

County: Oklahoma

Office Phone: 405-713-1125

- ✿ **4-HOnline** is the official enrollment system for Oklahoma 4-H Youth Development, introduced the fall of 2015. The system provides families the luxury of enrolling online and updating records from a PC or electronic hand-held device.
- ✿ To help ensure your first time enrollment in **4HOnline**, please follow the simple directions provided. Prior to starting the enrollment process don't hesitate to contact your county Extension Office with questions.
- ✿ Electronic signatures are recognized in this system. The signature is legally binding and it is fraud for anyone besides the legal parent/guardian to fill in any required signature.
- ✿ On September 1 each year, all membership (youth and volunteer) goes to *Inactive*. At that time everyone must re-enroll to be recognized as "*active*" in the database.
- ✿ A partnership between the 4-H family and the county Extension Office, we encourage all families to become familiar with **4-HOnline** as the many features will make your 4-H experience more enjoyable.

*4HOnline is a secured database that is in compliance with the PCI Security Standards Council. Oklahoma 4-H, nor 4HOnline do not share or sell any personal information to third party vendors without your knowledge or permission.*

## Getting Started...

1. Preferred Browsers: Firefox, Safari or Google Chrome.
2. Go to: <https://ok.4honline.com/> and bookmark the site for future use.
3. Establish a **Family Profile**. Select [I need to set up a profile].

The screenshot shows the top portion of the enrollment form. It has two radio buttons: 'I have a profile' (unselected) and 'I need to setup a profile' (selected, indicated by a blue arrow). Below these are links for 'forgot my password' and 'Are you in a 4-H Club?'. The form includes fields for 'County' (a dropdown menu), 'Email', 'Confirm Email', 'Last Name', 'Password' (with a strength indicator), 'Confirm Password', and 'Role' (a dropdown menu set to 'Family'). A 'Create Login' button is at the bottom.

### There will only be ONE (1) Family Profile

**per household.** Use the box at the bottom of the page to write down the email address and password for the family account. Contact the County Extension Office for assistance in resetting an account.

**Each individual** 4-H member/Cloverbud and volunteer will be added to the Family Profile. Enrollment is reviewed and accepted based on the information entered within the family profile. Accurate information will affect communications, notifications and registrations.

4. Adding Members: Member refers to both youth and volunteer. Adult enrollment applies **ONLY** to new and returning "certified" volunteers.
  - ✿ **New Members:** Select Adult or Youth from the drop down menu and click [Add Member].
5. Carefully read each screen and AUTHORIZATION before providing required electronic signature. Continue filling in information and following screen prompts. Important things to know:
  - ✿ **Youth/Adult Personal Information Screen:** When asked "Are you a Volunteer?" **ALL** 4-H members will answer "NO." The only exception is a Teen Leader who is a "certified" volunteer.
  - ✿ **Clubs:** If the member has an affiliation with more than one club enter each club and projects associated with that club. **One club MUST be selected as the member's primary club.**
  - ✿ **Projects:** Members are limited to enrolling in a total of five projects. Note, not being enrolled in a project does not mean a member cannot exhibit/participate in an event or activity.
  - ✿ **Groups:** Do not enter any information within the Group Tab.
6. Click [Submit Enrollment]. Once submitted, the county office will review and either approve or return enrollment for additional information. Once approved, a confirmation email is sent to the family email address.



### Oklahoma Family Profile Account

Family Email \_\_\_\_\_

Family Password \_\_\_\_\_

**Keep account information in a safe place.**