



# 4-HOnline: Re-Enroll Instructions for Families & Members

## 4-HOnline Re-Enrollment

### Log In

1. Go to <http://nm.4honline.com>
2. Log In Page
  - **If you know your password:** Select **I have a profile**, continue to step 3
  - **First time Users or Forgotten Password:** Select **I forgot my password**. Login with email provided to the Extension office. Click **Send My Password**. A temporary password will be emailed with detailed instructions. If you do not receive an email within 24 hours contact your Extension office
3. Login with the email provided to the Extension office
4. Select **Family** from the Role menu
5. Click **Login**
6. Passwords can be changed on the Welcome page. Click **Continue to Family**

### Inactive Users

1. On **Member List** page, click **Edit** next to the inactive member
2. On the **Personal Information** screen, scroll to the bottom and click **Enroll for 2013-2014**
3. Complete relevant information under **Profile Information**
4. Verify **Years in 4-H** and **School Grade**. Click **Continue**
5. Review and update **Additional Information**
6. Click **Continue**

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Kid	Youth	569021	Inactive	2012-2013	
2)	Kid1	Youth	569022	Inactive	2012-2013	
3)	Kid12	Youth		Incomplete		
4)	newkid	Youth		Pending		

Enroll for 2013-2014



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## Update Club, Project, Group

1. Select a **Club**. Each project will require a corresponding club selection
2. Select a **Project**
3. Select **Years in this project**
4. Select **Project Materials**
5. Click **Add Project**
6. If **NOT** continuing in a project: Click **Edit**, click **Delete**
7. When all projects are selected, click **Submit Enrollment**
8. The status will indicate **Incomplete** or **Pending**

Club	Project	Years in Project	Edit
Whiffles & Wranglers	Beef- Cattle Breeding	2	Update Delete
Whiffles & Wranglers	Shooting Sports- Pistol	3	Edit

## Incomplete Users

Incomplete users have either not completed the online enrollment or have not yet submitted enrollment.

1. Click **Edit** next to Incomplete user
2. Review and complete required information
3. Click **Submit Enrollment**
4. Status will change to **Pending**

	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Kid	Youth	569021	Inactive	2012-2013	Edit
2)	Kid1	Youth	569022	Inactive	2012-2013	Edit
3)	Kid12	Youth		Incomplete		Edit
4)	newkid	Youth		Pending		Edit