4-H Online Re-Enrollment

This instruction sheet is for returning 4-H 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. *Browsers that are compatible with 4HOnline are Google Chrome & Mozilla Firefox. 4HOnline may NOT work well on Internet Explorer, Safari or most cell phones.
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 forgotten your password, select “I forgot my password” and a new one will be emailed 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”.
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. *In addition, please review your family information, and if needed, click “Edit Family”.

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.
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 clicked 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.
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 4-H 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”.

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

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-Hers) involved with the 4-H Program will be consistent with the six core ethical values: completing 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 ensure 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. The Health information is optional. However, if the 4-H member plans on going to a 4-H camp or participating in state or national events, we highly recommend that you fill it out. 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.
12. You will be directed to the invoice and payment page after you click on "Continue". The invoice will say $0.00.

14. The final step is to click "Submit Enrollment" to the county for approval.
TIPS:

- After your initial login, you will see the Families Home Page when you first log in.
- To access your member list, click “Continue to Family.”
- If you would like to change your password at any time after your initial login, click “Change Password.”
- If you forget your password, please select “I forgot my password” from the login page. County and State offices do not have access to Family passwords.
- If, at any point, you would like to return to your start page, click on “Home.”
- To return to your member list from any page, click on “My Member List.”
- For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.

If you have any questions, please call your local Nebraska Extension Office.

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