

Using your family's email and password, login to your existing family profile at <u>https://ks.4honline.com</u>. Do **not** create a new account. If you or your family have never created an account in 4HOnline, contact your local Extension office for assistance if needed.

Upon logging in, click the orange [Continue to Family] button.

My Meetings	
Announcements & Newsletters	Continue to Family

Whomever wishes to take the Online Volunteer Orientation, should click [Edit] next to their name in the member/volunteer list. *The enrollment status must be Active.

Once inside your Personal Information profile, click on the **Trainings** link at the top of the page.

Next, click the gray [Sign Up for a Training] button.

Your Train	ings Complete	d or in Progress		Si	gn Up for a Training
		Trainings Complete	ed or in Progre	55	
Т	raining	Туре		Status	Edit / View
				Tariaia Otatua	Trainir
				Training Status Incomplete	
					Trai
ick the name of the t		training to begir	ı.	1 Take the Course	
				Volunteer Orientatio	on, Part 1 REQUIRED

20	Kansas 4-H Youth Development
HO nline	
	Welcome to 4-H Online
Firefox Mozilla and Googl trouble, please download	e Chrome are the recommended web browsers to use for this program. If you are having and try one of the recommended web browsers.
Informacion en Espanol	
Returning Families:	
Reenrollment begin	ns October 1, 2016.
 If you or your child, profile" link 	(ren) belonged to 4-H last year, you have a profile. Do NOT use the "I need to set up a

T HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE 'Edit' button to review and submit your record for approval

nteer List				
Enrollment Status	Last Active Year	Edit		
Active	2014-2015	Edit 🧷		
Active	2014-2015	Edit 🧷		

Logged in as 🌡	Horses: Timothy			
Enrollment	Member Settings	Trainings		
		● Personal Information	Additional Information	Participation
		Youth Pe	rsonal Inf	formatio

A listing of available trainings will appear. Click a [Sign Up] button to begin the training.

*Complete all Volunteer Orientation training modules in numerical order, beginning with Part 1 and ending with Part 9.

A new window will open and the video will automatically start playing.

After the video or quiz ends, close the video player/quiz window.

Users will see the Training Status change to "Completed."

Click the **Trainings** link and then the [Sign Up for a Training] button to continue selecting Volunteer Orientation trainings.



Enrollment	Member Settings	Trainings	
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**Once all nine Volunteer Orientation training modules have been completed, notify your local Extension office. You may logout of 4HOnline at any time.

r Trainings Completed or In Progress			Sign Up for a Trainin
	Trainings Completed or In Progress		
Training	Туре	Status	Edit / View
Volunteer Orientation Part 1	Orientation Video	Completed	Edit / View
Volunteer Orientation Part 2	Section 1 Video	Completed	Edit / View
Volunteer Orientation Part 3	Section 1 Quiz	Completed	Edit / View
Volunteer Orientation Part 4	Section 2 Video	Completed	Edit / View
Volunteer Orientation Part 5	Section 2 Quiz	Completed	Edit / View
Volunteer Orientation Part 6	Section 3 Video	Completed	Edit / View
Volunteer Orientation Part 7	Section 3 Quiz	Completed	Edit / View
Volunteer Orientation Part 8	Section 4 Video	Completed	Edit / View
Volunteer Orientation Part 9	Section 4 Quiz	Completed	Edit / View

Training Tips

Video

- Click on the speaker icon to adjust volume if desired. •
- Videos can be paused/resumed by clicking on the video screen. •
- At the conclusion of a video, users have the option to Replay or Finish. Once finished, the video will be marked as • successfully completed and the video cannot be accessed again.
- Users may obtain a video transcript by clicking the Resources link in the upper right corner of the video window.

Quiz

- A passing score is 80% or higher.
- At the conclusion of a quiz, users have the option to Review, Retry or Finish the quiz. •
- To retake a quiz, click the [Edit/Review] button and click the name of the training to try again.



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