



## 4HOnline

# Making enrollment changes and updates, including project drop/adds

Created: January 31, 2017

Updated: March 24, 2017

## ACCESSING 4HONLINE

Enrolled 4-H families are invited to use 4Honline to update their contact information, health information, change project enrollments or other areas of involvement and interest.

To log in to 4HOnline:

1. Go to <https://ak.4honline.com> (note: there is no “www” in address)
2. Enter your email address and password
3. The role field should be “Family”
4. Click the **[Login]** button

If you are not able to access your 4HOnline profile, please do NOT create a new one - please contact your local Extension staff by going to [www.alaska4h.org](http://www.alaska4h.org). Click on “contact us” button.

After logging in, you will see your family’s 4HOnline “Home Page”

- Click on **[Continue to Family]**

This will take you to your family’s “Member List”

- Scroll down to your list of family members and click on the **[Edit]** button for the family member you would like to look at or work on (see next page for screenshot)

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Lee Oshie	Adult	1869910	Active	2016-2017	<a href="#">Edit</a> 

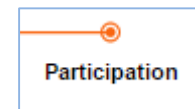
You will now be in the personal profile page for the selected member. Near the top of that page, is a navigation bar to access various data screens for that member (it may or may not include “volunteer screening”).



- Click on the desired navigation item that you wish to update or work with (personal information, additional information, health form, volunteer screening, participation)
- Review and/or update the information on that screen
- Click on **[Continue]** to save data changes

## TO MAKE PROJECT CHANGES

1. Click on the **[Participation]** navigational item
2. Click on the **[Projects]** tab



Clubs
Projects
Activities
Awards
Groups

Select a minimum of 1 project(s) and a maximum of 23 project(s)

**Add a Project**

Select a Club:

Select a Project:

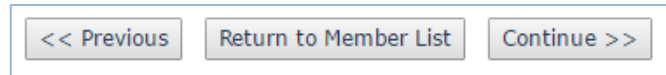
Years in Project:

**Project List** **[New Log e]**

Club	Project	Years in Project	Edit
Rebel Riders	Horse/Pony	2	<input type="button" value="Edit"/>

- To **ADD** a project, use the upper part of that screen to select from the pull-down menus and then click **[Add Project]**
- To **DELETE** a project (or change the years on that project), click on the **[Edit]** button to the right of that project line

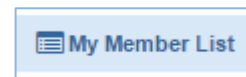
When done, click on one of the navigational buttons near the bottom of the screen.



## PRINTING AN ENROLLMENT REPORT

You can print a report of all of a member's enrollment information, as follows:

1. Return to the Member List page by clicking on the **[My Member List]** link located near the top-right part of the member's personal profile page.
2. Scroll down to the **[Member Reports]** section and choose the member from the pull-down menu.
3. Under **[Report]**, click on **[Member - Enrollment History]**
4. After a short processing time, a .PDF document should pop up on your screen for you to print and/or save.



**Member Reports**

Member:

Report: