Non-Extension employees are not allowed to have access to the 4-H Connect system beyond a personal profile. Any Information/Data on 4-H Connect should not be shared with anybody outside of the Texas A&M Agrilife Extension Service without prior approval from the District Extension Administrator and the Texas 4-H Youth Development Program State Office. This includes any membership report or other enrollment data that is beyond what a club manager/project leader can retrieve currently through 4-H Connect.

LOGIN

1. Log into the main county account on 4-H CONNECT.

2. Click [Managers] icon.

3. Select [County] from the dropdown menu.

4. Click the [Add Manager] button.

5. Complete all required information for the new account. The organization Title should be the county name only. Example: "Andrews"

6. Click the [SAVE] button. The new co-manager should appear on the manager's list.

PASSWORD

1. Log into the main county account on 4-H CONNECT.

2. Click [Managers] icon.

3. Click [Edit] beside the manager to reset.

4. Click the [Reset Password] button.

The system should email the new account manager this password and it will also be displayed on the screen. The new manager will login using their email address and temporary password.

5. The system will prompt for an updated password.

Notes:

• The new account manager will be able to login using the email and password from the steps on this handout.

• Each person that is granted permission to access 4-H Connect should be trained on how to manage the system. Instructions sheets available at: http://texas4-h.tamu.edu/4-h-connect-resources/