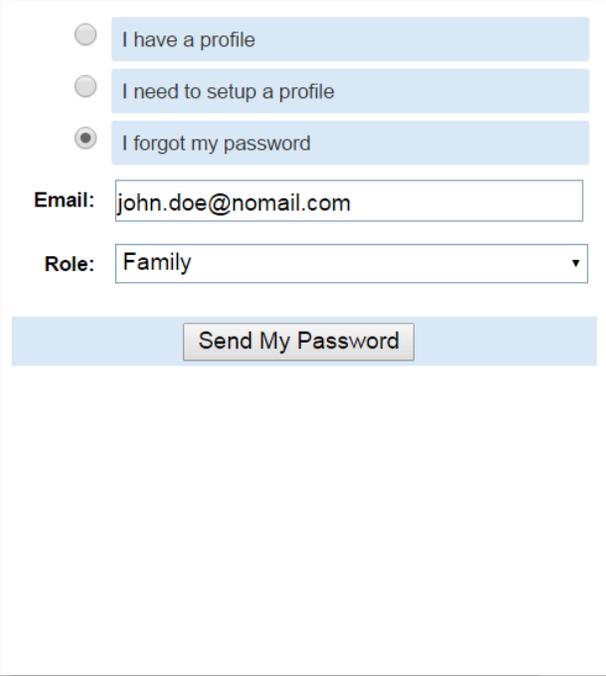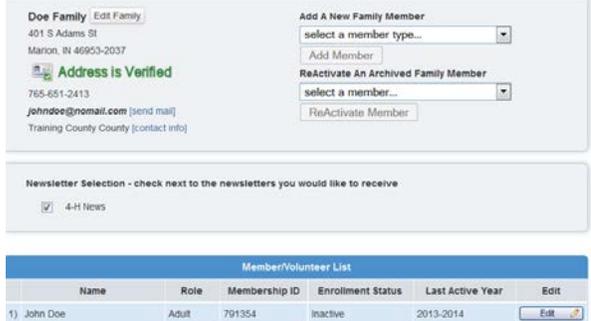# Re-Enrolling through 4HOnline
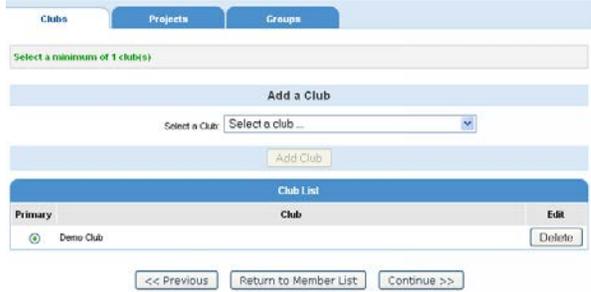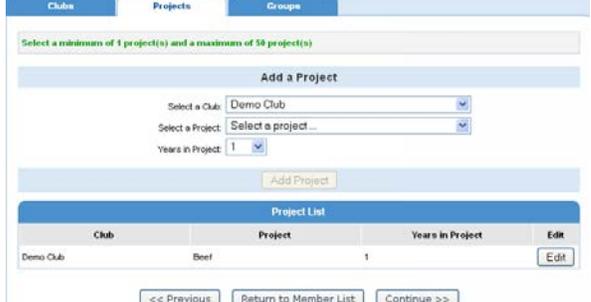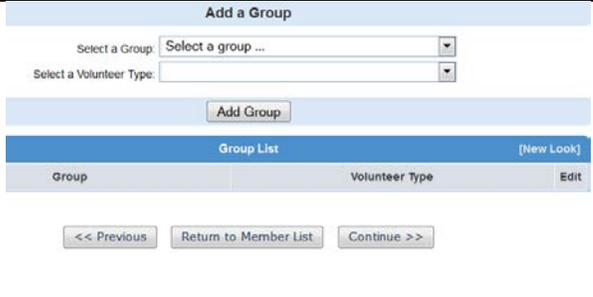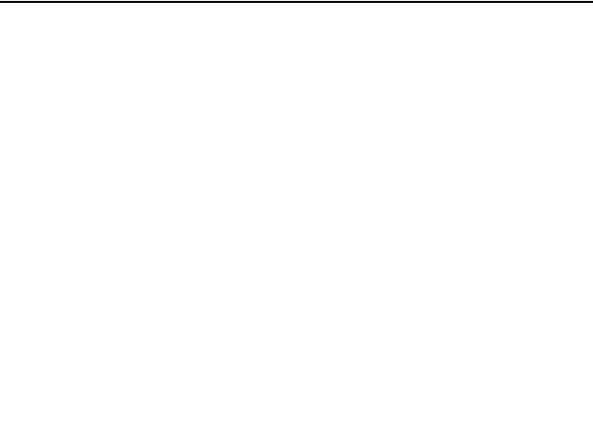
For families with an existing 4HOnline account

1. Go to the Indiana 4HOnline login page located at http://in.4honline.com. ** Please use Firefox, Google Chrome, or Safari as your internet browser when logging into 4HOnline. 2. If you have logged in to your 4HOnline account before and remember your password, log in to your account and skip to step #13. 3. If you have never logged in to your 4HOnline account before (in many cases where a County 4-H Office added the initial enrollment record), contact your County 4-H Office to obtain the email address that is on file for your account. If you do not have an email address on file, contact the County 4-H Office to add the email address to your account. 4. Enter your email address and select "I forgot my password." 5. Select Family as your role. 6. Click Send My Password.	I have a profile I need to setup a profile ● I forgot my password Email: john.doe@nomail.com Role: Family Send My Password
7. Check your email account for your temporary password. 8. Once you receive your password, select I have a profile. 9. Enter the temporary password from the email message to the login page. 10. Click Login.	● I have a profile I need to setup a profile I forgot my password Email: john.doe@nomail.com Password: •••••••• Role: Family Login
11. Once you log in, you will be prompted to create a new password. Enter a new password that you will remember. 12. Click Continue to go to your Family Member List.	**Please update your password** Password Management New Password: •••••••• Confirm New Password: •••••••• Continue >>

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. Click "Edit" next to the Inactive member you would like to re-enroll.
15. To update your family information, click Edit Family.

16. Scroll to the bottom of the record review page and click Enroll for 2015 - 2016.

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

18. Read the Additional Information carefully.
19. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted.
20. Click Continue.

21. Review and edit your Clubs if necessary. Only Clubs in which the member will participate during the current program year should be listed.
Click Continue.

22. Review and edit projects as needed.
Click Continue.

23. NOTE: Only projects in which the member will participate in during the 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.

24. Groups is optional. Add any Groups in which the member will participate during the current program year. Click Continue.	**Add a Group** Select a Group: Select a group ... Select a Volunteer Type: Add Group **Group List** [New Look] Group — Volunteer Type — Edit << Previous Return to Member List Continue >>
25. An individual invoice is created for every Youth member and Adult Volunteer. Enrollment is not complete until the enrollment is submitted **AND** payment of any applicable fees is received. Click Continue to view your invoice, select a payment method, confirm payment and submit your enrollment. 26. Your will receive email notification that your enrollment has been submitted. 27. You will receive a second email notification when the County has reviewed and accepted your enrollment.	
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 member enrollment pages, simply click on the page title under the navigation bar.	Logged in as Smith — Change Password Announcements & Newsletters — **Continue to Family** PURDUE EXTENSION — Indiana 4-H Youth Development — Logout Logged in as Blomeka: Kayta — Home | My Member List Animals / Livestock Enrollment Member Settings Trainings Personal Information — Additional Information — **Participation**