4-H Online — texas.4honline.com — 4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M AgriLife EXTENSION

Ensuring the county's manager list is accurate is essential for maintaining proper access permissions in 4HOnline. A current and correct list guarantees that only authorized individuals can perform key functions, receive important notifications, and manage county-level operations effectively. Keeping this information up to date helps prevent delays, security issues, and miscommunication, ensuring smooth program management and compliance with system requirements.

VIEW MANAGER LIST

- Click the Managers link in the navigation pane on the left side of the screen.

- The manager list will be displayed on the screen.

Last Name	First Name	Email
County	Testing	stateofficetraining@4honline.com
Manager	Training	txtrainingcounty@4honline.com

MAKE MANAGER ACCOUNT CHANGES

Submit The Online Form

https://fs4.formsite.com/state4h/manager/index

IMPORTANT

- **Pre-Submission Validation**
  Before submitting any online form, utilize the Global Search feature in 4HOnline to confirm that the designated email address is not currently associated with an existing family profile. Email credentials cannot be shared across multiple accounts.

- **Primary Manager Assignment**
  Each county is allocated a single Primary Manager role. This individual is authorized to execute core administrative functions and receive system-generated notifications.

- **Email Configuration Requirements**
  - The assigned email must be an official AgriLife Extension address and must not be linked to a family account.
  - Use a personal email address for your family account(strongly suggested) or utilize an AgriLife email alias.
  - Standard email formats include: first.last@**agnet**.tamu.edu and first.last@**ag**.tamu.edu

PASSWORD BEST PRACTICES

1. If your county shares one county manager account, please ensure the password is updated whenever an employee leaves. This helps protect sensitive information and maintain system integrity.

2. Reset your password periodically to keep your account secure.