

Go to: <https://california.4honline.com> **Skip first paragraph! Use these directions to start**

1. **Scroll down the page**, click on “I forgot my password”
(By the way...you didn't really forget it. We never gave it to you! But this is the easiest way to get it. Change it to something you like better and can remember yourself as soon as you login.)
2. Enter your Email address. (This is the family address we used to communicate with you.)
3. Click on “Send my password”. It will be sent to your Email address.
4. Copy the password from your Email. Return to the login screen and click “I have a profile” again.
5. Paste in your temporary password. Be sure “Family” is indicated as your “role”
6. Click on “Login”
7. Scroll down to Password Management
8. Reset your password by pasting in your temporary. Enter your own 8 characters with at least one number or symbol. Click Update Password - Click Continue.
9. Check your family information by clicking “edit family” next to the family name. Don't forget to click continue after you make any address, phone number or Email changes.
10. To RE-enroll, click on the “edit” button to the right of the name, last column. The personal information will appear.

Member List – page 1

- Scroll down and click “Enroll for 2009-2010”
- Check over all the information that was entered for you last-make corrections where necessary.
- **IF** you are an Adult Volunteer, Other, Jr/Teen Leader, or Club Officer check the “Yes” box under the Volunteer section or you the extra work you do will not be recorded and recognized.
- Be sure to look at the whole page and make any changes needed.
- Click on “Continue” at the bottom. This will save your changes and send you to the next page.
- Our county is not funded for mailing newsletter, do not check.

Additional Information – page 2

- Review all information that was entered for you last year – make corrections where necessary.
- Scroll down about /12 way and click the box for “Enrollment confirmation PY0910”
- Scroll down and click the box for the required annual UC “Waiver Confirmation” (downloading is optional)
- Save to your computer the Medical Release/Health History and Self Disclosure forms for adults to fill out later, prior to clicking the boxes
- Click “Continue” (Try not to use the tab key – be careful. It jumps around.)

Participation – Page 3 (Clubs, Projects, Groups)

- Scroll down on the drop down box to select the club you are in. Do not add a club until you check the Club List.
 - If you see a place for Volunteer Type, disregard this unless you are a Community Club Leader
 - If you are participating in the same club, click on “continue” This will take you to the Projects. Scroll down the list.
 - Look over your projects from last year (*age, school grade, years in 4-H and years in project have already been increased by 1 year*)
 - Add, edit or delete projects to reflect the 2009-2010 Program Year. When you add a project, be sure to select a volunteer type if you are an adult or a Jr/Teen Leader.
 - Click on “Submit Enrollment” (*We are not using the Groups function, so ignore it*)
 - This will take you back to the Member List page where you may Re-Enroll another family member OR add a * family member that were NOT enrolled last year. Repeat above process for each person.
 - When you have finished adding/re-enrolling members for your family, be sure to log out.
- **Reminder:** ALL adults are to have completed required orientation, live scan fingerprinting with DOJ approval PRIOR to joining club and helping out in any way.