



# 4-H Online 2.0 Volunteer Renewal Guide

## New Enrollment

Join over 11,000 adults committed to youth across Colorado by joining the Colorado 4-H youth development program! How do you become a 4-H leader? **Contact the El Paso County Extension office to learn more, email [Karla.Wiesner@colostate.edu](mailto:Karla.Wiesner@colostate.edu) or call 719-520-7698!**

The safety of 4-H members is paramount. You will be asked to fill out an application and undergo a national background and motor vehicle check in order to become a volunteer. [Volunteer Resources](#) can be found on the [Colorado 4-H](#) website as well.

## Re-enrollments

Log into [co.4honline.com](http://co.4honline.com).

1) Enter the **email address and password** you used previously, then click “Sign in.”

a) Forgot your password? Scroll below the “Sign in” button and click “Reset password.” A temporary password will be sent to the email address associated with your account. You will be prompted to change this to a permanent password.

b) Not sure which email address you used? Contact your local staff to ask them to look it up.

c) Problems with your password? 4HOnline 2.0 has higher password standards, so it’s possible that your password is too short or requires additional security. (Click “Reset password” if your password is not working)

1. You will be sent an email with a link to reset your password, be sure to check your spam folder
2. Must be at least 10 characters long and contain a capital, lowercase and a number
3. Please ignore any instructions that tell you to include a special character
4. ( for example: \_!, \$, #, @, ?)

- 1) Once logged in click on “Member List” to see a list of youth and adults in your family account.
- 2) **View** – Allows the end-user to update the “Volunteers” profile. **NEW to 2.0: Birthdate Required to Enroll**
- 3) Select your name, then click “**Enroll Now.**”
- 4) When you see “I’m confirming I want to enroll in 4-H as a Volunteer,” click “**Enroll.**”

- 5) Select **Volunteer Type(s): Activity Volunteer, Program Volunteer** and **Coach** are not currently being utilized, please don't select any roles under these categories. Only the two categories below are being utilized by the Extension Office:
  - a) **Club Volunteer**
  - b) **Project Volunteer**
- 6) **Select Units** (clubs or groups):
  - a) This will only appear if you selected the Club volunteer type.
  - b) Find club name and click "Add."
  - c) Click "Next."
- 7) **Select Projects**
  - a) This will only appear if you selected the Project volunteer type.
  - b) Select whether you work on this project (or would like to) at the county or club level.
  - c) Select the project and click "Add."
  - d) Click "Next" when finished adding projects.
- 8) **About You**
  - a) Click "Show Questions."
  - b) Review data that is carried over and fill in any blank required fields.
  - c) Click "Next" when done.
- 9) Review **Consents**. This is the same information that was on your original application as a new volunteer.
  - a) Click "Show Consents."
  - b) Type your full name in each section and click "Agree" as applicable.
  - c) Click "Next."
- 10) Under the payment Section please select "Pay By Check." (Paying online/by card is not currently an option.)
  - a) Select "Confirm" on the pop-up screen
  - b) Click "Next" on the bottom of the screen.
- 11) Click "**Submit**," then "Confirm."
  - a) You will receive an email confirmation that your enrollment has been submitted.
  - b) Additional Information will be needed once the initial enrollment has been submitted.

Confirm Submission ×

Are you sure you want to continue? Once you complete this step your application will be submitted and you will no longer be able to go back. You may need to complete additional steps in order to be an Active Volunteer

Confirm

Cancel

- 12) Click "Show Screening" – **REQUIRED to Re-enroll for this year ONLY!**
  - a) Type 'n/a' under "Other Names"

Other Names (including maiden name) - put "n/a" if none *required*

b) Scroll to the bottom of the page and sign and agree with the statement ONLY. Background checks will **ONLY** be completed on NEW volunteers or non-active status is greater 12 months. Click "**Submit**"

13) You will receive an email from 4-H Online with a confirmation. Please allow for several business days for final approval. Should you have any questions please contact **Karla Wiesner at 719.520-7698** or [Karla.Wiesner@colostate.edu](mailto:Karla.Wiesner@colostate.edu) directly.

**Note:** You will only be successful in registering if you receive email from 4HOnline.com confirming your registration was submitted. If you did not get an automated confirmation email, then your registration is incomplete! Please contact Karla Wiesner at 719.520-7698 or [Karla.Wiesner@colostate.edu](mailto:Karla.Wiesner@colostate.edu) with questions.