

Creating a Family Profile in 4Honline

Creating a Family Profile

Welcome to 4Honline! We hope this user guide will help answer any questions you have about 4Honline.

4Honline can be found at <http://ks.4honline.com>.

You will see the following log in screen every time you go to 4Honline. If it is your first time you will need to create a profile. This is done by selecting "I need to setup a profile" as seen below. Fill out the required information and click "Create Login".

Be sure to remember your login as you will use it every time you wish to login to 4Honline. There is a "I forgot my password" option if you do ever forget your login.

Your entire family will use this login to enroll in 4-H.

The screenshot shows the 4Honline login interface. At the top, there are three radio button options: "I have a profile", "I need to setup a profile" (which is selected and indicated by a red arrow), and "I forgot my password". Below these is a checkbox for "Are you in a Military 4-H Club:". The form includes a "County" dropdown menu set to "Johnson" with a "Show County Contact Info." link. There are input fields for "Email" (filled with "clover@nomail.com"), "Confirm Email" (filled with "Clover@nomail.com"), "Last Name" (filled with "Clover"), "Password" (masked with dots), and "Confirm Password" (masked with dots). A green note next to the password field states: "Min. of 8 characters, at least 1 number and 1 capital or non-alpha". A "Role" dropdown menu is set to "Family". At the bottom, a "Create Login" button is circled in red.

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Once you create your log in you will need to enter your Family Information. If all members of your family live at the same location, select "Update member records with the same address". This will save you from re-entering the same information over and over again.

Please choose email for "Correspondence Preference" as it is our primary form of communication to our families.

Once you have completed this page press "Continue".

The screenshot shows the 'Family Information' form in the 4Honline system. At the top left is the 'Kansas 4Honline' logo. Below it, a navigation bar shows 'Logged in as Clover' and links for 'Home' and 'My Member List'. A secondary navigation bar includes 'Email History', 'Family' (which is highlighted), 'Family Settings', and 'Login History'. The main form area is titled 'Family Information' and contains two sections: 'Profile Information' and 'Password Management'. The 'Profile Information' section includes several fields, many marked with a red asterisk to indicate they are required: 'Email' (with a secondary email 'joe@gmail.com'), 'Last Name' (Clover), 'Mailing Address' (12345 clover lane), 'City' (Olathe), 'State' (Kansas), 'Zip Code' (66061, with '12345' to the right), 'Primary Phone' (987-654-3210, with '555-555-1234' to the right), 'Correspondence Preference' (Email), and '4-H County' (Johnson). There is a checkbox labeled 'Update member records with the same address' which is checked. The 'Password Management' section has three input fields for 'Current Password', 'New Password', and 'Confirm New Password', followed by an 'Update Password' button. At the bottom of the form, a 'Continue >>' button is circled in red.