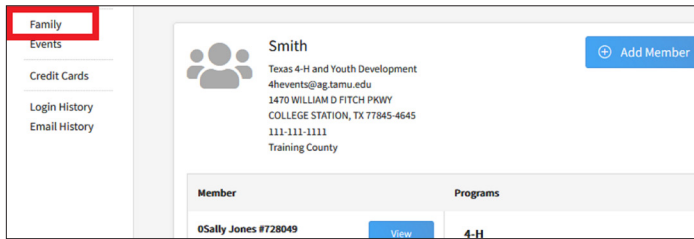


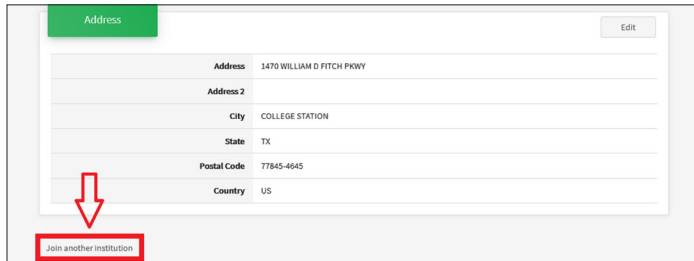
If a family logs in to their account and is shown to be in a different state from what they prefer these instructions are intended for those families. In 4HOnline this process is called Joining another institution. Families may need to associate their account with a new state(institution) if they have moved or selected an incorrect institution(state) at the time they created their account. A person cannot be a member in Texas and another state at the same time.

INSTRUCTIONS TO BE FOLLOWED FROM A FAMILY LOGIN AND NOT A MANAGER LOGIN

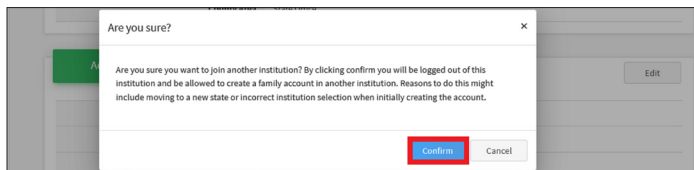
- Login to the Family account.
- Click on the Family link on the navigation pane.



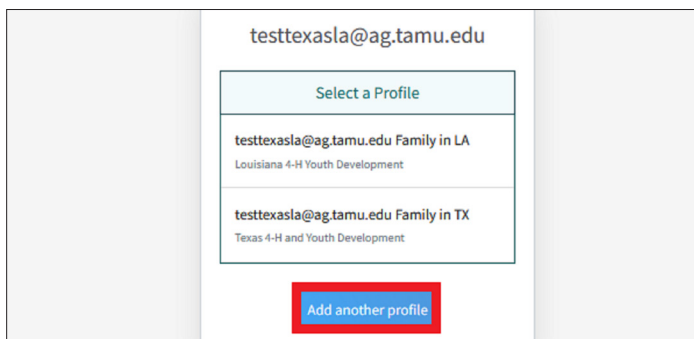
- Click the Join another institution button at the bottom of the screen.



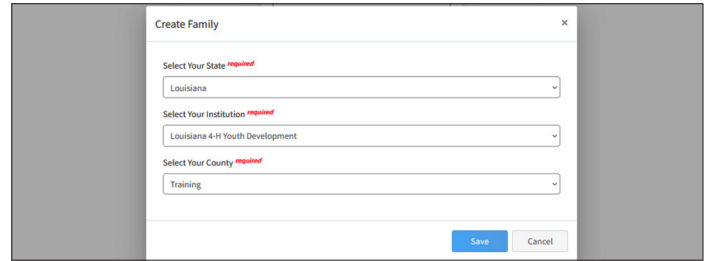
- Click the blue Confirm button. This process cannot be undone.



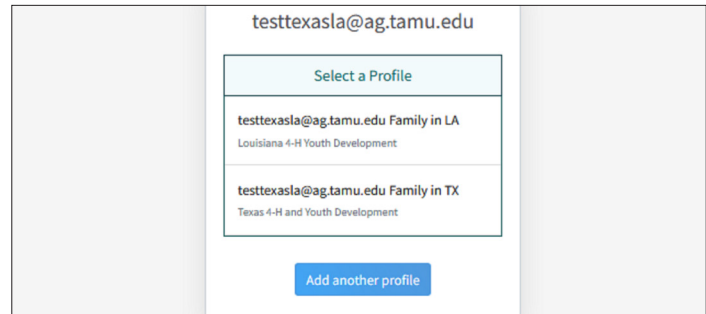
- Click the blue Add another profile button.



- Select the new state, institution and county from the drop-down menus.
- Click the blue Save button to continue with the enrollment process in the new state.



- After logging in next time, the family will need to select which profile to log in as.



- Families may quickly switch between their institutions by clicking on their name in the upper-right corner and selecting Change Institution.



- Refresh or reload the screen to get the changes to appear if needed.

FOR ASSISTANCE WORK WITH THE LOCAL COUNTY OFFICE CURRENTLY ENROLLED IN