Re-enrolling through 4HOnline

For families with an existing 4HOnline account

1. Go to your Michigan 4HOnline login page located at: https://mi.4honline.com 2. If you have logged in to your 4HOnline account before and remember your password, log in to your account and skip to **step #13** below. 3. If you have **never** logged in to your 4HOnline account before (in many cases where a County 4-H Office created the initial family profile), contact your County 4-H Office to obtain the email address that is on file for your profile. If you do not have an email address on file, contact the County 4-H Office to add the email address to your profile. **(To get a temporary password issued)** **4.** Enter your email address and select "I forgot my password." 5. Select Family as your role. 6. Click Send My Password.	
7. Check your email account for your temporary password. 8. Once you receive your password, select I have a profile. 9. Enter the temporary password from the email message to the login page. 10. Click Login.	
11. Once you log in, you will be prompted to create a new password. Enter a new password. 12. Click Continue to go to your Family Member List.	
13. The Member List will show all of the youth members and adult volunteers in your family who were enrolled in the previous year. 14. Click "Edit" next to the Inactive member you would like to re-enroll. 15. To update your family information, click Edit Family.	
16. Scroll to the bottom, review page and click "Enroll for _____". The current year will be displayed.	

17. Update any personal information and click continue at the bottom of the page.

****Be sure your email address is correct and current. This is often the counties best way to communicate with you.**

18. Read all of the additional information carefully.

****Add complete first and last name. Make sure all spelling is correct. Incorrect or incomplete enrollments will be returned.**

19. Mark the check box and sign each section. This section will be locked for editing after the enrollment has been submitted.
20. Click Continue.

21. It is very important that each member's Health Form is complete, accurate and current. Review and/or enter the member's Health information.
22. Click Continue.

23. Review and edit your Clubs. Only Clubs in which the member will participate during the current program year should be listed.
24. Click Continue.

****If you are a Volunteer you will also have the option of selecting the Volunteer Type**

25. Review and edit projects.
NOTE: Only projects in which the member will participate in during the current year should be listed in the Projects tab. Projects for previous years will remain on the Member's enrollment history. Remove any projects listed in which the member will no longer participate in for the new 4-H year.

****If you are a Volunteer you will also have the option of selecting the Volunteer Type**

26. Click Submit Enrollment. (or continue on to groups)
27. Your county will receive notification of your Re-enrollment.

28. You will receive email notification when the county has reviewed and accepted your Re-enrollment. Please contact your 4-H Club leader or county office for information on how to pay participation fees.	
29. **Groups is optional.** If your county is offering Groups, add any groups in which the member will participate during the current program year. 30. Click Submit Enrollment. 31. Your County will receive notification of your group enrollment. 32. You will receive email notification when the County has reviewed and accepted your group enrollment.	
TIPS: • After your initial login, you will see the Families Home Page when you first log in. • The Announcements and Newsletters section is where your county can post newsletters, announcements and other important documents for you to view. • To access your member list, click "Continue to Family." • If you would like to change your password at any time after your initial login, click "Change Password." • If you have forgotten your password, please select "I forgot my password" from the login page. County and state offices do not have access to Family passwords.	
• If, at any point, you would like to return to your start page, click on "Home." • To return to your member list from any page, click on "My Member List." • For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.	