

The following instructions are for 4-H teen leaders and adults wishing to complete the Kansas 4-H Volunteer Orientation Trainings in 4HOnline.

<ol> <li>Login to your family's 4HOnline account at <u>https://ks.4honline.com</u>.</li> <li>Upon logging in, click the orange [Continue to Family] button.</li> </ol>	<ul> <li>I have a profile</li> <li>I need to setup a profile</li> <li>I forgot my password</li> </ul> Email: emailaddress@gmail.com Password: ••••••• Role: Family v Login
3. Click [Edit] next your name in the Member/Volunteer List.	Member/Volunteer List           Membership ID         Enrollment Status         Last Active Year         Edit           876161         Inactive         2014-2015         Edit         2014-2015           876175         Active         2016-2017         Image: Comparison of the status
4. Once inside your Personal Information profile, click the <b>Trainings</b> link at the top of the page.	Enrollment Member Settings Trainings    Personal Additional Health Form Particle   Adult Personal Information
5. Click the gray [Sign Up for a Training] button.	Errollment Member Settings Trainings Your Trainings Completed or In Progress Trainings Completed or In Progress Training Type Status Edit / View
<ul> <li>A listing of available trainings will appear.</li> <li>Volunteer Orientation training modules must be completed in numerical order, beginning with Part 1 and ending with Part 9.</li> <li>6. Click the [Sign Up] button to begin a training.</li> </ul>	Enrollment     Member Settings     Trainings       Sign Up for a Training     Sign Up       Training     Type       NEW Volunteer Orientation (Part 1 of 9)     Orientation Video       NEW Volunteer Orientation (Part 2 of 9)     Section 1 Video       NEW Volunteer Orientation (Part 3 of 9)     Section 1 Quiz



7. Click the name of the training to begin. A new window will open with training content.	1 Take the Course NEW Volunteer Orientation (Part 1 of 9) REQUIRED
<ul> <li>8. Click [Next] and the Video will start playing.</li> <li><b>VIDEO CAUTION</b> At the conclusion of a video, you have the option to Replay or close the video window. Once the video window is closed, the video is marked as successfully completed and it <u>cannot be replayed</u>. <b>VIDEO TIPS</b> <ul> <li>A video transcript may be obtained by clicking the Resources link in the upper right corner of the video window.</li> <li>If you want to pause/resume a video, click on the video screen</li> </ul></li></ul>	Kansas 4H Training Video 1 Resources Research and Extension
To adjust volume, click on the speaker icon.	
<ol> <li>9. After the video ends, close the video player window if finished. The Trainings status on the module will change to "Completed."</li> <li>10. Click the Trainings link and [Sign Up for a Training] to continue completion of the Volunteer Orientation training modules.</li> </ol>	Training Completed or In Progress         Training       Type         NEW Volunteer Orientation (Part 1 of 9)       Orientation Video       Co         Sign Up for a Training       Units       Co
11. Once all (9) Volunteer Orientation modules have been completed, notify your local Extension office. You may logout at any time.	<b>QUIZ TIPS</b> At the conclusion of a quiz, you 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 module to try again. A passing score is 80% or higher.