Using your family’s email and password, login to your existing family profile at https://ks.4honline.com. Do not create a new account. If you or your family have never created an account in 4HOnline, contact your local Extension office for assistance if needed.

Upon logging in, click the orange [Continue to Family] button.

Whomever wishes to take the Online Volunteer Orientation, should click [Edit] next to their name in the member/volunteer list. *The enrollment status must be Active.*

Once inside your Personal Information profile, click on the Trainings link at the top of the page.

Next, click the gray [Sign Up for a Training] button.

A listing of available trainings will appear. Click a [Sign Up] button to begin the training.

*Complete all Volunteer Orientation training modules in numerical order, beginning with Part 1 and ending with Part 9.*

Click the name of the training to begin.

A new window will open and the video will automatically start playing.
After the video or quiz ends, close the video player/quiz window.

Users will see the Training Status change to “Completed.”

Click the **Trainings** link and then the [Sign Up for a Training] button to continue selecting Volunteer Orientation trainings.

**Once all nine Volunteer Orientation training modules have been completed, notify your local Extension office. You may logout of 4HOnline at any time.**

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**Training Tips**

**Video**

- Click on the speaker icon to adjust volume if desired.
- Videos can be paused/resumed by clicking on the video screen.
- At the conclusion of a video, users have the option to Replay or Finish. Once finished, the video will be marked as successfully completed and the video cannot be accessed again.
- Users may obtain a video transcript by clicking the Resources link in the upper right corner of the video window.

**Quiz**

- A passing score is 80% or higher.
- At the conclusion of a quiz, users have the option to Review, Retry or Finish the quiz.
- To retake a quiz, click the [Edit/Review] button and click the name of the training to try again.