

Getting access to 4HOnline for Families:

FOR FIRST TIME SIGN ON:

1. Go to sd.4honline.com. There is NO www before it.
2. Scroll down to enter your e-mail address. This must be the e-mail address you put down on last year's enrollment form unless you have contacted us to change it. It is case sensitive. Select "I forgot my password".
3. Select Family.
4. Click "Send my Password." Do not close this window.
5. Check your e-mail account for your temporary password, and it should show up in a very short period of time. This may show up in your junk e-mail.
6. Once you have received your password, go back to the log in page and select "I have a profile." PLEASE DO NOT CREATE A NEW PROFILE!
7. Copy and paste your temporary password from the e-mail message into the log in page.
8. Click "Login."
9. Once you log in, you will be prompted to create a new password. It must contain at least one number or symbol.
10. After your initial log in, you will see the Families Home Page when you first log in.
11. By clicking edit on the family name on the screen, you can update any information such as your e-mail account, address, etc.
12. To review the 4-H member's information, click on the edit button to the right of their name. You can scroll through the different pages (click the continue button on the bottom of the pages.) If there are any changes, you can make those. You will need to accept the Authorization form, media and medical release form and the waiver of liability form. Make any changes needed to the medical form. Once you get to the projects page, you can add or delete out any of the projects you are currently enrolled in. You can only add or delete one project at a time.

If you are having problems, please contact Chris at the Extension Office. The phone number is 297-3112.

If you already have your account set up, you can go to step 10.