Using 4-H Online
Logging In, Updating Information and Re-Enrolling

- Be sure to contact your county 4-H office for details specific to your county.
  - Why? Because some county offices allow families to manage their own 4-H Online enrollment while others prefer to collect paper enrollment and 4-H participation forms.
  - If your county allows families to manage your enrollment, you will need to know what family email address and password to use.
- These steps must be completed by a parent or guardian.
- The only people who will have access to your family information are your club organizational leader, county 4-H extension staff and state faculty.

**How to Log In to 4-H Online**
1. Go to [https://florida.4honline.com](https://florida.4honline.com)
2. Enter your family email address and password. If your email changed, enter the address associated with your 4-H online account to log in first and then change it.
3. Click on “Login” (“I have a profile” and Role “Family” are already selected).
- If you forgot your password: Click on “I forgot my password” to be emailed a temporary password (may take 30 minutes) and use it to log in. Your family profile will open and you will be prompted to enter a new password of your own choosing.
- If you forgot your family email address, please contact your county 4-H office for assistance. Do not create a new log in! Instead, contact your county 4-H State Office for assistance.

**How to Update Your Member List and Profile**
To add a member-
- On the “Add New Family Member” drop down menu, select either “youth” (4-H member) or “adult” (volunteers, alumni, etc.) and click “Add New Member”.
- Complete the Personal Information, Additional Information and Participation pages. See- “Using 4-H Online- Enrolling for the First Time” for tips on these pages.

To change the Family Information or Password
- Click “Edit Family”
- Change the appropriate information
- Check the box “Update member records with the same address” to apply the changes to all members of the family (family email is not automatically copied over each member email address).

To update a Member’s Information
- Click Edit next the member’s you’d like to update.
- Make the appropriate changes and click “Continue” at the bottom of the screen to save the changes.
If you’ve moved to a new county
  o Contact the 4-H office in the county showing on your family profile, they will need to edit your family profile and pick the county you prefer.

**How to ReEnroll**

- Login to your family in 4-H online.
- Click Edit on a Family Member to open their Personal Information screen.
- Review their Information then click “Enroll for 2011-2012” and then update any changed information
- Click Continue to Additional Information and update for the current year.
- Carefully review Emergency Contacts, Medical History, and change the Date to the current report year. The 4-H Code of Conduct and Health History questions are in the “Additional Information” section
- Click Continue to the Participation Information and verify Club, Project, and Group Memberships and roles. The program assumes re-enrollment in the same Clubs and Projects but increases the Year in Project. Delete any Clubs and Projects you will not be in during the new year. Continue to move to the next Tab (screen). Click on ‘Submit Enrollment’ to complete re-enrollment for this 4-H year.
- Enrollment Status will change to Pending and will remain Pending until Confirmed by the Club leader and Reviewed and Accepted by the County. Once Accepted, the Enrollment Status changes to ‘Active’