

4HOnline

4HOnline Project Leader - user guide

Created: November 6, 2012

Updated:

OVERVIEW AND INITIAL ACCESS

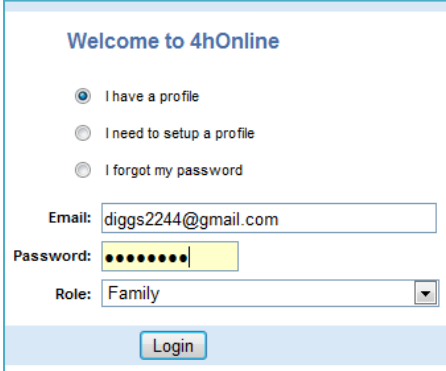
4HOnline offers two levels of access to adults. First, all adult family members have access to their family's enrollment data. Secondly, for those adults with designated leader roles, it is possible to grant "Club Manager" or "Project Leader" access, which provides greater access to member enrollment data.

To access 4HOnline as a Project Leader, you must:

- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the family email address used to enroll in 4HOnline.
- Know (or request from 4HOnline) your family login password.
- Be granted Project Leader access by Extension staff.
- Be provided with the project password by Extension staff.

To log on to 4HOnline:

1. Go to <http://ut.4honline.com>
(notice that there is no "www" in that address).
2. Enter your email address and password.



The screenshot shows the login interface for 4HOnline. At the top, it says "Welcome to 4hOnline". Below this are three radio button options: "I have a profile" (which is selected), "I need to setup a profile", and "I forgot my password". There are three input fields: "Email:" with the value "diggs2244@gmail.com", "Password:" with masked characters, and "Role:" with a dropdown menu set to "Family". A "Login" button is located at the bottom of the form.

If you are not yet enrolled in 4HOnline, instructions for enrolling as a new family are available at [Family Enrollment Get Started Guide](#) or contact your local Extension staff by going to your county 4-H office.

Once granted Club Manager access, you will see the [Project Leader Login] toolbar whenever you log in to 4HOnline:

We are glad you are part of MN 4-H !!
For assistance with 4HOnline or the enrollment process, please visit www.4-H.umn.edu/4honline or contact your local extension staff: www.4-H.umn.edu/county.

Announcements & Newsletters
November Clover Update
Oct 31, 2012 Goodhue County

Continue to Family

Club Leader Login
Select a profile ... Password: Login to Club

Project Leader Login
Select a profile ... Password: Login to Project

- Clicking on [Continue to Family] will bring you to your regular data access screens.
- To log in as a Project Leader, choose your name under [Select a profile], then select a project from the second dropdown.
- Enter the project [Password], which will be provided by your Extension staff.

After clicking on [Login to Project], you will see a list of members enrolled in this project.

- To print reports or mailing labels, click on the [Quick Reports]

Project Leader Manager
Leader: Bill Siever
Project: Photography (Countywide)

Quick Reports

MEMBERS						
Member	Member #	Status	Family Phone	Family Email	Club	
Anderson, Ryanne	297890	Active	320-679-6340	toddmehr@zarlog4h.com	Amboy Area Adventurers	
Milky, Peter	483621	Active	111-111-1111	beetfarm@earlywondertalltop.com	CSI Club	
Wiener, Maggie	309123	Active	555-555-5555	nieledy6@gmail.com	Jolly Rangers	

Additional reporting capabilities are being developed and will appear on this screen over time. Check for updates on www.ut.4honline.com

Created by University of Minnesota Extension