Contact Extension Office to "Re-Activate" don't create a new member profile

When you click the "Enroll Now" button to the right of the Name

The 'Enrollment' dialog box shows a 'Confirm Enrollment' section with the text 'I'm confirming I want to enroll in 4-H as a Adult' and an 'Enroll' button. A callout points to the button with the text: 'Hit the Enroll Button'.

## Volunteer Types – All must select "Program Volunteer" and the appropriate "Role"

The 'Add Volunteer Type' form has two callouts:

- Program Volunteer:** Select if Re-Enrolling and Screening has been Approved in a prior year.
- Selected for Required Screening:** 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 'Add Volunteer Type' form has two callouts:

- Club Volunteer:** Head Adult Leader of Club
- Project Volunteer:** Adult Volunteers associated with Club

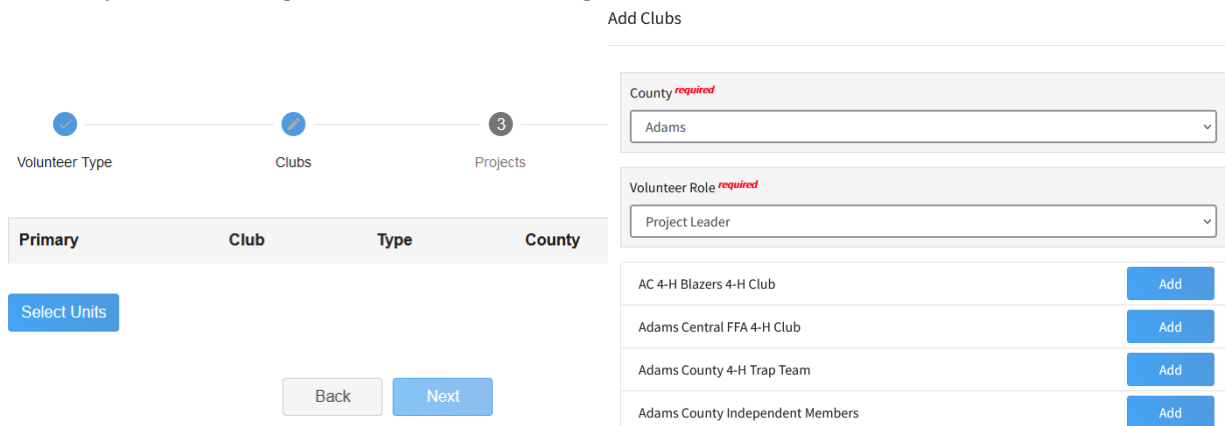
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If you select Club Volunteer, You must select one “Leader” Option for a Club Volunteer

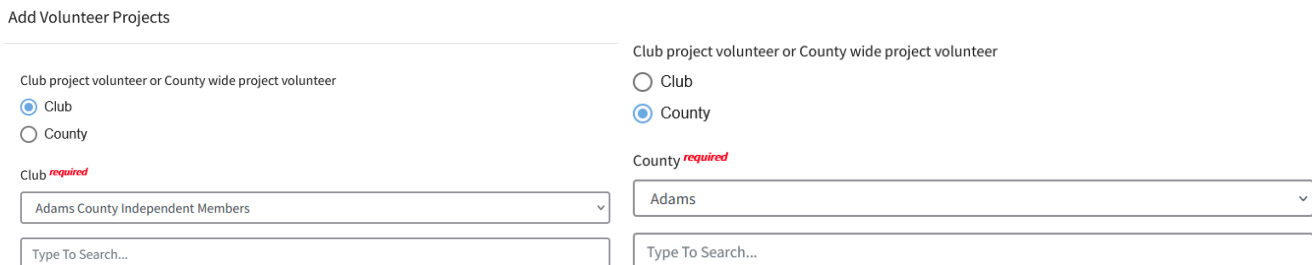
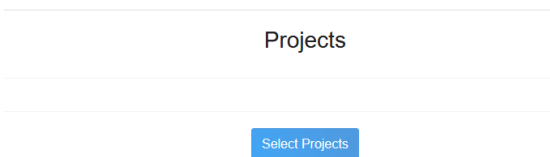


You must select “Project Leader” if you want to help in or with specific areas. then hit “Next”

**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”



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



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

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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	

**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 -

Back

Submit

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.

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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-CR/CheckRequest/BeginOrgCheck/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

[Show Screening](#)

[Save](#) [Submit](#)

### 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.

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

From: 4-H Online <[no-reply@4honline.com](mailto:no-reply@4honline.com)>

Date: December 2, 2021 at 9:40:00 AM CST

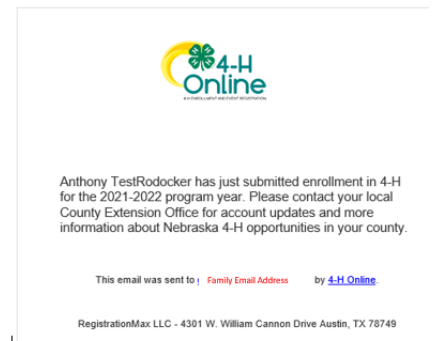
To: [Family Email Address](#)

Subject: Your 4-H Online enrollment has been submitted

Adams County

Member	Programs
<b>Anthony Test Rodocker #138225</b> Jan 1, 1900	<b>4-H</b> <b>Adult - Awaiting Review</b> 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

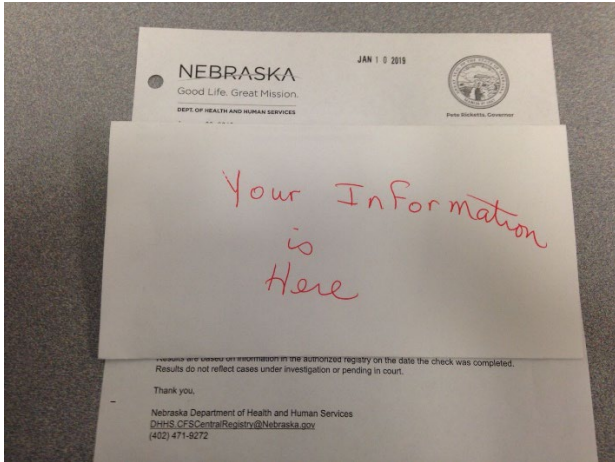


If you need to do the DHHS Screening it only takes a few minutes and you receive results usually within a few hours to a couple of days. You will then have to click on the link in their email to access your Letter.

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.

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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.