# Re-Enrolling through 4HOnline

For families with an existing 4HOnline account.

1. Enter your email address and select ‘I forgot my password’ if this is your first time to log in.
2. Select ‘Family’ as your role.
3. Click ‘Send My Password.’ Do not close the internet window.
4. Check your email account for your temporary password.
5. Once you receive your password, select ‘I have a profile.’
6. Copy and Paste your temporary password from the email message to the login page.
7. Click ‘Login.’
8. Once you log in, you will be prompted to create a new password. Enter a new password that will be easy for you to remember.
9. Click ‘Continue’ to go to your Family Member List.
10. The Member List will show all of the youth members and adult volunteers or leaders in your family who were enrolled in the South Dakota 4-H program for the 2011-2012 program year.

11. Click ‘Edit’ next to the member you would like to re-enroll.

12. To update a Family address, click ‘Edit Family’.

13. Scroll to the bottom of the record review page and click ‘Enroll for 2012 – 2013.’

14. Update any personal information on this page.

15. Click ‘Continue’ at the bottom of the page.
16. Read the text, check the appropriate check boxes and type your electronic signature.
17. Click ‘Continue’ to access the member’s Health Form.

18. It is very important that each member’s Health Form is complete and accurate. Enter the member’s Health information and click ‘Continue.’

19. The Participation page is where you will review and edit your Clubs and projects.
20. Review your Clubs and click ‘Continue.’

**Special Note: Cloverbuds may enroll in their local 4-H Club, but must also enroll in the Cloverbuds Group found under the Groups tab.**
21. Review and edit your projects.  

**Special Note: Cloverbuds are only eligible to enroll in the ‘Cloverbuds’ project.**

22. Click ‘Continue.’

23. Groups is optional.
24. Click ‘Submit Enrollment’ to submit your 2012 – 2013 re-enrollment.
25. Your County will receive notification of your enrollment.
26. You will receive 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, you will 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.