Setting a Family Password

Oklahoma 4-H is now using an online enrollment program designed to be managed by your family.

When you enrolled with a "paper" form a Family Profile was created for all 4-H members and volunteers in your household. In the box on the right is the Family Name and email currently associated with your household. We need your family to login to 4HOnline and set a "family password" no

> **Oklahoma Family Profile Account**
>
> Family Name: **«Family_Name»**
>
> Family Email: **«Family_Family_Email»**
>
> Family Password: _____
>
> **Keep account information in a safe place.**
>
> Login at - **ok.4honline.com**

later than **August 1, 2016**. **DO NOT start a new family profile.** If you have children enrolled in more than one club, the family may receive multiple copies of this form. *The process only needs to be done once for the family.*

Some wonderful features of this enrollment system include: No more duplicating family information on each and every enrollment card! Updating information and health forms from the convenience of home or anywhere with internet access. Receiving and housing county newsletters never to be lost again!

In the fall all families will be encouraged to complete their enrollment electronically. If you do not have internet access or an electronic devise please contact the extension office. We are prepared to assist in the transition.

Setting the password will take no more than 15 minutes by following the directions below.

Please have the process completed by **August 1, 2016** and the family will be ready to re-enroll on September 1 for the new 4-H year!

1. Go to "ok.4honline.com"

2. Click "I forgot my password"

3. <u>Type the email address on this form.</u>

4. Role: "Family"

5. Click "Send My Password"

6. A message and new password will be sent to the family email address on the account. It may be necessary to check spam or junk mail folder for the email from 4HOnline.

7. If you receive a message that an "Email does not exist," contact the

○ I have a profile

○ I need to setup a profile

● I forgot my password

Email: «Family_Family_Email»

Role: Family ▾

Send My Password

extension office. The office can perform a "Family" search to find the correct email or to change an old email address to a more current one.

8. If a temporary password is not received within 45 minutes after submitting the request contact the extension office to request your password be reset.

9. Log back into 4HOnline

10. Click "I have a profile."

11. Type the email address on this form.

12. Type in the password sent **exactly** as it was provide. Copy and paste works as long as an extra space (at the end) is not included.

13. Select Role: "Family"

14. Click "Login."

15. At the next screen type in a new password, not the one provide by 4HOnline.

The password must be at least 8 characters with at least one number, one lower case letter and one capital letter.

Examples: 4444Cl0v3r

Clov3rhh

16. Immediately write the password in the "Family Password" line in the box on the front page and save with 4-H/personal records.

City: **«Family_City»**
Telephone: **«Family_Primary_Phone»**