

The first step to becoming a 4-H member or volunteer is creating a profile in the 4HOnline data management system. Texas 4-H uses the 4HOnline system to manage 4-H membership, events, projects, activities, and communications. All youth and adults who participate in Texas 4-H must have a 4HOnline profile.

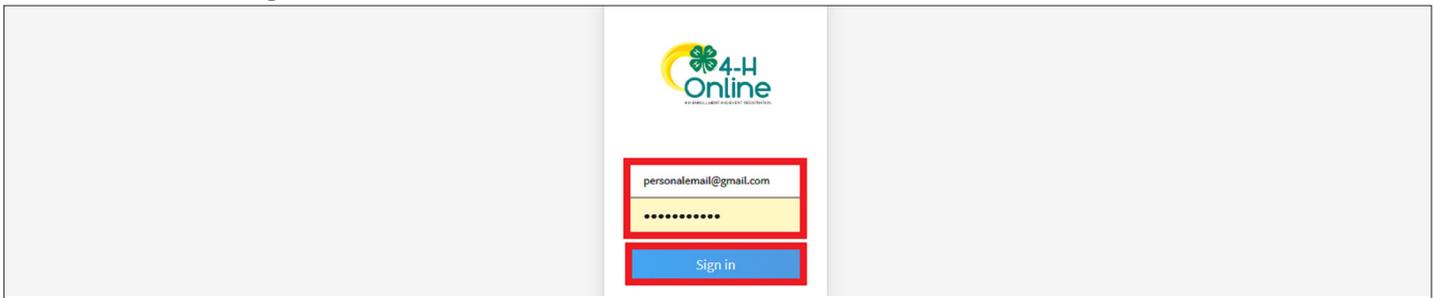
4HOnline profiles are family-based, which means every family creates a “master” profile with its own login ID and password. A member file is then created within the family profile for each family member involved in Texas 4-H. A family profile may contain both youth and adults.

Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time, and members who are no longer involved in 4-H may be archived. If someone in your family was active in Texas 4-H from 2010 to 2019, you likely already have a family profile in 4HOnline.

Use your existing login and password to access your family profile in 4HOnline. If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your local county Extension office for assistance.

RETURNING FAMILY

1. Enter the family’s email address.
2. Type in the password.
3. Click the blue Sign in button.



The screenshot shows the 4HOnline login interface. At the top center is the 4-H Online logo. Below it, there are two input fields: the first is for the email address, containing the text 'personalemail@gmail.com', and the second is for the password, represented by a series of dots. Below these fields is a blue button labeled 'Sign in'. The entire login area is highlighted with a red border.

If you do not remember the password associated with your family profile, you can use the “Reset password” function at the bottom of the screen. A temporary password and instructions will be sent to the email address associated with your family account.

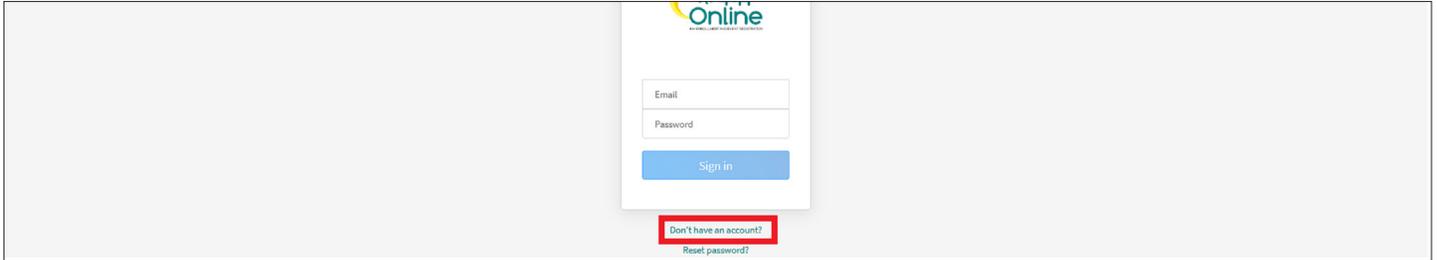
If you do not remember the email associated with your family profile, contact your local Extension office. The local county office can confirm or change the email address in your family profile. If the county 4HOnline Manager changes the email associated with your family account you will need to reset your password before logging in.

Remember: Your family profile must be associated with a valid email address. This will be your login and you will receive communications at this address. It is also the email address where a password reset will be sent. Once you have logged in to your family profile, you may review the Member List, add new family Members, and complete 4-H enrollment and registration actions.

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NEW FAMILY

- Click the Don't have an account? link.



The screenshot shows the 4-H Online login interface. It includes fields for 'Email' and 'Password', a 'Sign in' button, and a link for 'Don't have an account?' which is highlighted with a red box. Below the link is a 'Reset password?' option.

Your family profile must be associated with a valid email address. This will be your login and you will receive communications to this address. It will also be the email address where a password reset will be sent, if needed.

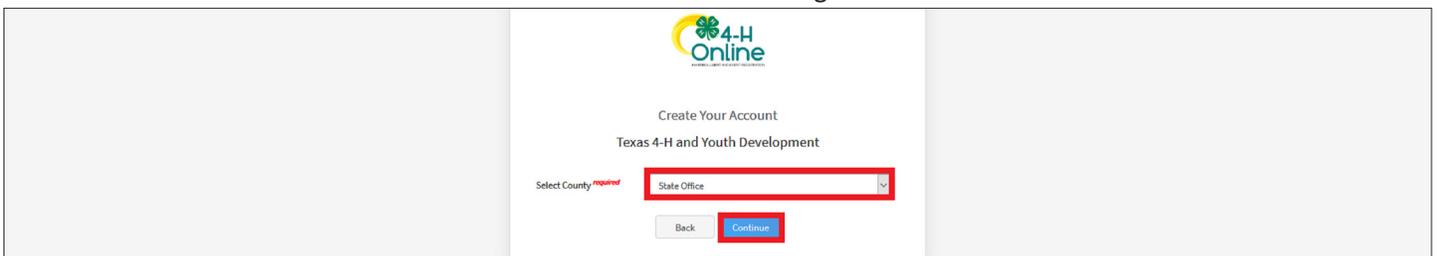
The email address you provide can only be associated with one family profile. If 4HOnline does not accept your email address, you may already have a 4HOnline family account. Contact your local Extension office for assistance.

- Select Texas from the drop-down menu.
- Select Texas 4-H and Youth Development under the Select an Institution section.



The screenshot shows the 'Create Your Account' page. It features a 'Select Your State' dropdown menu with 'Texas' selected, and a 'Select an Institution' dropdown menu with 'Texas 4-H and Youth Development' selected. Both dropdowns are highlighted with red boxes.

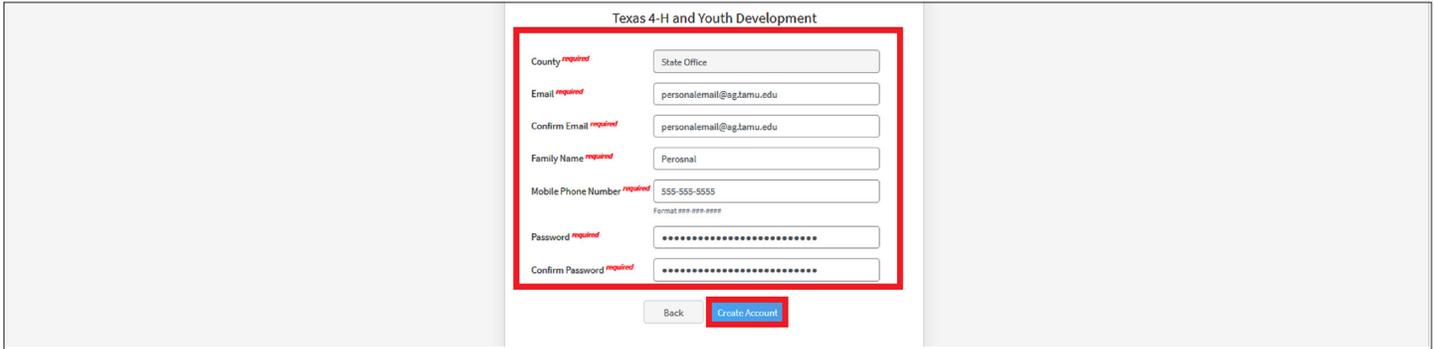
- Select your county from the drop-down menu. When selecting your county, you are choosing the 4-H program in which your family will participate. There is not a way to undo this selection once chosen.
- Click the blue Continue button or the Back button to make changes.



The screenshot shows the 'Create Your Account' page. It features a 'Select County' dropdown menu with 'State Office' selected. Below the dropdown are 'Back' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

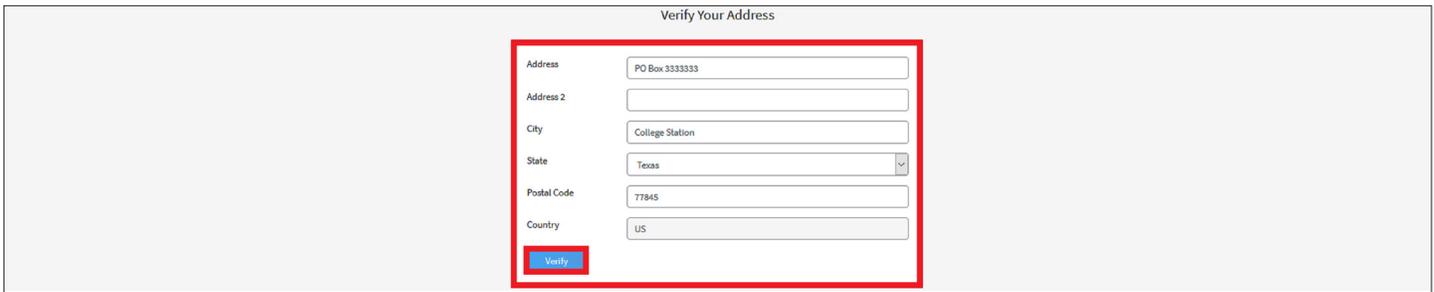
- Complete your family's information. Required fields are marked in red and must be completed to move to the next screen. If you have mistakenly chosen the wrong county click back button to adjust it before moving on to the next screen.
- Click the blue Create Account button.

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Your family information must be associated with a valid email address. This will be your login and you will receive 4-H communications at this address. It will also be the email where your password reset will be sent, if necessary.

- Enter your family’s address information and click the blue Verify button. The verification process may require you to select an appropriate USPS format. The local county Extension office may have authority to bypass this for rural areas.



After the address is verified, your family profile has been created! You will receive an email confirming your family profile. The next screen will start the process to add the first member to the family.

If there is already another record in 4HOnline with a matching address, you may see this Duplicate Address screen. Use the browser “back” button to return to the previous screen. Double-check the address you entered and try again. Be sure you have included the full USPS address and a unit/apartment number, if that is part of your address. If you receive the Duplicate Address message again, log out and contact your local county Extension office for assistance.

An email account can only be associated with one family profile. If you enter an email address that is already associated with a 4HOnline profile, you will see an existing family profile message.

- Click the Confirm button and continue to log in to the existing account.



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