

TEXAS 4HONLINE EMPLOYEE COUNTY MANAGER ACCOUNT VERSUS EMPLOYEE MEMBER ACCOUNT

EMAIL ADDRESSES FOR EACH 4HONLINE ACCOUNT CANNOT BE THE SAME

Tip: Use `firstname.lastname@ag.tamu.edu` for one login and `firstname.lastname@agnet.tamu.edu` for the other login

FAMILY/ADULT MEMBER ACCOUNT

A family/adult member account is needed if you will be registering for events like 4-H Summit, Texas 4-H Roundup, District 4-H Leadership, etc. A family profile is what your families have and use to enroll, watch trainings (adults), and register for events.

COUNTY MANAGER ACCOUNT

The county manager account allows you to see members in your county, review enrollments, approve event registrations, build reports, etc.

WORK EMAIL ADDRESS

Example: `username@ag.tamu.edu`

Submit account information:

<https://fs4.formsite.com/state4h/manager/index.html>

PERSONAL EMAIL ADDRESS OR ALIAS WORK EMAIL ADDRESS

Alias example: `first.last@agnet.tamu.edu`

CREATE FAMILY ACCOUNT (or login to)

Create a Family account to add an adult volunteer (employee) member to.

CREATE ADULT ACCOUNT (or re-enroll)

AgriLife Extension employees can create an adult volunteer member account at no charge. In the family account, click to add member or enroll now if an account was previously created.

LOGIN USING FAMILY PROFILE USERNAME AND PASSWORD

4HONLINE STEPS AND REQUIREMENTS Youtube Instructions	TYPE	Select Program Volunteer-AgriLife Extension Employee. Add club manager or project leader if need. AgriLife Extension employees already have a background check conducted by AgriLife Extension Human Resources(HR). County-based employees may NOT select that they are an employee within 4HOnline: <ul style="list-style-type: none"> Employee designation is NOT available for COUNTY employees such County Program Assistants, county secretaries, county office managers, etc. These employees are support staff of AgriLife Extension, but do not have a background check conducted by AgriLife Extension Human Resources.
	PAYMENT	Must submit payment method (credit card or check). The fee will be waived before employee verification and screening approval but a payment method must be selected.
	SCREENING	Click to show screening and sign the Volunteer Background Screening verification to continue. If you are directed to the Sterling Volunteers website to enter your information for a background check, you are not listed correctly as an employee. Please STOP right here. Your member profile in 4HOnline must be readjusted at the STATE level before you can proceed as an employee. If you do go through and submit your background check through Sterling Volunteers, the state cannot undo the \$10 application fee. You will be required to pay the \$10 fee. Email request to fix to: lhuebinger@ag.tamu.edu
	TRAINING	You may skip the Child Protection Training since you take this training as a state employee through Train Traq. Register for and complete the Volunteer Orientation so you know what your volunteers are seeing.

EMPLOYEE VERIFICATION

Verify on your Member List that it shows "Volunteer Application Submitted" and "Screening Submitted." If either of these are Incomplete, we cannot approve you as an employee.

EMPLOYEE VERIFICATION

Once all components are submitted (registration, payment, screening), the AgriLife Extension Volunteer Standards office will review to verify you are a state employee. Then, the EVS office will waive your \$10 fee, mark your trainings as completed, and change your Screening status to Approved. A County Manager will then need to approve your enrollment on the Enrollments – Awaiting Review page.