

# North Carolina 4-H

## Re-Enrolling in 4HOnline



### UPDATING UP A 4HONLINE PROFILE

*4-H requires annual updates of membership information within our 4HOnline program.* 4HOnline is the on-line North Carolina 4-H Enrollment and event registration program. \*If you have an existing Family Profile please take a few minutes and make any necessary updates (new address, changes in clubs, medical information, etc.) during the re-enrollment period which begins each year on January 1st. The website can be found at <https://nc.4honline.com>

### Who Needs to Re-Enroll

***Effective January 1, 2019, only youth members and 4-H volunteers who are enrolled in 4HOnline will be considered active members and / or active 4-H volunteers.***

### How to Re-Enroll

- 4-H members and volunteers must enroll in 4-H annually.
- On or after Jan. 1 of the current year, go to the 4HOnline login screen at <https://nc.4honline.com> \*4-H enrollment is ongoing throughout the calendar year.
- Login to your family account.
- Review and update the information for each youth member and / or yourself.
  - Click on the "Edit Tab" to access the youth / volunteers personal information and click Enroll for current 4-H year.
  - Continue through profile and make any necessary changes.
  - Health Information and 4-H Authorizations (Photo Release, Volunteer Screening, etc.) must be updated annually.
  - If you need to add/delete a club do so at this time.
    - Youth members must enroll in a 4-H Club (members can select multiple clubs) - and - youth members will need to designate at least 1 project they plan to participate in during the year (previous projects remain in the members enrollment history).
- When you've made all the necessary updates - Click "submit enrollment."

Once your enrollment has been submitted, it is sent to the local Extension Office to be approved. You should get a message back indicating your enrollment has been submitted. If there are any problems with your enrollment - you will get an e-mail with instructions for logging back in (with the same email / password you set up) and correcting those. If there are no problems, you will receive an e-mail stating that you have been accepted and will have access on-line to your enrollment to make any updates throughout the year, to register for events, etc.

We encourage you to keep your login (family e-mail address and password) written down in a secure location so, that you can access your profile at your leisure.

**Note: If you've forgotten your password** - you will need to click on "I forgot my password" and follow the instructions. \*If you know you have an account but can't remember the Email address you used to set up your account you'll need to contact your 4-H agent - they can provide you that information.

## Additional Information & Troubleshooting Resources

**1** Wait, what does the log-in screen look like? \*Here's a screen shot on the right. \*\*If you've forgotten your password the system can re-send it to the e-mail account linked to the profile.

**2** Once logged in the system continue through the profile prompts and update any needed information. Once you've completed the on-line process click "submit enrollment."

**3** Question: Will 4HOnline keep my changes if I leave the system before completing the re-enrollment process? Yes, it should keep your profile changes.

**Reminder: Set Up Only One (1) Family Profile Per Household!**

NC COOPERATIVE EXTENSION N.C. A&T N.C. STATE UNIVERSITY North Carolina 4-H Youth Development

Welcome to 4-H Online

Welcome to North Carolina 4-H  
4HOnline Member & Volunteer Enrollment System

New Families	Returning Families	Who Needs a Profile?
<p><b>If you are new to 4-H and have never logged on to 4HOnline before, you will need to build your family profile.</b></p> <p>All new families are required to set up a family profile and then an individual profile for each youth and adult enrolling. For questions or problems with 4HOnline, please refer to our <b>4HOnline Family Enrollment Guide</b> or contact your county office for assistance</p> <p>Before enrolling in 4HOnline, we encourage you to contact your County Extension Office to find out about all the great things your local 4-H program has to offer.</p> <p>4HOnline profiles for youth should be created and maintained by a parent or a legal guardian.</p> <p>Please use the following steps to setup your profile:</p> <p>Click on the "I need to setup a profile" option below. Fill in the information asked. Remember that the email address that you entered is the email that you will logon with. You may change/update your profile info at any time after the initial enrollment.</p>	<p>If your child was Active in 4-H in previous years, they should already have a profile. <b>DO NOT</b> use the "I need to setup a profile" link. <b>Creating a new profile will cause a duplicate record and delay your Re-enrollment.</b></p> <p>If you don't remember your Family Email, please contact either you're your County Extension Office. If you know your email, but not your password, select "I forgot my password" below.</p> <p>Re-enrollments should be completed annually by a parent or a legal guardian.</p>	<p>All youth participating in North Carolina 4-H Programs need to have an individual youth profile in 4HOnline.</p> <p>Each adult volunteer must have an individual adult profile.</p> <p>To register for an event in 4HOnline, everyone must have a profile.</p> <p>Individual profiles are created after a family profile is created. Contact your County Extension Office if you have questions or experience problems.</p>

4-H helps young people to reach their full potential as competent, confident, leaders of character who contribute and are connected to their communities. 4-H serves youth throughout North Carolina in urban, suburban and rural communities. In 4-H, youth design and participate in their own programs and activities. This unique learn-by-doing model teaches essential skills that youth will use throughout their lives, such as identifying sparks, desiring knowledge, setting goals, self-reflection, communicating, and responding to the needs of others. Whether youth are building rockets, raising companion dogs, or learning about butterflies, 4-H gives young people the skills they need to thrive and succeed throughout their lives.

4-H ayuda a los jóvenes a alcanzar su pleno potencial como competentes, los líderes de confianza, de carácter que contribuyen y están conectados con sus comunidades. 4-H sirve a los jóvenes a través de North Carolina en las zonas urbanas, suburbanas y comunidades rurales. En 4-H, el diseño de los jóvenes y participar en sus propios programas y actividades. Esta singular aprender haciendo modelo enseñabilidad esenciales que los jóvenes utilizan a lo largo de sus vidas, tales como la identificación de las chispas, con el deseo del conocimiento, establecimiento de metas, de reflexión personal, la adaptación a nuevas situaciones, la comunicación, y responder a las necesidades de los demás. Si los jóvenes son la construcción de cohetes, la cría de perros de compañía, o aprendiendo sobre mariposas, de 4-H ofrece a los jóvenes las habilidades que necesitan para prosperar y tener éxito durante toda su vida.

I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Password:

## Additional Troubleshooting Resources

**Question:** I see where the system has a place for "Adult" enrollments - should parents / guardians set up accounts in 4HOnline? \*Adult records should only belong to 4-H Volunteers. Parents / Guardians (who are not 4-H volunteers) do not need to create accounts under their family profile.

**Question:** What do I do if I do **not** see my 4-H Club listed on the drop down menu this year? \*Contact your 4-H agent.

**Question:** What do I do if our school is **not** on the drop down list? \*Contact your 4-H agent.

**Question:** Why do I need to update our family 4HOnline profile annually? \*NC 4-H operates under both NC State and Cooperative Extension's strict "Child Protection Safety" guidelines, and as part of the new requirements much of the information needed for registration must be verified annually.

**Question:** What do I do if I do **not** have an e-mail account and / or have access to the Internet? \*If you would like to set-up an e-mail account but you need assistance - please contact your 4-H agent (there are several free account services like gmail.com, yahoo.com, etc.). \*\*If you do **not** have an e-mail account nor access to the Internet, you can complete the enrollment process via paper forms (Note: Paper forms will be inputted into the 4HOnline system at the local level).

**When you complete the re-enrollment process - click "Submit Enrollment" to send to your local county for confirmation.**