OVERVIEW

Minnesota 4-H is investing in its most valuable asset: VOLUNTEERS.

As a volunteer, you are invited to access dynamic, interactive 30 minute online trainings anytime, day or night. Currently available trainings and more information is available at www.4-H.umn.edu/volunteer/online-training

LOGGING IN TO YOUR FAMILY ACCOUNT

To get started, you'll need to log in to 4HOnline. 4HOnline is built around 4-H “Family Logins”, which means that the first step is to log in to your family's 4HOnline account.

1. Go to https://mn.4honline.com (notice that there is no “www” in that address).
2. Click on [I have a profile], enter your family email address and password to log in.
3. If you do not know your password, use the [I forgot my password] option to have your password emailed to you.

- If your family did not enroll online, but you did supply a valid email address, you can still log in to your account using the [I forgot my password] option.
- If your family did not supply an email address, or you are otherwise unable to log in, contact your local Extension staff: www.4-H.umn.edu/county
Once you are logged in you will see the family “home page”.

4. Click on “Continue to Family”

This will take you to the [Member List] screen, where all youth and adult (volunteer) family members are listed.

- If you are listed as Inactive, you must first initiate the re-enrollment process. For information about re-enrolling, please visit www.4-H.umn.edu/4honline
- If you are not listed as an Adult (Volunteer), you can begin the process of becoming a volunteer here: www.4-H.umn.edu/volunteer/#application

5. Click on “Edit” next to your name:

This will then take you to your Personal Information page

6. Click on “Trainings”
At this point you will be able to view two training lists. (Use the button at the right of the screen to switch between the two listings.)

- **Available Trainings** – trainings open to you. (Check back from time to time as trainings are added!)

  ![Available Trainings](image)

- **My Trainings** – training you have started and/or completed

  ![My Trainings](image)

7. To start a new training, click on the “Available Trainings” **button**.

  ![Available Trainings Button](image)

This will then list the trainings open to you

8. Click on “Sign up” to begin.

  ![Available Training List](image)
This will take you to a page that is specific to the training you have selected.

Be sure to read all the instructions provided on that page. Most trainings have handouts that need to be downloaded and all trainings include a post-survey for after you complete the training.

As each training step is completed, a green check mark will appear (you may need to refresh your browser page for the status to update). When all steps are finished, the training status will change from “Incomplete” to “Complete”.

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If you desire to re-view the course module after it has been completed, you will not be able to use the “Take the Course” link. (Retaking a course would overwrite your previous pass through and eliminate your “complete” status).

Instead, use the link located near the end of the “Instructions”.

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