Re-Enrolling through 4HOnline for Multnomah County
For families with an existing 4HOnline account with Multnomah County 4-H

2016-2017 (4-H Year begins October 1st)

**IMPORTANT NOTE BEFORE YOU BEGIN:**
It’s important that you read and follow these directions all the way through. It is a step by step explanation for you and may save you (and me!) some time in the long run.
Please let me know if there are any inconsistencies, non-working links, or missing instructions. This is a work-in-progress, and your feedback helps greatly!  Courtney.lobo@oregonstate.edu

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Go to your state’s 4HOnline login page located at <a href="https://or.4honline.com">https://or.4honline.com</a>.</td>
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<tr>
<td>2.</td>
<td>To login type in your family email. This would be the email address you used on the front of your enrollment form last year. If you cannot remember the family email you used please contact Courtney Lobo at <a href="mailto:courtney.lobo@oregonstate.edu">courtney.lobo@oregonstate.edu</a> she will send you the correct email. Remember you <strong>MUST</strong> have an email address to enroll.</td>
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<tr>
<td>3.</td>
<td>Enter your email address and select I <strong>forgot my password</strong>.</td>
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<tr>
<td>4.</td>
<td>Select <strong>Family</strong> as your role.</td>
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<tr>
<td>5.</td>
<td>Click <strong>Send My Password</strong>.</td>
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<tr>
<td>6.</td>
<td>Check your email account for your temporary password. Be sure to check your junk mail if you don’t find it in your inbox.</td>
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<tr>
<td>7.</td>
<td>Once you receive your password, select I <strong>have a profile</strong>.</td>
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<tr>
<td>8.</td>
<td>Enter the temporary password from the email message to the login page.</td>
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<tr>
<td>9.</td>
<td>Make sure <strong>Role</strong> says <strong>Family</strong>.</td>
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<tr>
<td>10.</td>
<td>Click <strong>Login</strong>.</td>
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<tr>
<td>11.</td>
<td>Once you log in, you will be prompted to create a new password. Enter a new password.</td>
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<tr>
<td>12.</td>
<td>Click <strong>Continue</strong> to go to your Family Member List.</td>
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</table>
13. The Member List will show all of the youth members and adult volunteers** in your family who were enrolled in the previous year.

14. **ADULT RECORDS**: Adults should only enroll if they are enrolling as a volunteer.

15. Click “Edit” next to the Inactive member you would like to re-enroll.

16. To update your family information, click **Edit Family**.

17. **TIMESAVER! The “Update all records with this info.” button** can save time when entering multiple youth records—just keep in mind it will populate the email address/cell number with YOUR info. We want to have youth email and cell # under each of their records, if they have them. (See #19)

18. Scroll to the bottom of the record review page and click **Enroll for 2017-2018**.

19. Update any personal information and **Click Continue at the bottom of the page**.

20. **EMAIL ADDRESSES & CELL #S**: The main adult contact email & cell phone number should be listed under the “Family” section. If the youth member has an email address and/or cell #, it should be listed under that member’s record. (See #16) **Click Continue**.

21. This page will show you have agreed to and signed the following documents: Risk Waiver, Code of Conduct and Health forms.

22. Mark the check boxes and put in the date. This section will be locked for editing after the enrollment has been submitted.

23. **Click Continue**.

24. Review and edit your Clubs. Only Clubs in which the member will participate during the current program year should be listed.

25. You are required to choose a club, if you don’t see yours listed, contact Courtney.lobo@oregonstate.edu

26. **Click Continue**.
27. Review and edit projects.
28. You are required to choose a project, if you don’t see yours listed, contact Courtney.lobo@oregonstate.edu

NOTE: Only projects in which the member will participate during the current year should be listed in the Projects tab. Previous year projects will remain on the Member’s enrollment history. Remove any projects listed in which the member will no longer participate.

CLOVERBUDS: Youth ages 5-8 (as of 9/1/17) should only add “Cloverbud” as a project.

29. Click Submit Enrollment.
30. Multnomah will receive notification of your enrollment. Once payment has been received at the Extension Office you will receive email notification that the County has reviewed and accepted your enrollment.

31. FINAL STEP -- Send payment to the Extension office for enrollment fees:
(Note: Unfortunately at this time, we cannot accept payment via credit card. Payment must be by check, sent to the county office, or cash paid in person — we hope to accept electronic payments in the near future. Thank you for your patience 😊)

PAYMENT:
$40.00 per member for annual enrollment.
$80.00 max per family. Make check payable to:

OSU Extension 4-H

Mail to:
OSU Ext. 4-H (Attn: Courtney)
3880 SE 8th Ave. Suite 170
Portland, OR 97202

TIPS:
- After your initial login, you will see the Families Home Page when you first log in.
- The Announcements and Newsletters section is where your County can post Newsletters,
Announcements and other important documents for you to view.

- To access your member list, click “Continue to Family.”
- If you would like to change your password at any time after your initial login, click “Change Password.”
- If you forget your password, please select “I forgot my password” from the login page. County and State offices do not have access to Family passwords.

- If, at any point, you would like to return to your start page, click on “Home.”
- To return to your member list from any page, click on “My Member List.”
- For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.