



# 4-H Online 2.0 Volunteer Re-Enrollment Guide

This Guide is for Volunteers that have completed the volunteer certification process the year prior

## 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: \_!, \$, #, @, ?)

**Helpful hints: Look for the buttons!**

Throughout the enrollment process, look for the **Blue** buttons to proceed, and ultimately, the **Green** button to 'submit'.

- 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. See next step (Step 14) for payment and then please allow several business days for final approval. Should you have any questions please contact **the extension office at 719.520-7690** or [Charity.CagleW@colostate.edu](mailto:Charity.CagleW@colostate.edu) directly.

14) A \$5 dollar fee will need to be submitted to the extension office in a timely manner. Please email [Mercedes.Glenn@colostate.edu](mailto:Mercedes.Glenn@colostate.edu) to set up an appointment to drop off the payment.

**Note:** If you did not get an automated confirmation email, then your registration is incomplete! Please contact the extension office at 719.520-7690 or [Charity.Cagle@colostate.edu](mailto:Charity.Cagle@colostate.edu) with questions.