

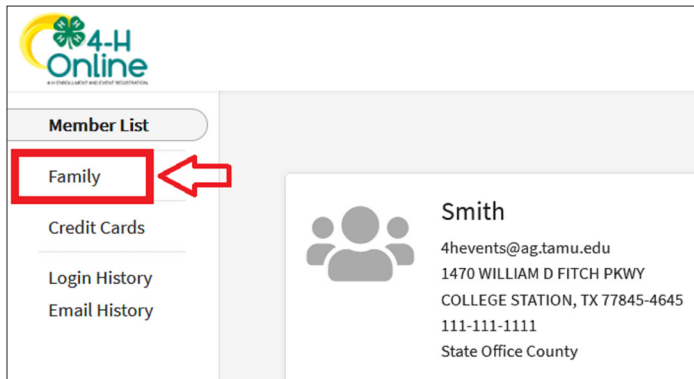
If a family logs in to their account and is shown to be in a different state from what they prefer these instructions are intended for those families. In 4HOnline this process is called Joining another institution.

Families may need to associate their account with a new state 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.

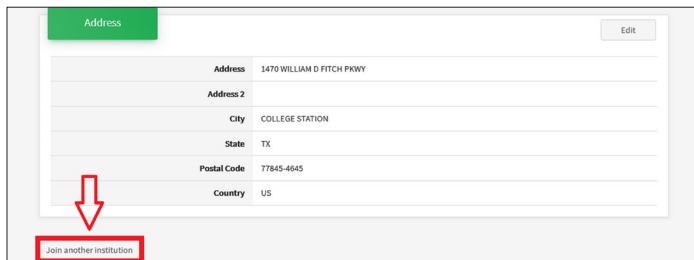
Families will need to work with the local county office of the outgoing location to determine the right thing to do for their situation.

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

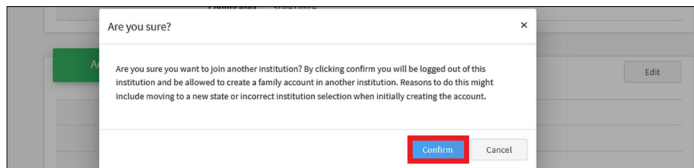
1. Login to the Family account.
2. Click on the Family link on the navigation pane.



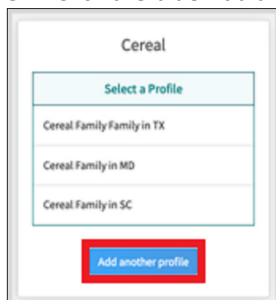
3. Click the Join another institution button at the bottom of the screen.



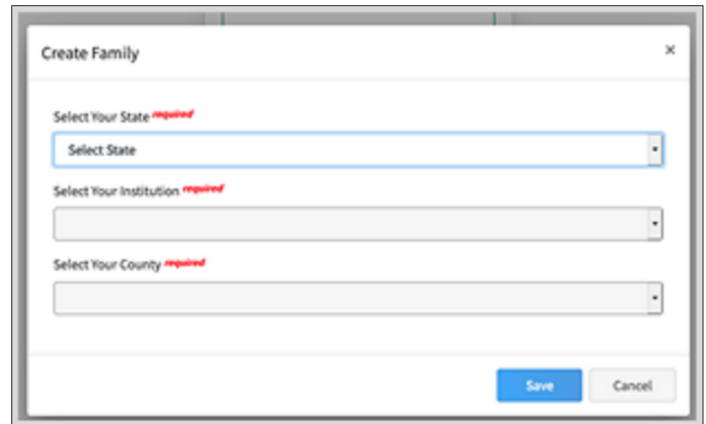
4. Click the blue Confirm button. This process cannot be undone.



5. Click the blue Add another profile button.



6. Select the new state, institution and county from the drop-down menus.
7. 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.