

## Step 1:

Go to Texas 4-H CONNECT and log into family profile



<https://texas.4honline.com/>

## Step 2:

When logged into to account, click the:

**Continue to Family** ▶

This will take you into your family profile with all adults and youth listed.

## Step 3:

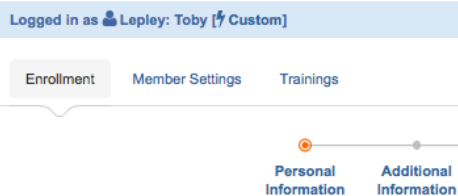
Locate the “Member/Volunteer List” section on your family page.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	ADMINISTRATIVE CLUB	Youth		Incomplete		Edit
2)	Toby Lepley	Adult	49661	Active	2015-2016	Edit
<ul style="list-style-type: none"> <li>▶ Event Registrations 09/01/2009-08/31/2010</li> <li>▶ Event Registrations 09/01/2010-08/31/2011</li> <li>▶ Event Registrations 09/01/2011-08/31/2014</li> <li>▶ Event Registrations 09/01/2014-08/31/2015</li> <li>▶ Event Registrations 09/01/2015-08/31/2016</li> </ul>						
<ul style="list-style-type: none"> <li>▶ 544154   07/17/2016: 2016 Texas 4-H Congress</li> </ul>						Approved View / Print

Once you have located it, click the “Edit” button beside the adult needing to take a training.

## Step 4:

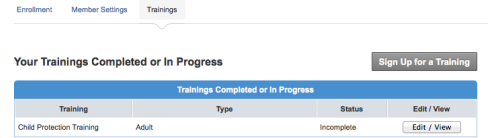
After entering the adult profile page there will three sections at the top of the page, they are: Enrollment, Member Settings, and Trainings.



Click on the “Trainings” link.

## Step 5:

At the training page, you will see a list of those trainings completed (if any)



To start a new training, click the:

**Sign Up for a Training**

This will show you a list of possible trainings available to take.

## Step 6:

To start the training you are needing to take, click the

**Sign Up**

You will now see the course listed with the title in blue. Click the title of the training.

**Child Protection Training Recertification REQUIRED**

This will open the training in a new window on your computer

## Step 7:

**DO NOT END THE SESSION WITHOUT COMPLETING THE COURSE.**

Failure to finish the course will result in the volunteer having to start the entire training over.

When you arrive at the end of the training, make sure you click the submit button to ensure your participation has been verified.

