

4-H Online Instructions

To set up your own “4-H family account,” please follow the steps below:

Got to:

Idaho 4-H Online: www.4honline.com

Click on: the state of Idaho in green on the map

- This will take you to the main Idaho 4-H Online page

Click on the radial button: “I need to set up a profile”

- Click on drop down box to: Caribou
- Type in a valid e-mail address (this will be important to receive 4-H information and to manage your account)
- Create password: needs to include at least 8 characters and 1 number in the password
- Click on: “family” in the drop down box

Click on: “create login”

This will take you to the family information screen to set up your family profile. Fill in the information. You can also change your password here if needed.

Click on: continue

This will take you to the member list screen. Your basic family information will be in the left corner box.

Go to: “Add a new family member” on the right

- Click on: the drop down box and select “youth” or “adult” (select adult if you are registering as an adult 4-H leader only! Parents do not make an individual family record!)
- Each 4-H member enrollment in your family will be need to be added to your family account.

Click on: continue

This will take you the “personal information” screen

- Fill out the information asked. **ALL BOLDED ITEMS NEED TO BE ENTERED!**

Click on: continue

This will take you to the “Additional Information” screen

- You will need to click on a radial button to accept or decline the photo consent release. Please read the code of conduct and type in your name and accept.

Click on: continue (More information on the back of this page)

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- This will bring you to the “participation” screen
- This will take you to a screen to add your club and link to projects (This step is not functional as of yet, but will be soon).

Enrollment completion:

- Enrollment fees at this time will still need to be paid to the 4-H office in person or by mail.
- After you have completed the enrollment process, your enrollment will be reviewed for authorization. You will be notified by e-mail when your enrollment has been accepted or if more information is needed.

Tips:

- You will be able to go into your family account and make necessary changes to contact information (addresses, phone numbers, emergency contacts, password etc.) when needed.
- Newsletters and 4-H events and activities can now be viewed online! This will be possible through an online calendar that will list Caribou county 4-H events, meetings etc.
- FFA family members are not to enroll online. This online enrollment process is for 4-H members and 4-H leaders only!

If you need assistance, please contact Lisa Barfuss at the UI Extension, Caribou County office at 208-547-3205.