

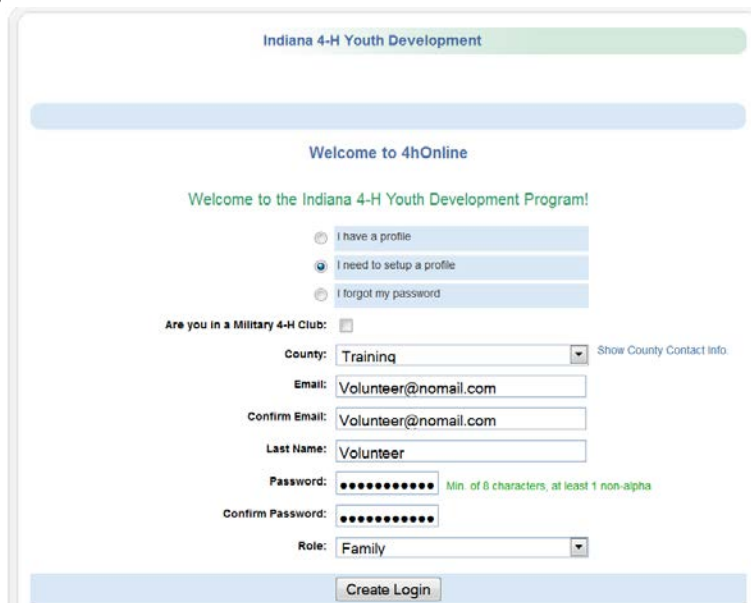
### Enrolling in 4HOnline as a NEW Adult Volunteer

Individuals expressing interest in becoming a 4-H Adult volunteer should visit the local Purdue Extension Office to complete the paper application and screening process. Once the application and screening process has been completed and assigned a volunteer role by the 4-H Youth Extension Educator, adult volunteers can be added into 4HOnline.

Your [county Purdue Extension office](#) staff can assist you with beginning the Adult Volunteer enrollment process in 4HOnline, the preferred method of enrollment, or provide you with a paper enrollment form.

To enroll in Indiana 4-H through the 4HOnline data management system, you need a computer or tablet, internet access, a valid e-mail address and a web browser.

1. Go to <https://in.4honline.com> (notice there's no "www" in that address).
2. Click "I need to set up a profile". A drop down menu will appear. Select the county of your assigned 4-H volunteer duties, then type in your **valid** family e-mail address.  
*\*E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information. If you do not currently have a valid email address, you can quickly create one for free using Google's Gmail, Yahoo mail or any other free email client of your choice. See the company website of your choice for information on setting up a free email account.*
3. Confirm your e-mail address.
4. Type in your household's last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)
5. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
6. In the Role field select Family.
7. Click on "Create Login"



The screenshot shows the "Create Login" form on the 4HOnline website. At the top, it says "Indiana 4-H Youth Development" and "Welcome to 4hOnline". Below that, it says "Welcome to the Indiana 4-H Youth Development Program!". There are three radio button options: "I have a profile", "I need to setup a profile" (which is selected), and "I forgot my password". Below these is a checkbox for "Are you in a Military 4-H Club:". The form includes several input fields: "County" (a dropdown menu set to "Training"), "Email" (text box with "Volunteer@nomail.com"), "Confirm Email" (text box with "Volunteer@nomail.com"), "Last Name" (text box with "Volunteer"), "Password" (text box with masked characters and a note "Min. of 6 characters, at least 1 non-alpha"), "Confirm Password" (text box with masked characters), and "Role" (a dropdown menu set to "Family"). At the bottom of the form is a "Create Login" button.

To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.

**This is the Family Information page. Fill in requested information correctly and completely. All fields in BOLD are required information.**

8. Make sure that you choose your correspondence preference to either "Mail" or "Email". If you choose Mail as your correspondence preference, then most of your correspondence with your county Purdue Extension Office will come via the US postal service. If you choose Email as your correspondence method, then most of your communications from the county Purdue Extension office will be through Email.
9. Do not check the "update member records" box at this time.
10. You do not need to complete the Password Management section as this time. You have already created your 4HOnline password on the Login Page.
11. Click on the "Continue" button at the bottom of the page.

The screenshot shows the 'Family Information' page. At the top, it says 'Logged in as Volunteer' and 'Home | My Member List'. Below that are tabs for 'Email History', 'Family', 'Family Settings', and 'Login History'. The main section is 'Family Information' with a sub-section 'Profile Information'. Fields include: Email (Volunteer@nomail.com), Last Name (Volunteer), Mailing Address (922 W State St), City (West Lafayette), State (Indiana), Zip Code (47907), Primary Phone (765-555-5578), Correspondence Preference (Mail), and 4-H County (Training). There is a checkbox for 'Update member records with the same address'. Below is a 'Password Management' section with fields for Current Password, New Password, and Confirm New Password, and an 'Update Password' button. At the bottom is a 'Continue >>' button.

**You are now at the "Member List" page.**

12. In the drop down box under "Add a New Family Member", select "Adult" and click on "Add Member".

The screenshot shows the 'Member List' page. At the top, it says 'Logged in as Jackson' and 'Home | My Member List'. Below that are tabs for 'Personal Information', 'Additional Information', and 'Participation'. The main section is 'Member List'. It contains a paragraph explaining that Indiana 4-H recognizes two types of members: Youth members (grades K-12) and Adult Members (approved Adult Volunteers). Below this is a section for 'Add A New Family Member' with a dropdown menu for 'select a member type' and an 'Add Member' button. There is also a 'Jackson Family List' section with contact information for Jackson County.

**This is the "Adult Personal Information" screen. Fill in all information for this member correctly and completely.**

13. If you have a DIFFERENT e-mail address than the family one entered at login, enter it in the Email box.
14. If your last name is different than the household name, make that change on this page.
15. Complete each field in **BOLD**. These are required fields.
16. **Text messaging:** This is optional. Enter your cell phone number, check the box if you are willing to receive text messages via 4HOnline, and choose your cellular provider from the list. Texts will be used for last minute meeting notices and other priority information, only from county staff, not auto-generated through the program.
17. Are you a volunteer? Mark "yes" if you are a screened and approved 4-H Adult Volunteer.
18. Ethnicity – if you consider yourself to be a part of the Hispanic culture, mark "yes".
19. Race - You may choose as many of the options that apply or mark "prefer not to state". The choice is yours.
20. Choose your residence.
21. Complete the Military Service of Family only if it applies.
22. **When you have completed this page, click "Continue." This brings you to the Additional Information Page.**

The screenshot shows the 'Adult Personal Information' page. At the top, it says 'Logged in as Jackson' and 'Home | My Member List'. Below that are tabs for 'Personal Information', 'Additional Information', and 'Participation'. The main section is 'Adult Personal Information' with a sub-section 'Profile Information'. Fields include: Email (Jackson@nomail.com), First Name (Grace), Middle Name (E), Last Name (Jackson), Suffix, Preferred Name, Mailing Address (315 Moorehouse Rd), City (West Lafayette), State (Indiana), Zip Code (47905), Birth Date, Gender (Female), Primary Phone (765-555-5517), Correspondence Preference (Mail), Cell Phone, I wish to receive notices via text message (checkbox), Work Phone, and 4-H County (Training). A note at the top says 'All fields in BOLD are required. Please complete all other information that applies to you.'

**Authorizations and Releases**

23. All fields are required. Select an option if there is a choice, or check the "I agree..." box.
24. The authorization sections include Adult Behavioral Expectations, National and State Sex and Violent Offender Registry Check, Personal Liability Waiver, the Purdue University Vehicle Use Policy and Volunteer Required Signatures.
25. Double-check the transportation option that is selected is correct.
26. All fields must be filled in before you can click the Continue button.
27. Type your legal name in the membership signature box. This will serve as your electronic member signature.
28. *By logging on with your login email address and password, you are indicating that you are the correct person to agree to the terms*
29. When you have completed this page, click "Continue."

**PURDUE EXTENSION** Indiana 4-H Youth Development Logout

Logged in as **Borameke, Christy** Home | My Member List

Enrollment **Member Settings**

Personal Information **Additional Information** Participation

### Additional Information

Please complete the authorizations on this page. You must complete each section in its entirety before you can advance to the next page of the enrollment process. Contact your county 4-H Youth Development Extension Educator with any questions you have regarding any of these authorizations.

#### Adult Behavioral Expectations

**To Promote the Well-Being of Youth for Faculty, Extension Educators, Staff and Volunteers Who Work with 4-H Youth Development Programs in Indiana**

*"Those who believe in and work with youth have confidence in our future."*

These Adult Behavioral Expectations give faculty, educators, staff and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. When all faculty, educators, staff and volunteers sign a copy of this document, individuals are making a collective statement that youth in the 4-H Youth Development Program are being treated with respect, dignity, and attention to individual needs. The faculty, educators, staff and volunteers who work with the 4-H Youth Development Program in Indiana are proud of the quality educational programs provided to youth of this state and to their personal commitment to nurture the positive growth and development of youth.

In my role as a 4-H Youth Development Program faculty, educator, staff, or volunteer I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for youth.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Under no circumstances allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology and social media in an appropriate manner that reflects the best practices in youth development.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

I acknowledge that I accept the terms and conditions of the Adult Behavioral Expectations. REQUIRED

#### National and State Sex and Violent Offender Registry Checks

I authorize the Purdue University Cooperative Extension Service to conduct a search of the current national and state sex and violent offender registries and release my information found on the registries to the Purdue University Cooperative Extension Service. REQUIRED

#### Personal Liability Waiver

I understand that participating in 4-H activities can involve certain risks to me and I accept those risks. I hereby release and discharge Purdue University, The Trustees of Purdue University, the County Commissioners, the Purdue Cooperative Extension Service, and each of their trustees, officers, appointees, agents, employees, and volunteers ("Released Parties") from all claims which I might have for any injury or harm to me, including death, arising out of my participation in any activity related to the 4-H program, even if such injury or harm is caused by the negligence or fault of any of the Released Parties. I do not, however, release these individuals and entities from liability for intentional, willful, or wanton acts and this release shall not be construed to include such acts.

I accept the terms and conditions of the Personal Liability Waiver  REQUIRED

#### Vehicle Use Policy

During the spring of 2010, Purdue University implemented a new vehicle use policy that applies to all university faculty, staff, students and volunteers. Any Vehicle driven while conducting University Business must be operated in a safe and courteous manner. Vehicles must be operated in compliance with all applicable laws and Purdue policies. This policy includes volunteers when working with 4-H Youth Development Programs.

All individuals who operate vehicles (including personal vehicles) on University Business are required to meet Minimum Driver Qualifications. Drivers will self-certify that they meet the minimum driver qualifications. Drivers who fail to adhere to this policy and its related procedures may be deemed not to qualify for indemnification from the University, and may be subject to disciplinary action as deemed appropriate.

15 passenger vans, motorcycles, scooters, mopeds, and similar vehicles may not be used to conduct University Business or for any other University purposes.

Reason for this policy:  
The use of Vehicles is necessary to almost all programs and activities of Purdue University. Given the number of vehicles in use and the total miles driven, it is necessary to have policies in place to manage the risks associated with the use of vehicles. The University's primary concern is to avoid injuries and property damage to those affiliated directly with the university and the general public by promoting the safe operation of vehicles used for University Business or for any other University purposes. Accidents may cause injuries, fatalities, and property damage, and may also result in claims against the University arising from third party liability, property damage, worker's compensation injuries, and business interruption.

This document establishes University policy for operating any vehicle while conducting University Business or for any other University purposes. It defines the procedures that are in place to minimize the potential for accidents and losses, and serves as a guide to departments in managing those vehicles under their control.

#### Minimum Driver Qualifications:

1. Drivers must possess a valid US or Canadian driver's license with a classification appropriate to the type of vehicle being driven.
2. Drivers must be at least 18 years of age and have 1 year of licensed driving experience.
3. Drivers must have an acceptable driving record as defined in the chart below.

Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>• 2 or fewer moving violations in the past 3 years</li> <li>• 1 or fewer at-fault crashes in the past 3 years</li> </ul>	<ul style="list-style-type: none"> <li>• 4 or more moving violations in the past 3 years</li> <li>• 3 or more at-fault crashes in the past 3 years</li> <li>• Any single citation in the past 3 years for any of the following:               <ol style="list-style-type: none"> <li>1. Any alcohol or drug-related driving offenses</li> <li>2. Refusal to submit to a blood alcohol test</li> <li>3. Reckless driving</li> <li>4. Leaving the scene of an accident</li> <li>5. Any felony crime committed with a vehicle</li> </ol> </li> </ul>

I am certifying that I am in compliance with all requirements established by the Purdue University "Use of Vehicles for University Business" policy.

I am certifying that I am not in compliance with all requirements established by the Purdue University "Use of Vehicles for University Business" policy.

#### Volunteer Required Signatures

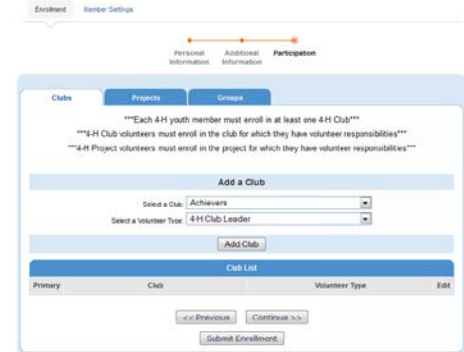
I have read and completed all sections above.  REQUIRED

Member Signature  REQUIRED

<< Previous Continue >>

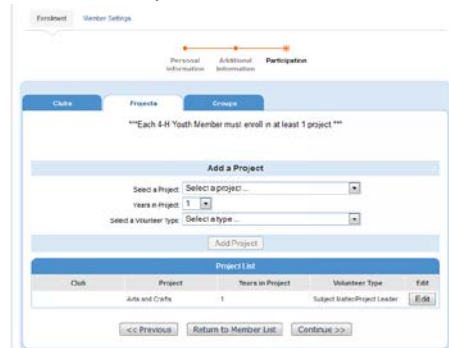
**The Clubs/Projects/Groups page is where you will select a 4-H club and projects for the current 4-H year.**

30. If you are a 4-H Club Volunteer, select the appropriate club from the list.
31. Be sure to click “Add Club”.
32. Add additional clubs if you have 4-H Club Volunteer responsibilities for more than one club.
33. Click the “Continue” button.
34. If you are not a 4-H Club Volunteer, click the “Continue” button.



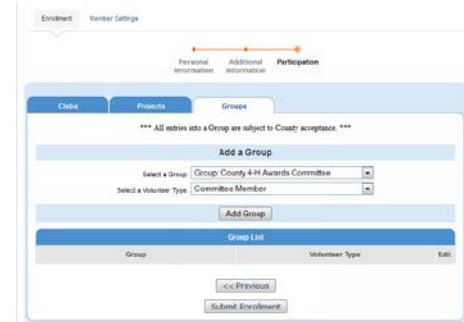
**The “Projects” tab.**

35. If you are a Project Leader/Volunteer under “Select a Project” click on the drop down menu and select the first project for which you have 4-H Adult Volunteer responsibilities.
36. “Years in Project” – Select the number of years you have been a project leader for this project.
37. Select your role as a Volunteer for this Project
38. Click on “Add Project”.
39. For each additional project that you are a volunteer, repeat the steps above.
40. If you are not a Project Volunteer, click the “Continue” button.



**The “Groups” tab**

41. If your assigned 4-H Volunteer responsibilities is to serve as a Committee Member, 4-H Council Member, Fair Board Member, or in an advisory role, click on the drop down menu and select the appropriate Group and Volunteer Type.
42. Once you have entered all your club(s), project(s), and/or group(s) you need to click on “**Submit Enrollment**” and you are done!



If there is another new 4-H Adult Volunteer in your family enrolling in 4HOnline, they will need to repeat this process beginning at the Member List page.

Once your enrollment has been submitted, it is sent to your county Purdue Extension Office to be reviewed. If there are any issues with your enrollment – incorrect or missing information, etc. – you will receive an e-mail with instructions for logging back in (with the same email/password you set up) and making the necessary corrections. If there are no issues, you will receive an e-mail stating that you have been accepted and will have access online to your enrollment to make any updates throughout the 4-H year.

Keep your login (family email address) and password handy so that you can log in to the website and update your records as needed. Changes in address, phone number and email address are items that should be kept up to date.

Next year, when it's re-enrollment time, you'll log in to the records you created this year, and simply "reactivate" any members or adult volunteers in your family—the family information only needs to be entered once.

### **FAQ – Frequently asked Questions**

#### ***Passwords and E-mail Addresses***

**Q: I forgot my password, how can I get it?**

A: On the login page, click on "I forgot my password" and then click "Send My Password". The Password will be sent to the Email address associated with the Family login.

**Q: I forgot the e-mail address that I used, how can I get it?**

A: You will need to contact your county Purdue Extension office and ask them to look at your Family profile for the correct e-mail address.

**Q: I requested my password to be sent, but it never came, what can I do?**

A: Contact your county Extension office and ask for your password to be reset. Also be sure that you confirm with the county Purdue Extension Office the email address associated with the Family login. You should also check your spam or junk mail folder to be sure the e-mail notices are not being placed in that folder.

**Q: I completed my profile over a week ago and my enrollment status it is still listed as "pending", what do I do?**

A: Contact your county Purdue Extension office and ask them to review your enrollment, or ask if there are any issues with it.