

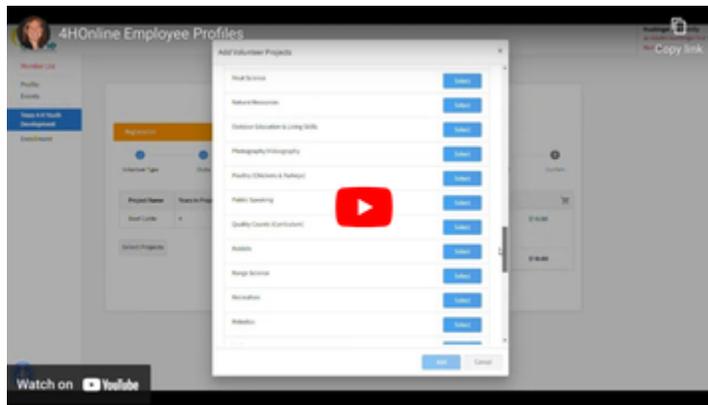


# 4HOnline Profiles Employees and Volunteer

Information to on how to enroll as an employee and volunteer in 4HOnline.

## Employees enrolling through 4HOnline

Step by Step Video for employee enrollment for a user profile.



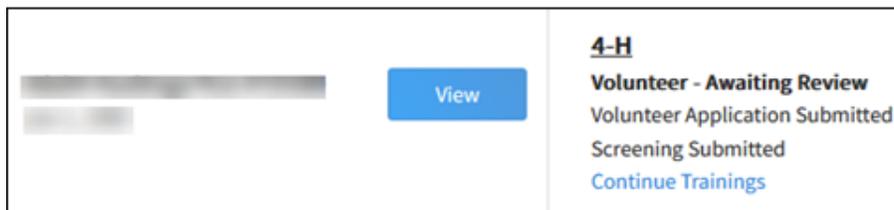
## Family profile versus County Manager profile

- The County Manager profile allows you to see all members in your county, review enrollments, approve event registrations, build reports, etc.
- The Family profile is what your 4-H families have and use to enroll, watch trainings (adults), and register for events.
- To register for events such as Texas 4-H Summit or Texas 4-H Roundup, you will need to have a Family account.
- Once you create your Family account, you will add yourself as a Member to the Family account.
  - If you did this in the past, it still exists.
- Your Family login email address must be different than your County Manager email address.
  - You must use an AgriLife Extension email address for your County Manager profile.
  - Note/Tip. I like to keep all my 4HOnline information emails coming to my work email, so I use my different email aliases for my accounts. If you want to also do that, you can use [firstname.lastname@ag.tamu.edu](mailto:firstname.lastname@ag.tamu.edu) for one login and [firstname.lastname@agnet.tamu.edu](mailto:firstname.lastname@agnet.tamu.edu) for the other login.
  - Or for your Family profile you can use any other email address you have such as Gmail, Yahoo, etc.
- Don't forget there are instructions on the 4HOnline Resources page on how to create a Family account.
- Resources - See County Manager Accounts: <https://texas4-h.tamu.edu/4honlinestaff/>

# Enrollment as an Employee

- As an AgriLife Extension employee, you may enroll with no fee or background check since that is already conducted by AgriLife Extension HR.
  - This employee designation is for the purpose of the background check.
  - This designation is not available for COUNTY employees such as County Program Assistants, support staff, etc. These employees SHOULD NOT select that they're an employee.
- When you enroll/re-enroll, select the Volunteer Type of Program Volunteer- AgriLife Extension Employee. This is the trigger for you to be designated as an employee in 4HOnline.
  - You may add additional types such as Club Manager or Project Leaders.
- Submit your registration/enrollment including a payment method (credit card or check). I will waive this fee before approving your screening. You will not be charged if you are a state employee that has had the background check through AgriLife Extension HR.
- Submit the Screening information page. You may have to do this from your personal login; not while logged in as a Manager. This is the trigger for your name to show up on my list for review.
- You may skip the Child Protection Training since you take this training as a state employee through Train Traq.
- Yes, you will need to watch the Volunteer Orientation if it prompts you to do so. In the past, we have waived this training for employees, but you will need to watch the training this year. This will be important so you know what your volunteers are seeing. It will be required every two years.
- See help documents for step-by-step instructions and details.
  - [https://texas4-h.tamu.edu/wp-content/uploads/4honline\\_family\\_guide\\_employee\\_profiles.pdf](https://texas4-h.tamu.edu/wp-content/uploads/4honline_family_guide_employee_profiles.pdf)

Verify on your Member List that it shows "Volunteer Application Submitted" and "Screening Submitted." If either of these is Incomplete, we cannot approve you as an employee. It should look similar to this:



Once all components are submitted (registration, payment, screening, Volunteer Orientation Training), the Extension Volunteer Standards (EVS) office will review to verify you are a state employee. Then, the Texas 4-H EVS office will waive your \$10 fee, mark your Child Protection Training as completed, and change your Screening status to Approved. A County Manager (aka you or someone in your office) will then need to approve your enrollment on the Enrollments – Awaiting Review page.

# Check to make sure you are listed as an employee for this year

- You can do this AFTER you submit your Application and Screening.
- Level 1 is for “regular” volunteers. Level 2 is for AgriLife Extension employees. (Again, only people who have a background check by AgriLife Extension HR.)
- Your Level designation last year does not impact your Level designation this year.
- If 4HOnline sends you to Sterling Volunteers, you know you’re listed as Level 1! Reach out to me and I will have to correct your profile. I will not know you have this problem unless you tell me.

## How to find if you’re listed as an employee:

- Login as a Manager into 4HOnline
- Click Screenings on the left navigational pane
- Click Clear Filters
- The default filter that remains is the 2024-2025 4-H year.
- Type your name in the keyword search box and click the blue Search button. (Or just scroll down to find your name.)
- Make sure it says “Level 2” next to your name. If it says, “Level 1,” please let me know ASAP, so I can correct it.

If your profile says, Level 1 and you submit your information to Sterling for a background check, we cannot undo the \$10 application fee. You will be required to pay the \$10 fee.

## This section is in reference to VOLUNTEERS enrolling through 4HOnline.

- There are two big things to note before getting started to make sure it is a smooth process for our volunteers: birth dates and Member email addresses.
- Video with instructions on the enrollment process for volunteers:



# Volunteer Birth Dates in 4HOnline

## **First, verify the volunteer's birth date is correct BEFORE doing anything!**

- If it is incorrect, that MUST be corrected before moving forward.
- All volunteers who “rolled over” from the old 4-H Connect 1.0, were not required to have a birth date listed as part of their profile.
- All of those volunteers were given a default birthdate of 01/01/1920 in 4HOnline 2.0.
- That field that is “locked” after the initial submission of a Member profile, so a Volunteer CANNOT change his/her own birth date.
- A County Manager must make that change. (A County Manager is anyone in the county office who has a login to see all members of a county such as a County Extension Agent, County Support Staff, etc.)

The Extension Volunteer Standards office was able to update birthdates for all volunteers who were screened in 2020-2021 and 2021-2022 (since we've been in 4HOnline 2.0) as they came through for screening when we were using our previous background screening partner. Even if they were enrolled last year, if they were not due for a background check, their birth date would not have been corrected yet. So, there are probably still quite a few birth dates that will still need to be updated, but we should be close to getting the majority of them updated.

## **Shared Report in 4HOnline**

We have created a few reports for you in 4HOnline to see all your volunteers who have a birth date listed in 4HOnline as 1/1/1920.

- I created four reports: volunteers who were Approved in 2019-2020, 2020-2021, 2021-2022, 2022-2023, and 2024-2025 4-H Years.
- The report shows their Family Email, Member Email, Member ID, and the Enrollment Program Year that the report is filtered by.
- This should hopefully help you find the majority of the volunteers who will need their birth date corrected.
- Be aware these may miss a few volunteers with existing profiles.
  - The volunteers who didn't re-enroll within the last few years will not show on these reports.
  - The volunteers who began their enrollment, but never were approved in the last few years are not showing up on these reports.

## **To access these reports:**

- Login to 4HOnline: <https://v2.4honline.com/>
- Click Custom Reports in the left navigational pane
- Click the arrow next to the outline of a folder with your county's name on it to expand the listing
- Find reports shared with you titled, “VOLUNTEER SHARED: Volunteer Birth Dates 1/1/1920”
- Click on one of those reports
- Click Download Excel in the menu on the right
- Follow the instructions in your internet browser to download or open the file
- Repeat the process for the additional reports.
- Note. You may see some duplicates between the reports.

Reach out to these volunteers that you know will be returning this year to assist them in getting their birth date updated before they try to re-enroll for the new 4-H year.

## How to Update a Birth Date in 4HOnline

- Login to 4HOnline: <https://texas.4honline.com/>
- Click Members in left navigational pane
- Click Clear Filters on right side of screen
- Type the name in the Keywords Search box
- Click the blue Search button or click Enter
- Find the Volunteer's name on the list of profiles. Click on their name.
- Click Member List in red text on the top left
- Find the Volunteer's name and you'll notice the birth date of 1/1/1920
- Click the blue View button next to the Volunteer's name
- Click the Edit button in the Profile section
- A dialog box will open
- Update the birth date
- Click the blue save button
- Click Member List in red text on the top left
- Refresh/Reload your internet browser to refresh/reload the page
- Note that the birth date was updated

## Unique Volunteer Member Email Address

### **Each individual volunteer will need a unique email address.**

- The login email address is the Family email address.
- Once the Family is created, Members (Club Members or Volunteers) are added to the Family.
- Each Member may have a unique Member email address. Each Volunteer will be required to have a unique Member email address.
- Only one Member may use the Family email address as their individual Member email address.
- There is no sharing of Member email addresses between spouses, family members, or friends.

### **Example:**

- Family Email address login: [mom@email.com](mailto:mom@email.com)
- Mom's Volunteer Member Email address: [mom@email.com](mailto:mom@email.com)
- Dad's Volunteer Member Email address: [dad@email.com](mailto:dad@email.com)

These Volunteer Member email addresses do not have to be added before getting started with enrollment/re-enrollment. 4HOnline will prompt the volunteer for this Volunteer Member email address before directing him/her to Sterling Volunteers to enter the background check information.

## Sterling Volunteers for Screening

- After submitting the payment information and clicking Confirm to submit the application in 4HOnline, the next step is Screening.
- After entering the unique Member email address, if needed, you will be directed to the Screening page.
- Click the gray Go to Sterling Volunteers button.
- This will open a new internet tab in the browser.
- There are 6 screens:
  - Verify information. (Email, birth date, and zip codes MUST match 4HOnline information.)
  - Create a Sterling account. (Same email as unique Volunteer Member address in 4HOnline.)
    - Enter information: First, Middle, Last Names | Suffix | Date of Birth | Social Security Number | Gender | Phone Number | Email address
  - Enter address and how long lived at that address
  - Consent to background check
  - Verify information and Submit Order
- There is a Confirmation/Congratulations page.
- Volunteers may also log back into their account and see their Activity History and status of their background check.

Volunteers will need to remember to close their Sterling internet tab and return to 4HOnline to complete their Trainings.

## Emails to Volunteers

Volunteers will receive emails from both 4HOnline and Sterling Volunteers in this process, as listed here:

- 4HOnline: Your 4-H Online enrollment has been submitted
  - This is confirmation of the submission of the application and payment method only. The volunteer still needs to complete the Screening and Trainings before the County can review and approve the application. Then, the payment will be collected.
- Sterling Volunteers: Invitation from Texas A&M AgriLife 4-H
  - The volunteer should not need to click this email because the internet tab will direct him/her to this page.
- Sterling Volunteers: Your Sterling Volunteers Account
  - Confirmation of creating an account with Sterling Volunteers.
- Sterling Volunteers: You did it! You're on your way to becoming a Verified Volunteer!
  - Confirmation of submission of the background check order.
- Sterling Volunteers: Texas A&M AgriLife 4-H has reviewed your background check
  - Confirmation of completion of your background check and review by Extension Volunteer Standards office.

When I did this personally, it came back within 15 minutes. The large majority of the reports come back within 48 hours. However, there are several that have taken up to two weeks or more. Please encourage your volunteers to complete this process as soon as possible. If the volunteer has charges, convictions or something the Extension Volunteer Standards office may potentially need to review more closely, this will lengthen the timeline.

## 4HOnline Support

- [4HOnline Website](#)
- [County Office Guides](#)
- [County Support Request](#)
- [Family Guides](#)