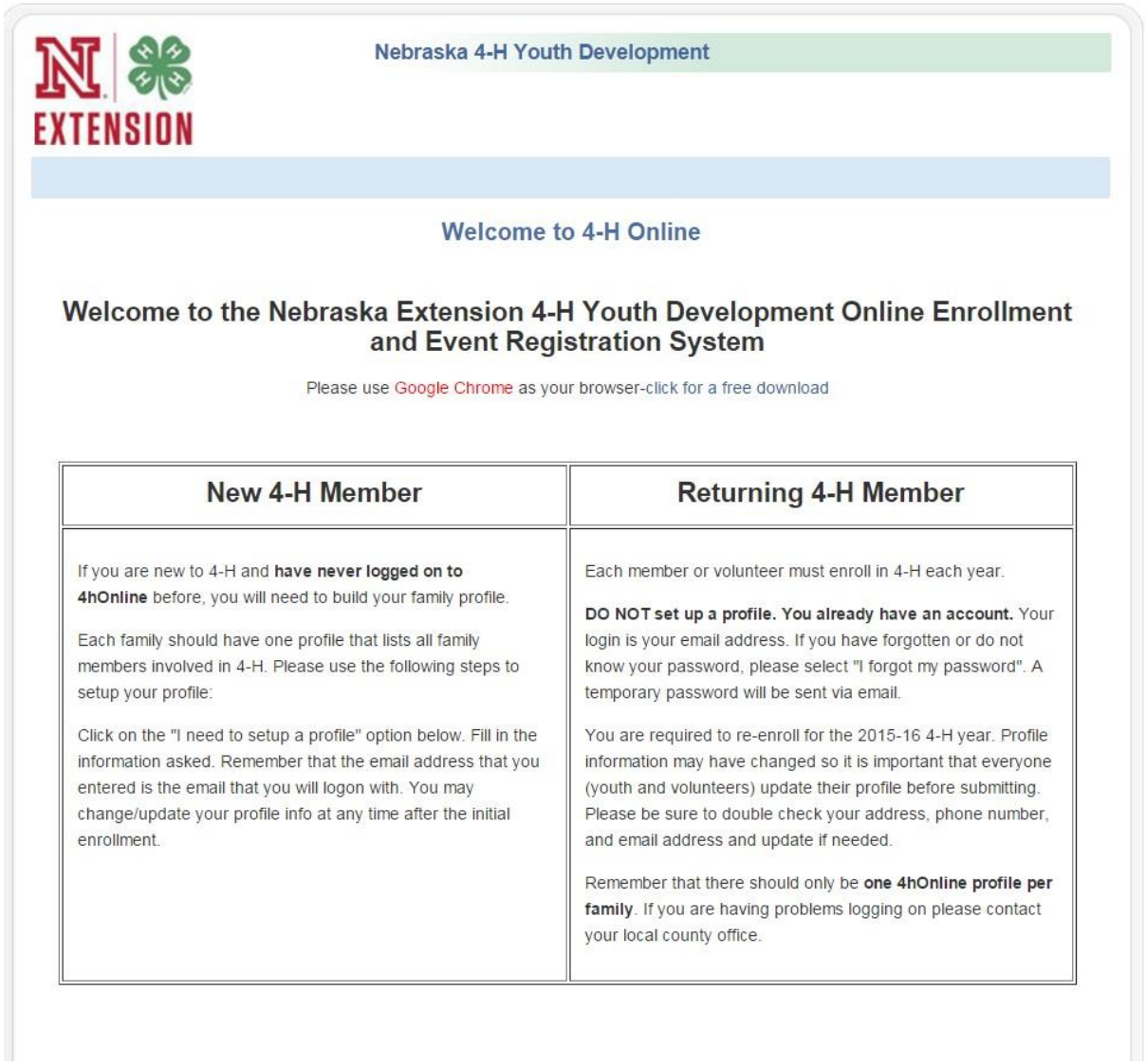
4H Online Re-Enrollment

This instruction sheet if for returning 4H members only!

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
If you are new to 4-H and **have never logged on to 4hOnline** before, you will need to build your family profile. Each family should have one profile that lists all family members involved in 4-H. Please use the following steps to setup your profile: 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.	Each member or volunteer must enroll in 4-H each year. **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. 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. Remember that there should only be **one 4hOnline profile per family**. If you are having problems logging on please contact your local county office.

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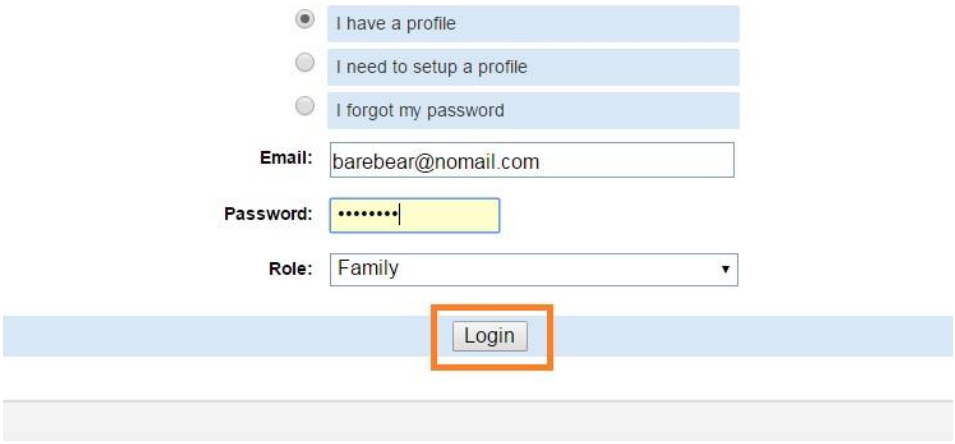
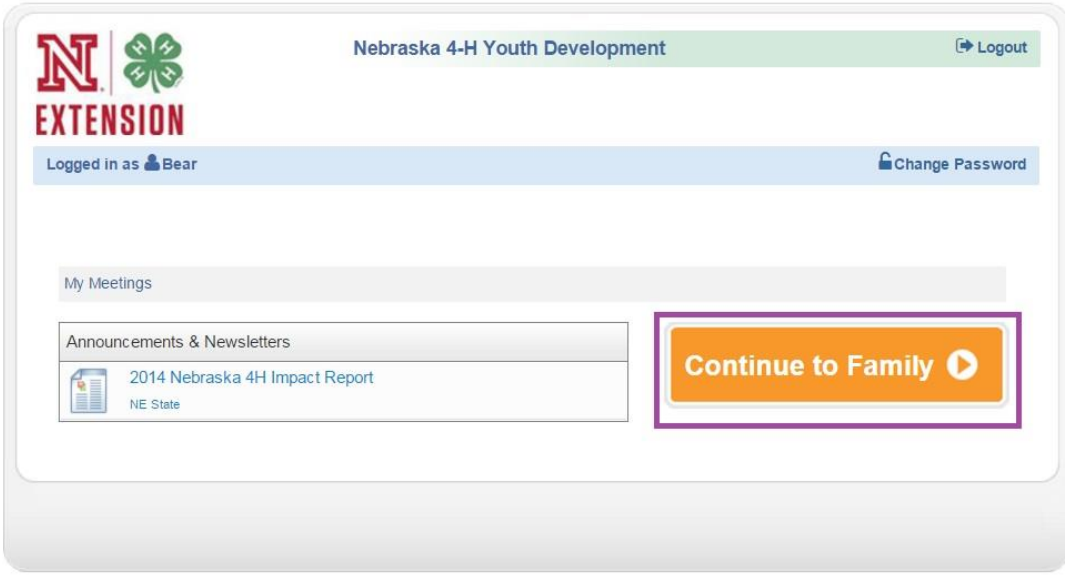
2. Since you are a returning member, you will select ' I have a profile' on the menu on the bottom of the main screen. You will need to use the same email login and password as before. If you have forgot your password, select I forgot my password and a new one will be e- mailed to you. Select 'Login'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



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



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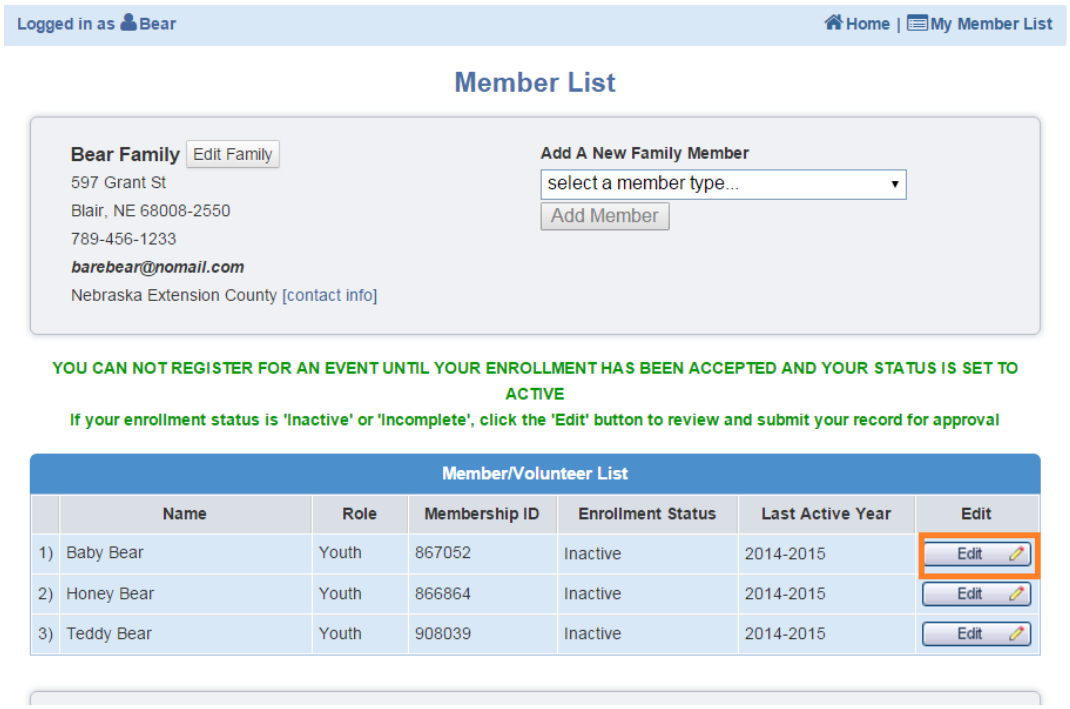
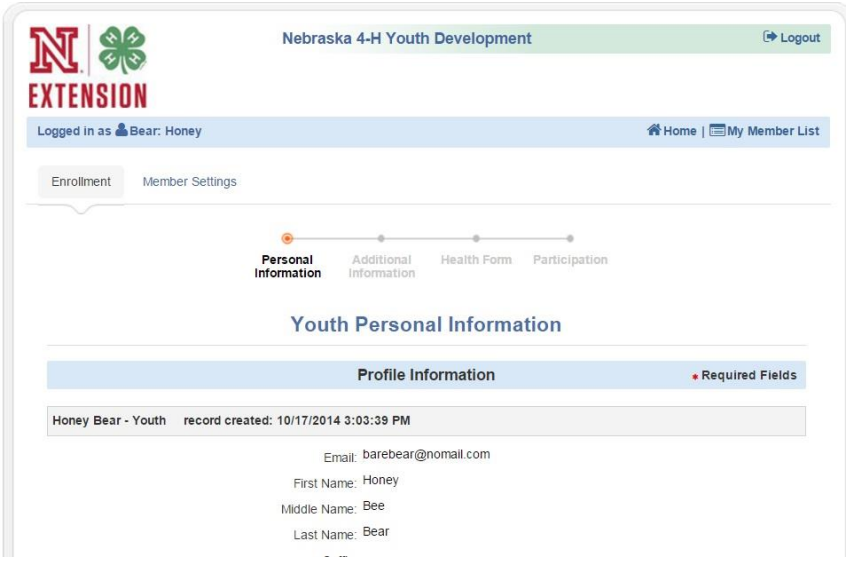
4. All members of your family, adult volunteers and youth alike, will be listed as inactive since we are in a new program year. To reenroll, you will need to click on the 'edit' button next to each youth.



5. 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.



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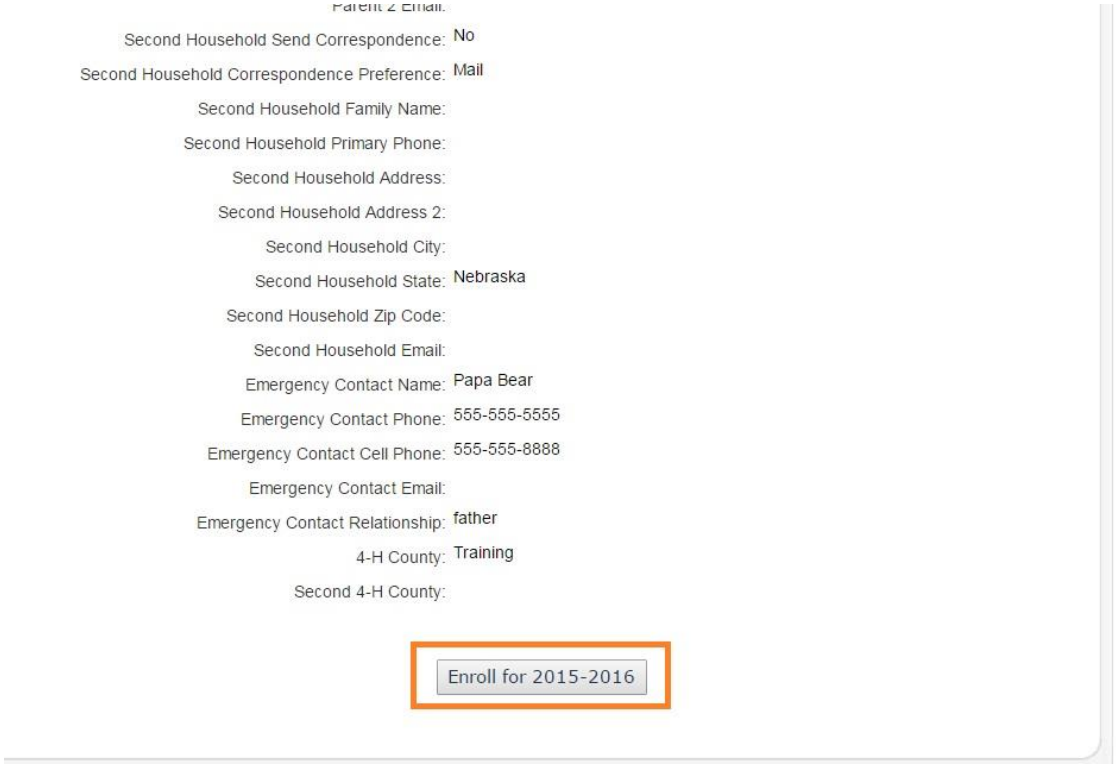
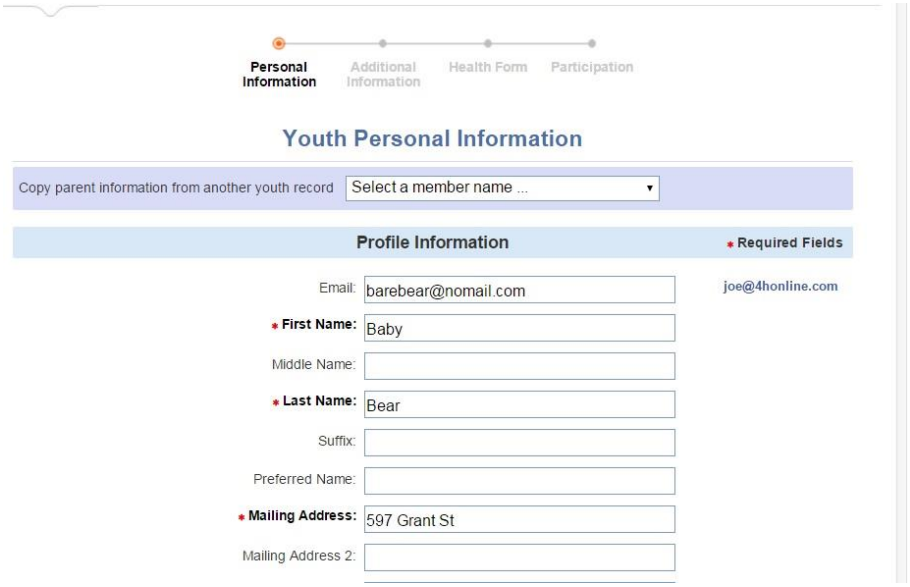
6. Scroll to the bottom of the page, where you will see a button which says 'Enroll for 2015-2016'. Click on this button.



7. Once you have click on the 'Enroll for 2015-2016' 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.



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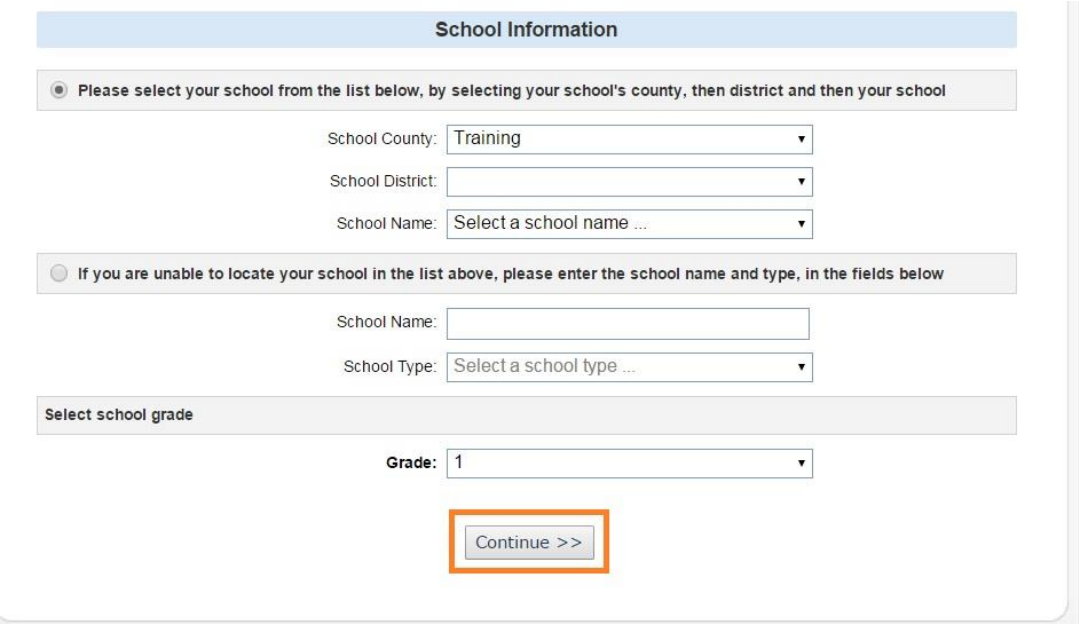
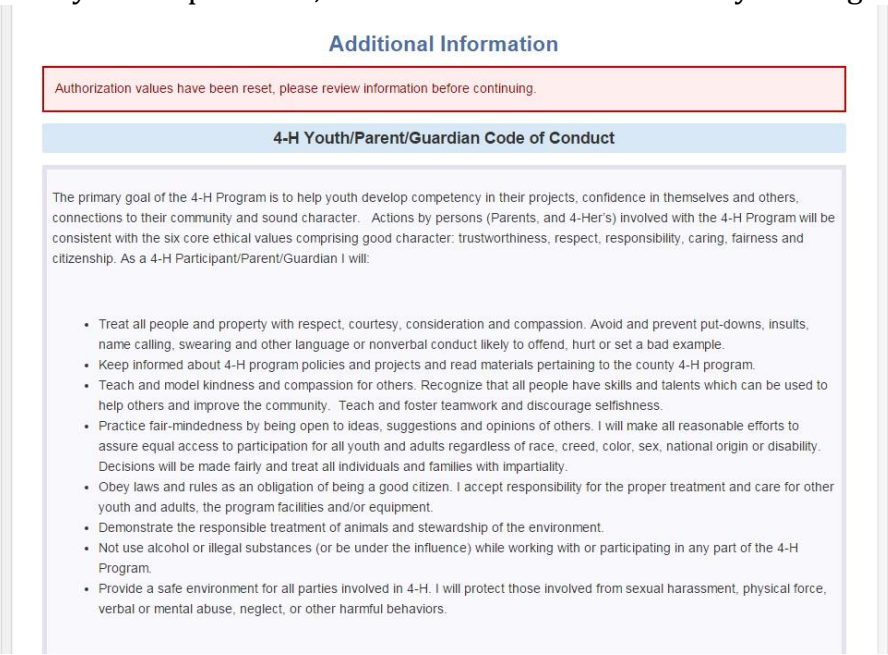
8. At the bottom of this page, after updating any information, you will want to click on continue.



9. 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'.



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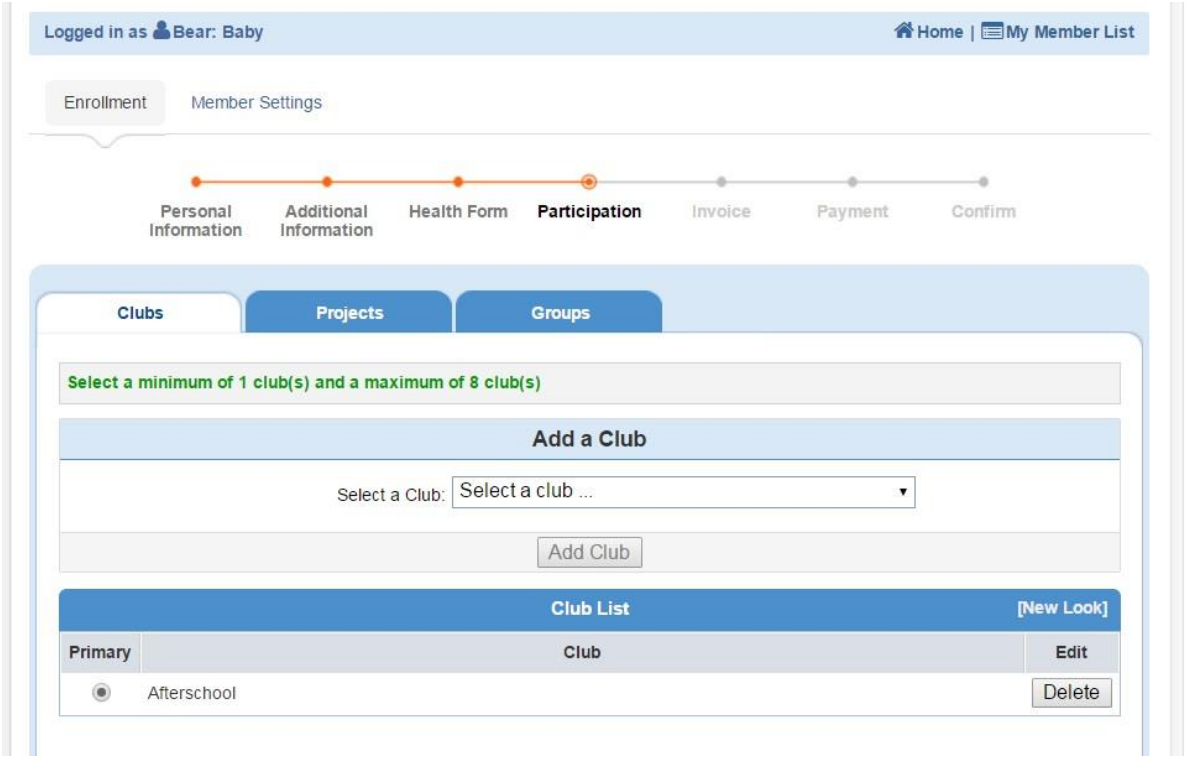
Please note: If your 4-H'er will not be attending 4-H Camp, the health section is optional. If your 4-H'er will be attending 4-H camp, the health section will need to be completed before camp.

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.



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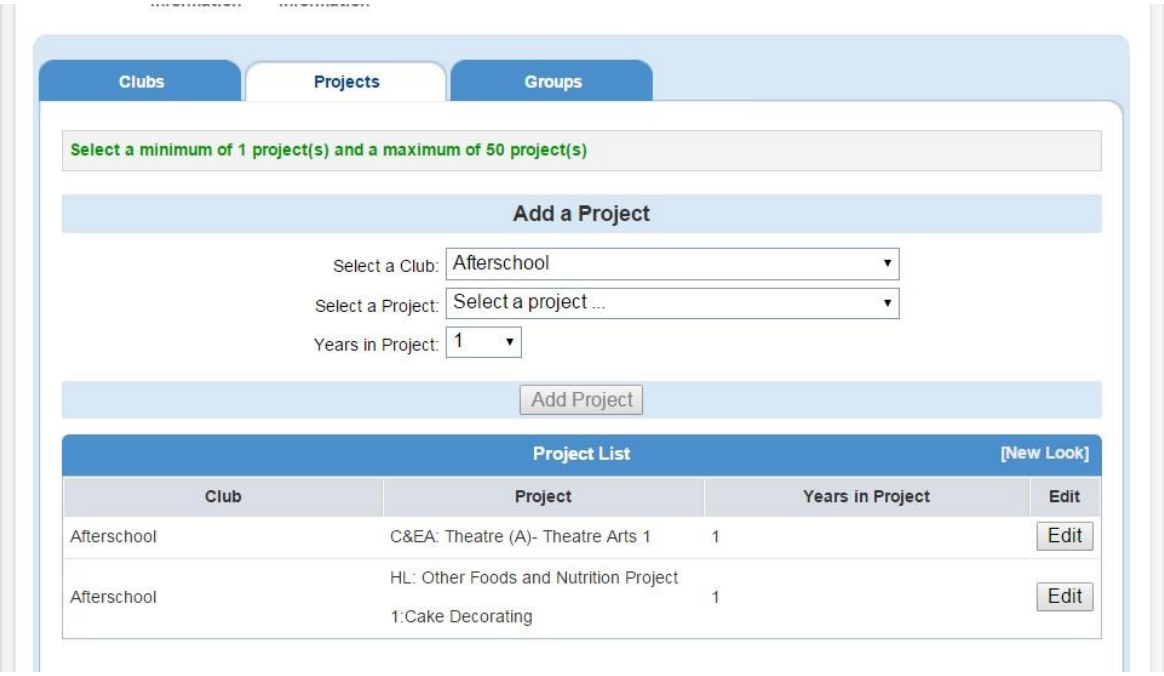
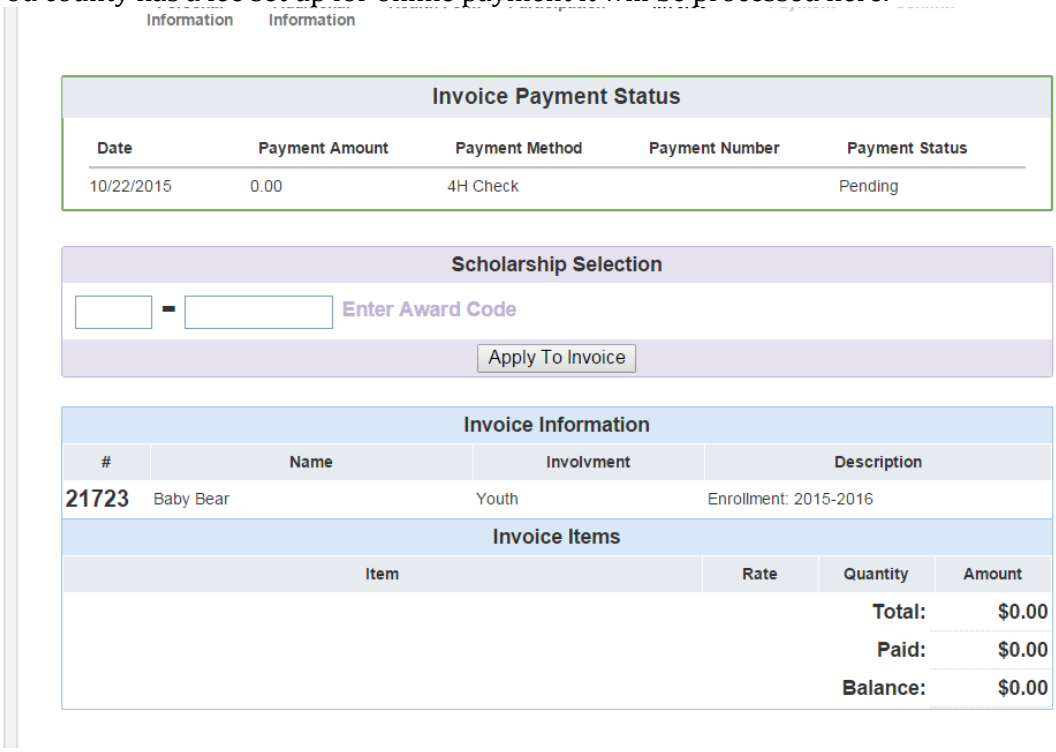


Franklin County DOES NOT charge fees at this time. (The balance due will be $0.00)

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.



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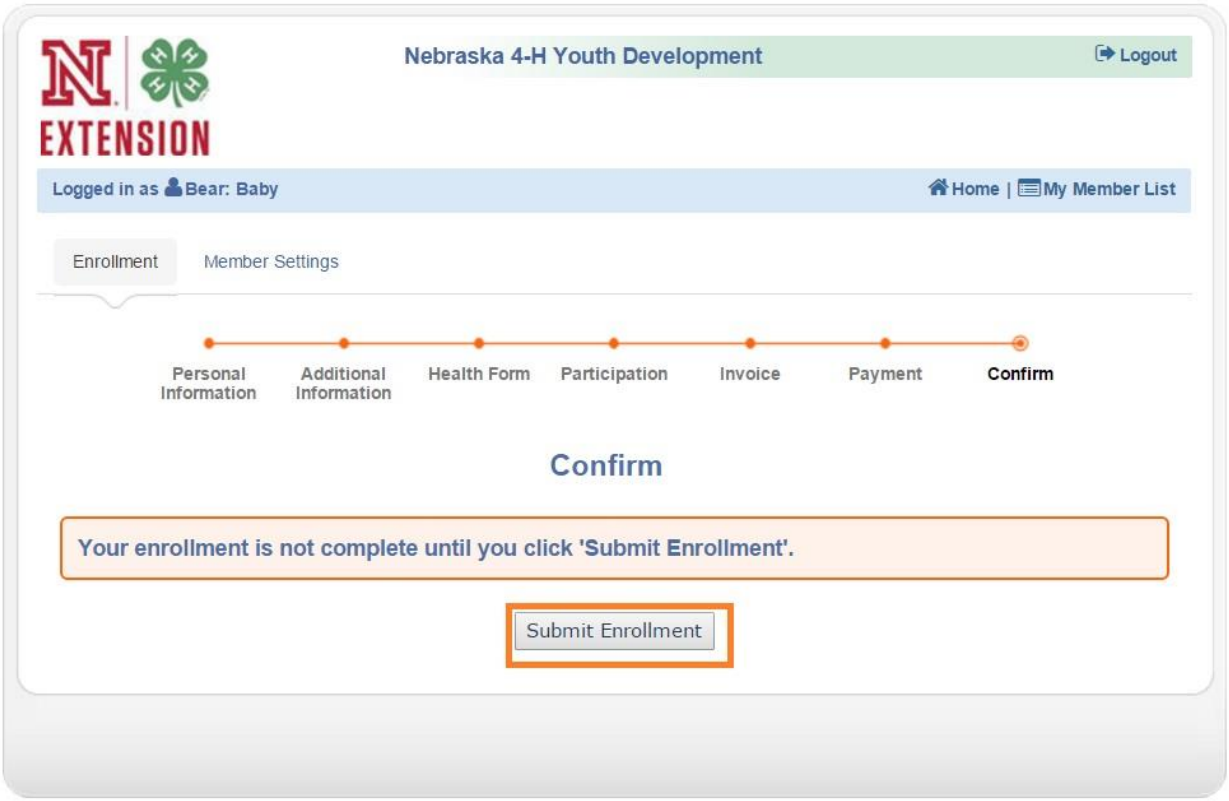
13. The final step in enrollment is to submit your enrollment to the county for approval.



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