

# Re-Enrolling through 4HOnline

For families with an existing 4HOnline account

1. Go to the Indiana 4HOnline login page located at <http://in.4honline.com>. \*\* Please use Firefox, Google Chrome, or Safari as your internet browser when logging into 4HOnline.
2. If you have logged in to your 4HOnline account before and remember your password, log in to your account and skip to step #7.
3. If you have never logged in to your 4HOnline account before (in many cases where a County 4-H Office added the initial enrollment record), contact your County 4-H Office to obtain the email address that is on file for your account. If you do not have an email address on file, contact the County 4-H Office to add the email address to your account.
4. Enter your email address and select “I forgot my password.” Select Family as your role. Click Send My Password (Figure A).
5. Check your email account for your temporary password. Once you receive your password, select I have a profile. Enter the temporary password from the email to the login page. Click Login (Figure B).

Figure A

Figure B

6. Once you log in, you will be prompted to create a new password. Enter a new password that you will remember. Click Continue to go to your Family Member List (Figure C).

Figure C

7. The Member List will show all of the youth members and adult volunteers in your family who were enrolled in the previous year. **Click “Edit” next to the Inactive member** you would like to re-enroll (*please do not create duplicate records by adding a new member unless the youth has not been previously enrolled*). Scroll to the bottom of the record review page and click Enroll for 2019 – 2020 (Figure E).

\*\*\*\*To update your family information, click Edit Family (Figure D). Update any personal information and click continue at the bottom of the page (Figure F).

Figure D

Figure F

Figure E

8. Read the Additional Information carefully. **Mark the check boxes to agree to each section.** Please type in member and parent names to serve as signatures. *This section will be locked for editing after the enrollment has been submitted.* Click Continue (Figure G).

9. Review and edit your club(s) if necessary. **Add any new clubs** the member would like to participate in. *Please do not remove any clubs as this will remove any historical data from the record.* If you are listed in a club that you do not wish to participate in, please let the Extension Office know and our staff will remove your name without deleting historical records. Click Continue (Figure H).
10. Review and edit projects as needed. Click Continue (Figure I).

**NOTE: Only projects in which the member will participate in during the year should be chosen in the Projects tab. Previous year projects will remain on the Member's enrollment history. Remove any projects listed in which the member will no longer participate.**

11. For Youth Members: **DO NOT** add any **Activities, Awards or Groups.** This should only be completed by office staff. For Adult Volunteers: **Add any Groups applicable to your volunteer role(s) during the current list program year.** Click Continue (Figure J).

12. An individual invoice is created for each Youth Member and Adult Volunteer. Enrollment is not complete until the enrollment is submitted AND payment of any applicable fees is received. Click continue to view your invoice, select a payment method, check or card, "add credit card" if applicable (*You may also have to add a new card if your previous card expired*). Confirm payment. (*Payment will default to "Pay by Check" if you do not select credit card payment. Payment selection cannot be changed once you continue past that page.*) **If you have more than one enrollment to enter, an invoice must be completed for each individual enrolled.** Once you submit the invoice page, you will not be able to access the page again to change any information.

NOTE: if you have 4+ youth members in the same family, please use the "pay by check" option to take advantage of the discount offer. The discount will not be automatically generated - Purdue must authorize each discount after we receive the enrollment.

NOTE: if you prefer to pay by check, please submit your payment (check or cash only) to the Monroe County Extension office as soon as possible. You are not fully enrolled until payment is made.

**Checks should be made payable to "Monroe County Ed Fund"**

13. You will receive email notification that your enrollment has been submitted. You should also receive a second email notification when the County has reviewed and accepted your enrollment.

## Monroe County 4-H Projects - Grades 3-12

Achievement Record Book	Genealogy
Aerospace	Geology
Animal Posters	Gift Wrapping
ATV	Health
Beekeeping	Home Environment
Bicycle	Junior Leaders
Bottle Rockets.	Legos
Cake Decorating	Microwave
Child Development	Models
Collections	Pet Pals
Community Service	Photography
Computer	Physically Fit
Consumer Clothing	Recycling
Crafts (fine arts, misc crafts, needlework)	Robotics
Creative Writing	Scrapbooking
Crops (alfalfa, corn, oats, hay, potatoes, soybeans, wheat)	Sewing (wearable and non-wearable)
Do Your Own Thing	Sewing for Fun
Electric	Shooting Sports
Entomology	Small Engines
Farm Display	Soil and Water Conservation
Fashion Revue	Sports
Flowers	Sportfishing
Foods	Tractor
Food Preservation	Veterinary Science
Forestry	Weather
Fun with Leisure	Welding
Gardening	Wildlife
	Woodworking

## Monroe County Mini 4-H Projects - K-Grade 2

Bicycle	Legos
Crafts	Models
Collections	My Pet and Me
Dinosaurs	Plants and Flowers
Entomology	Sewing
Farm Animals	Sportfishing
Foods	Soil and Water
Forestry	Sun, Stars and Space
Gardening	Whales and Dolphins
Helping Mom and Dad	Wildlife Adventure

## Monroe County Animal Projects/Clubs

Beef	Pigeon
Cat	Poultry
Dairy	Rabbits
Dog	Sheep
Goat	Swine
Horse and Pony	