



4HOnline user guide

Online training for 4-H adult volunteers

OVERVIEW

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

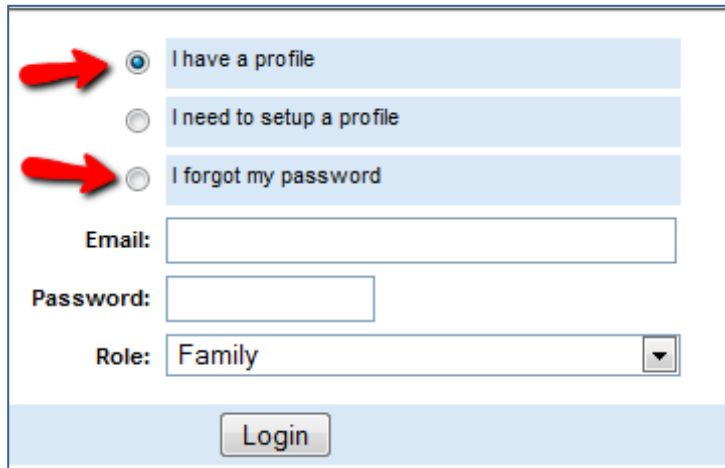
As a volunteer, you are invited to access dynamic, interactive 30 minute online trainings anytime, day or night. Currently available trainings and more information is available at

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.

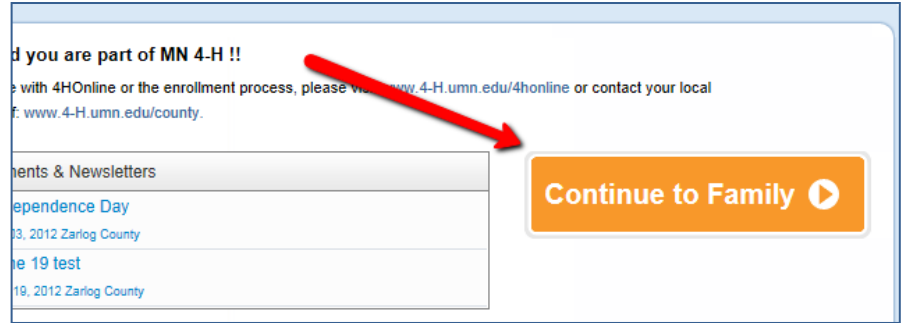
1. Go to <https://mn.4honline.com> (notice that there is no "www" in that address).
2. Click on [I have a profile], enter your family email address and password to log in.
3. If you do not know your password, use the [I forgot my password] option to have your password emailed to you.



- 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.

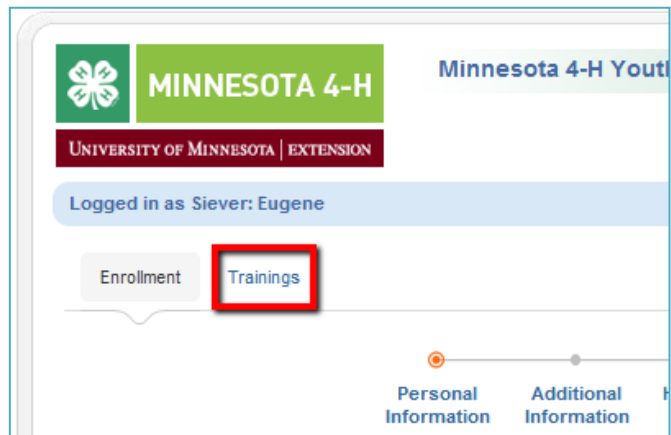
- If you are listed as Inactive, you must first initiate the re-enrollment process. For information about re-enrolling, please visit www.4-H.umn.edu/4honline
- If you are not listed as an Adult (Volunteer), you can begin the process of becoming a volunteer here: www.4-H.umn.edu/volunteer/#application

5. Click on “Edit” next to your name:

7)	Eric Siever	Youth	464984	Active	2012-2013	Edit
8)	Eugene Siever	Adult	420409	Active	2012-2013	Edit
9)	Ferman Siever	Adult	345779	Pending	2011-2012	Edit
10)	Harry Siever	Adult	315298	Pending	2011-2012	Edit

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.)

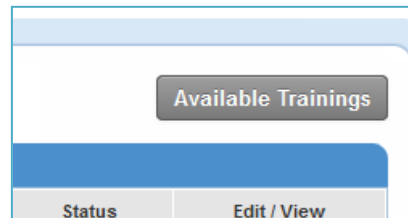
- **Available Trainings** - trainings open to you. (Check back from time to time as trainings are added!)

Available Trainings	
Available Training List	
Training	Type

My Trainings - training you have started and/or completed

My Trainings	
My Training List	
Training	Type
4-H Project Leaders - Where the Action Starts!	Online adult volunteer training - fall, 2012

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



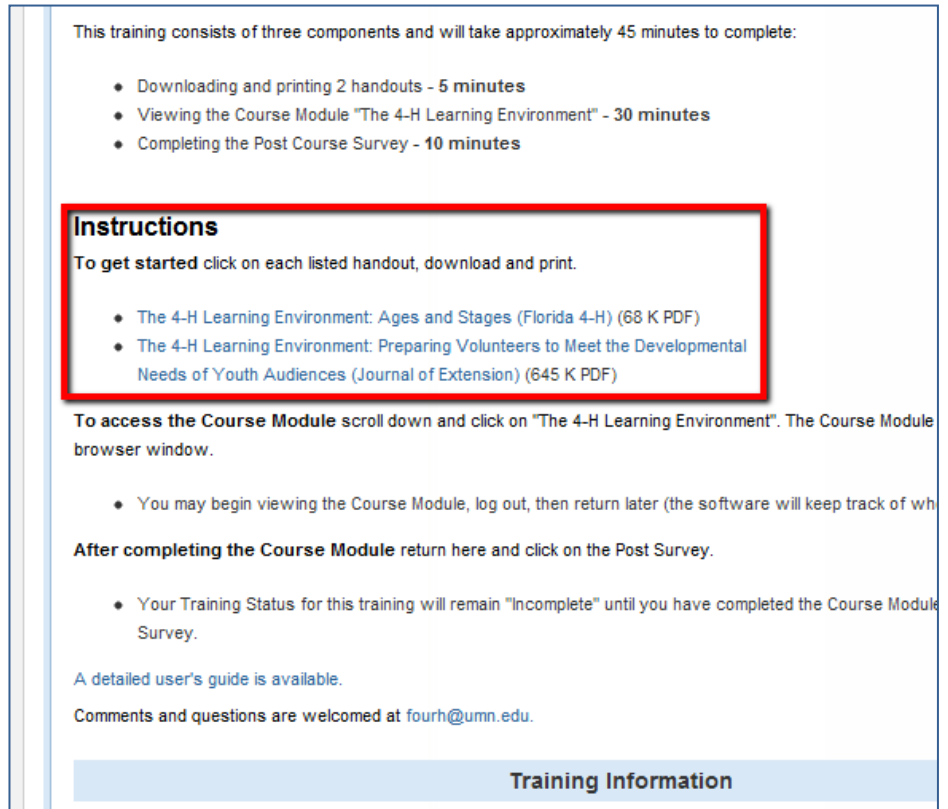
This will then list the trainings open to you

8. Click on “Sign up” to begin.

Available Training List		
Training	Type	Sign Up
4-H Project Leaders - Where the Action Starts!	Online adult volunteer training - fall, 2012	Sign Up

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.



This training consists of three components and will take approximately 45 minutes to complete:

- Downloading and printing 2 handouts - 5 minutes
- Viewing the Course Module "The 4-H Learning Environment" - 30 minutes
- Completing the Post Course Survey - 10 minutes

Instructions

To get started click on each listed handout, download and print.

- The 4-H Learning Environment: Ages and Stages (Florida 4-H) (68 K PDF)
- The 4-H Learning Environment: Preparing Volunteers to Meet the Developmental Needs of Youth Audiences (Journal of Extension) (645 K PDF)

To access the Course Module scroll down and click on "The 4-H Learning Environment". The Course Module browser window.

- You may begin viewing the Course Module, log out, then return later (the software will keep track of wh

After completing the Course Module return here and click on the Post Survey.

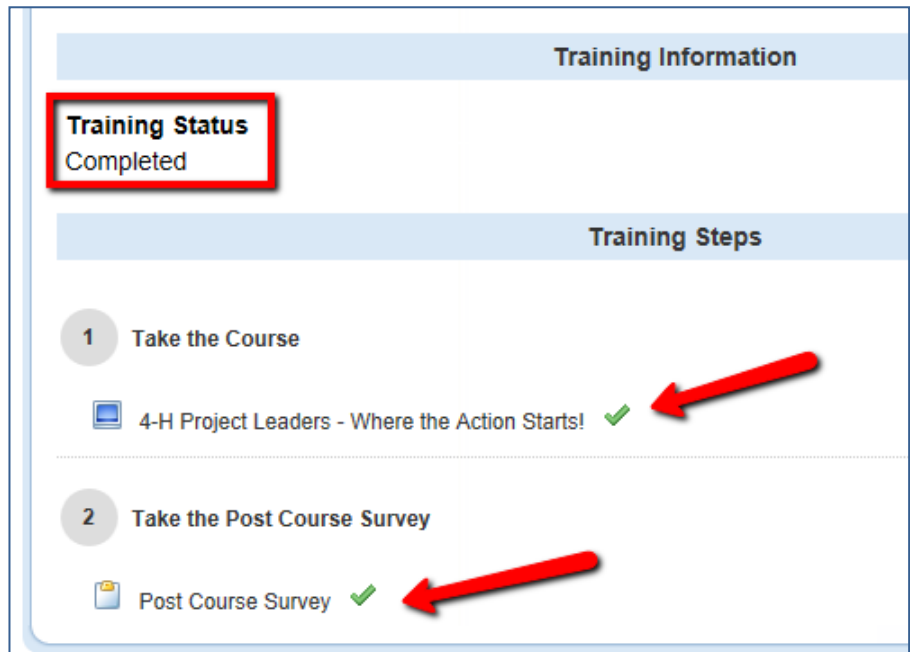
- Your Training Status for this training will remain "Incomplete" until you have completed the Course Module Survey.

A detailed user's guide is available.

Comments and questions are welcomed at fourh@umn.edu.

Training Information

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".



Training Information

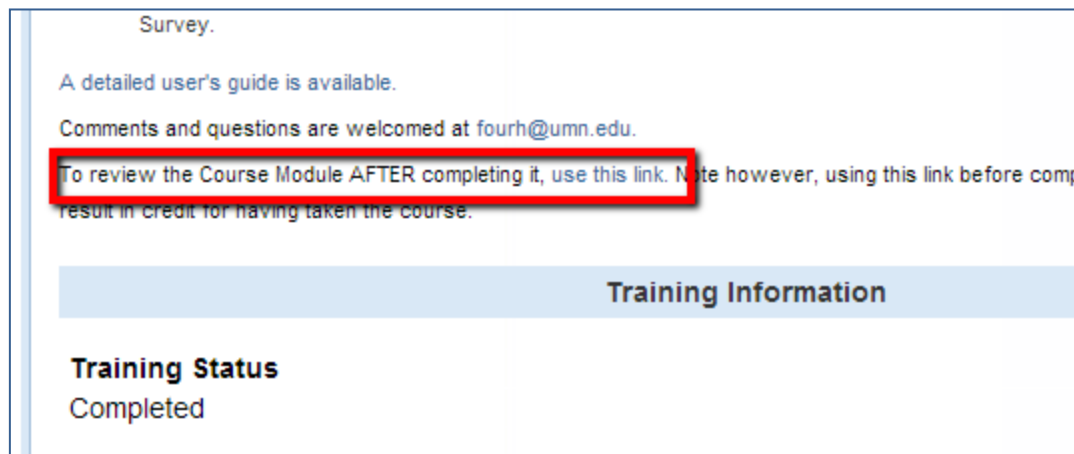
Training Status
Completed

Training Steps

- 1 Take the Course
 - 4-H Project Leaders - Where the Action Starts! ✓
- 2 Take the Post Course Survey
 - Post Course Survey ✓

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”.



Survey.

A detailed user's guide is available.

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To review the Course Module AFTER completing it, use this link. Note however, using this link before completion will result in credit for having taken the course.

Training Information

Training Status
Completed

Updated: February 12, 2013