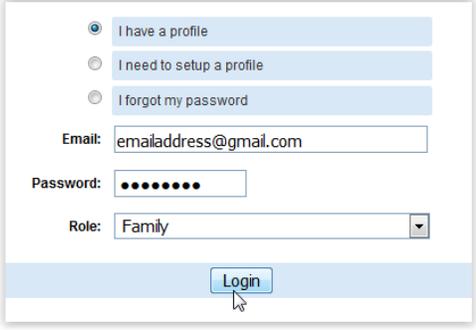
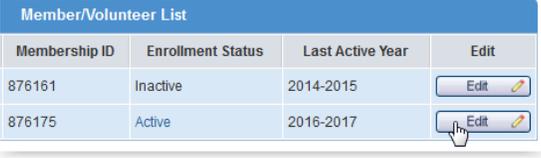
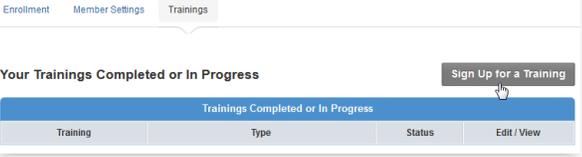
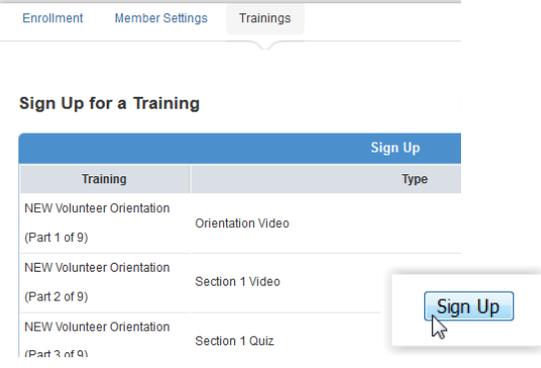


The following instructions are for 4-H teen leaders and adults wishing to complete the Kansas 4-H Volunteer Orientation Trainings in 4HOnline.

<ol style="list-style-type: none"> <li>1. Login to your family's 4HOnline account at <a href="https://ks.4honline.com">https://ks.4honline.com</a>.</li> <li>2. Upon logging in, click the orange [Continue to Family] button.</li> </ol>	
<ol style="list-style-type: none"> <li>3. Click [Edit] next your name in the Member/Volunteer List.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Once inside your Personal Information profile, click the <b>Trainings</b> link at the top of the page.</li> </ol>	
<ol style="list-style-type: none"> <li>5. Click the gray [Sign Up for a Training] button.</li> </ol>	
<p>A listing of available trainings will appear.</p> <p>Volunteer Orientation training modules must be completed in numerical order, beginning with Part 1 and ending with Part 9.</p> <ol style="list-style-type: none"> <li>6. Click the [Sign Up] button to begin a training.</li> </ol>	

7. Click the name of the training to begin.

A new window will open with training content.



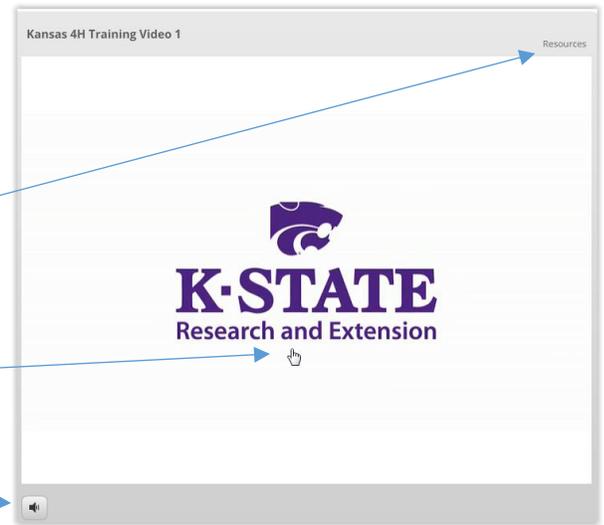
8. Click [Next] and the Video will start playing.

**VIDEO CAUTION**

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 cannot be replayed.

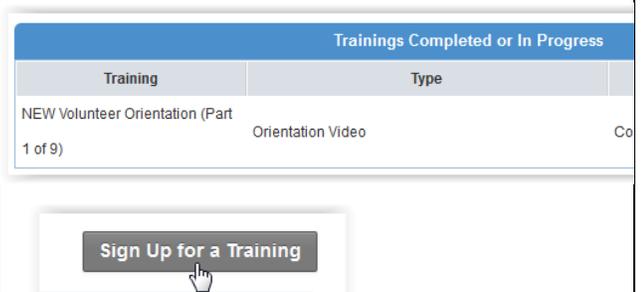
**VIDEO TIPS**

- A video transcript may be obtained by clicking the Resources link in the upper right corner of the video window.
- If you want to pause/resume a video, click on the video screen.
- To adjust volume, click on the speaker icon.



9. After the video ends, close the video player window if finished. The Trainings status on the module will change to "Completed."

10. Click the **Trainings** link and [Sign Up for a Training] to continue completion of the Volunteer Orientation training modules.



11. Once all (9) Volunteer Orientation modules have been completed, notify your local Extension office. You may logout at any time.

**QUIZ TIPS**

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.