

# Colorado 4HOnline Enrollment Club Leader Login Information/Instructions

**NOTE:** Preferred browser is Mozilla Firefox but IE 8 is okay to use as well (except within the REPORT Section).

<https://colorado.4honline.com/> - Web site login screen

The screenshot shows the Colorado 4HOnline login interface. At the top left is the Colorado State University Extension logo. To its right is the text "Colorado 4-H Youth Development". Below this is a blue bar with "Welcome to 4hOnline". A green text block says "To access General Colorado 4-H information please visit the website at <http://www.colorado4h.org/>". A note box states: "Note: You do not need to worry about text in this area of the screen it is not relevant to you." The login form includes three radio buttons: "I have a profile" (selected), "I need to setup a profile", and "I forgot my password". Below these are input fields for "Email: enter family email", "Password:", and a dropdown menu for "Role: Family". A "Login" button is at the bottom of the form. Red annotations include: "Enter family email and your family password which is provided to you." pointing to the input fields; "Role = Family, Click 'Login'." pointing to the Role dropdown; "Make sure the Role is Family then click 'Login'" pointing to the Role dropdown; and "Select radio button 'I have a profile'" pointing to the selected radio button.

Your County Office Manager will provide a new password if this one is forgotten.

Once you have logged in, you will see a screen similar to the one below. Select the drop down list from "Select a profile" and select your name, the club will automatically appear (unless you are connected to more than 1 club), enter the Club Password provided by County Manager. Click "Login to Club." ***If you have lost or forgotten your password, please contact your County Manager.***

The screenshot shows the login interface for the Colorado 4-H Youth Development system. At the top left is the Colorado State University Extension logo. To its right, the text "Colorado 4-H Youth Development" is displayed in a green bar, with a "Logout" link in a blue bar to the right. Below this, a light blue bar indicates the user is "Logged in as Bauder". The main area is divided into two sections: "Club Login" (blue header) and "Family Login" (green header). The "Club Login" section contains a dropdown menu for "Select a profile ..." (currently showing "No items available"), a "Club Password:" input field, and a "Login to Club" button. The "Family Login" section contains a "Continue to Family >>" button.

You are now logged into the system! You can view all Members within your club and view Reports that have been shared by either the State office or County office. Any questions please notify your County Office.

