Volunteer Re-Enrolling in 4-HOnline
Returning 4-H Volunteer Enrollment Guide

This guide will help you when re-enrolling in 4-HOnline. It is only for Volunteers who have previously utilized 4-HOnline last year or in recent history.

**Step 1: Visit https://oh.4honline.com/**
- Use the same email and password used in previous years to log in.
- Don't remember the email address used in previous years? Contact your county Extension office.
- Select the *"Reset Password?"* option. Then check your email for a password reset link.
  - Do not set up a new profile. You must log into last year's 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 volunteer. Confirm that you want to enroll in 4-H. Select *"Enroll"*.

Step 3: Select Your Volunteer Type
- Choose the "Select Volunteer Type" button.
- Select Club Volunteer from the drop-down menu.
- Verify that *"Club Volunteer"* is selected at the top of the pop-up window and select your Volunteer role by clicking *"Add"* next to the role. Click "*Next"* to continue.
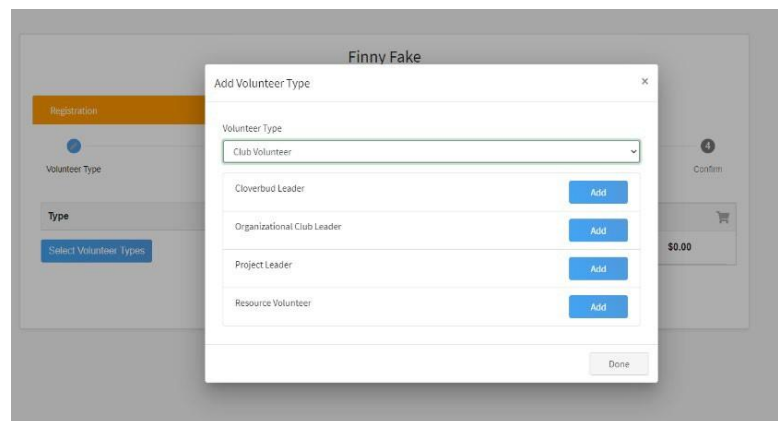
Step 4: Select Your Club
- Choose the "Select Units" button.
- Verify that your county is correct at the top of the pop-up window and select your club(s) by clicking *"Add"* next to the club name. Click *"Next"* to continue.

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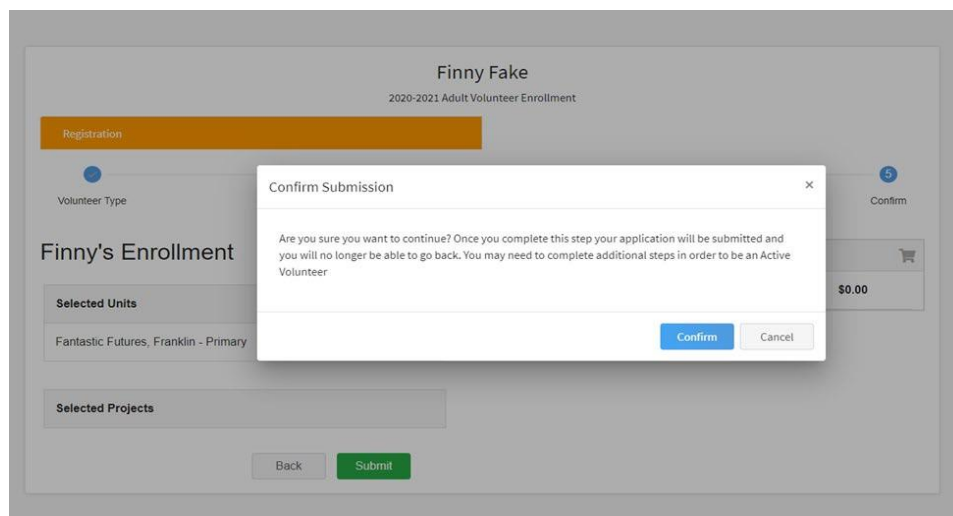**Step 5: Continue Enrollment Questions**
- Select the "Show Questions" button and complete the additional member information questions. Complete the required fields as indicated and click "*Next*".

Step 6: Review and Sign Consent Forms
- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. The volunteer name should be typed into the boxes and click on the agreement buttons. Complete the required fields as indicated and click "*Next*".

Step 7: Review Enrollment
- Review your enrollment and select submit.
  - A confirmation box will appear. Click "*Confirm*" to continue with the enrollment process.

****If you are a returning volunteer who requires an updated background check you will be prompted to continue to Step 8.****

Step 8: Complete Volunteer Screenings

Select the "Show Screenings" button and complete the additional volunteer information questions. Complete the required fields as indicated and click "*Submit*". Clicking submit allows 4-H professionals to begin processing your enrollment.

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.