

# Re-Enrolling in 4-HOnline

## Returning 4-H Family Enrollment Guide



This guide will help you when re-enrolling in 4-HOnline.

### Step 1: Visit <https://oh.4honline.com/>

- Use the confirmed email address you received from the OSU Extension office.
- Select the “Reset Password?” option. Then check your email for a password reset link.
  - Do not set up a new profile.

### Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, click “Enroll Now” next to the profile of the appropriate member. Update the grade in school and confirm that you want to enroll in 4-H. Select “Enroll”.

### Step 3: Select Your Club(s)

- Select your 4-H Club(s) for this year by choosing the “Select Clubs” button.
- Verify that the county is correct at the top of the pop-up window.
- Select a volunteer type, if the member is a club officer.
- Select the club(s) by selecting “Add” next to the club name.
- If you need to select another club, choose the “Select Units” button.
- If you do not need to select another club, choose the “Next” button to continue.

### Step 3: Select Your Project(s)

- Select your 4-H projects(s) for this year by choosing the “Select Projects” button.
- If you are enrolling in projects for more than one club, you will want to verify that you have selected the correct club at the top of the project pop-up window.
- Cloverbud members in kindergarten through second grade should select project number 710GPM, Cloverbud Activities.
- Select the project from the list by clicking the “Select” button next to the project name.
- Another pop-up window will ask you to confirm the years in that project. If the number of years is correct, click the “Add” button.
- Some projects will automatically prompt you to electronically sign the appropriate project consents. Type your names in the boxes to affirm your agreement.
- If you need to select more projects, choose the “Select Projects” button to continue.
- Select all of the projects for this year before clicking “Next” to continue the enrollment process. If you need to make project changes after submitting your enrollment, you will need to contact the OSU Extension office to make that change. All add, drop, or changes to projects must be requested by May 15.



**Step 4: Continue Enrollment Questions**

- Select the “Show Questions” button and complete the additional member information questions. Complete all of the required fields as indicated and click “Next”.

**Step 5: Review and Sign Consent Forms**

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. Both the member and a parent/guardian names should be typed into the boxes and click on the agreement buttons.

**Step 6: Review Enrollment**

- Review your enrollment and select “Submit”.
  - Remember, do not select submit until you are sure that you have selected all of your projects for this year.

**You have now successfully submitted your enrollment!****Need to make changes?**

- If you need to make changes before your enrollment is reviewed and accepted by 4-H professionals, you will need to contact your county Extension Office to request a change.

**Need to Re-Enroll Another Member?**

- Continue re-enrolling other family members by selecting “Enroll Now” by their profiles and following the same process.

**Need to Enroll a New Member to an Existing Family?**

- Select the blue “Add Member” button at the top and create a new member profile.

