

4HOnline Volunteer Orientation

The following instructions are for 4-H teen leaders and adults wishing to complete the Kansas 4-H Volunteer Orientation Trainings in 4HOnline.

| Login to your family's 4HOnline account at https://ks.4honline.com. Upon logging in, click the orange [Continue to Family] button. | I have a profile I need to setup a profile I forgot my password Email: emailaddress@gmail.com Password: Role: Family Login |
|---|--|
| 3. Click [Edit] next your name in the Member/Volunteer List. | Member/Volunteer List Membership ID Enrollment Status Last Active Year Edit 876161 Inactive 2014-2015 Edit 876175 Active 2016-2017 |
| Once inside your Personal Information profile, click the Trainings link at the top of the page. | Enrollment Member Settings Personal Additional Health Form Participation Adult Personal Information |
| 5. Click the gray [Sign Up for a Training] button. | Your Trainings Completed or In Progress Trainings Completed or In Progress Training Type Status Edit / View |
| A listing of available trainings will appear. Volunteer Orientation training modules must be completed in numerical order, beginning with Part 1 and ending with Part 9. 6. Click the [Sign Up] button to begin a training. | Sign Up for a Training Sign Up Training NEW Volunteer Orientation (Part 1 of 9) NEW Volunteer Orientation (Part 2 of 9) NEW Volunteer Orientation (Part 3 of 9) Section 1 Quiz |



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try again. A passing score is 80% or higher.

7. Click the name of the training to begin. Take the Course A new window will open with training content. NEW Volunteer Orientation (Part 1 of 9) REQUIRED 8. Click [Next] and the Video will start playing. NEXT > **VIDEO CAUTION** At the conclusion of a video, you have the option to Replay or close the video window. Once the video window is closed, the Kansas 4H Training Video 1 video is marked as successfully completed and it cannot be replayed. **VIDEO TIPS** A video transcript may be obtained by clicking the Resources link in the upper right corner of the video window. If you want to pause/resume a video, click on the video screen. To adjust volume, click on the speaker icon. 9. After the video ends, close the video player window if Trainings Completed or In Progress finished. The Trainings status on the module will change to Training "Completed." NEW Volunteer Orientation (Part Orientation Video 10. Click the **Trainings** link and [Sign Up for a Training] to continue completion of the Volunteer Orientation training Sign Up for a Training modules. **QUIZ TIPS** 11. Once all (9) Volunteer Orientation modules have been At the conclusion of a quiz, you have the completed, notify your local Extension office. You may option to Review, Retry or Finish the guiz. logout at any time. To retake a quiz, click the [Edit/Review] button and click the name of the training module to