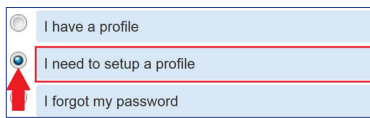


NEW ENROLLMENT

STEP ONE: CREATE FAMILY

1. Bookmark <http://texas.4honline.com>.
2. Create family profile by selecting the [I need to setup a profile].



I have a profile
 I need to setup a profile
 I forgot my password

3. Enter the basic information for the family.
4. Click the [Create Login] button.
5. Complete all the information for the family. Skip the password management
6. Click the [Continue] button.

STEP TWO: ADD ADULT

1. Select [Adult] from the Add A New Family Member drop-down menu.
2. Click the [Add Member] button.



Cathey Family [Edit Family](#)
 4180 State Highway 6 S
 College Station, TX 77845-8964
 979-555-5555
 CatheyTX@gmail.com
 Brazos - Cea-4-H County [\[contact info\]](#)

Add A New Family Member
 Adult
 Add Member

3. Enter all information on the Personal Information, Additional Information, Health Form and Participation screens. Select that you are an employee on the personal information screen.



Employee
 Select "Yes" if you are a STATE EMPLOYEE of Texas A&M AgriLife Extension Service, not including county funded support staff or paraprofessionals.
 Are you an Employee?: No Yes

4. Click the [Continue] button to the invoice information screen.
5. Click the [Continue] button to the payment screen.
6. Click the [Submit Enrollment] button at the bottom.
The pending enrollment will then be sent forward for processing.

RE-ENROLLMENT

STEP ONE: CREATE FAMILY

1. Bookmark <http://texas.4honline.com>.
2. Select [I have a profile] radial button.
3. Enter the email address and password.
4. Click the [Login] button.



I have a profile
 I need to setup a profile
 I forgot my password
 Email:
 Password:
 Role: 4-H Family
 Login

5. Click the [Continue to Family] button.

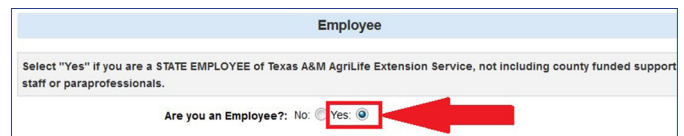
Continue to Family

STEP TWO: RE-ENROLL ADULT

1. Scroll down to the Member/Volunteer List.
2. Click the [Edit] button on the right side of the inactive adult profile.

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Test Adult 4-H Test	Adult		Inactive		Edit

3. Scroll to the bottom of the Profile Information screen and click the [Enroll for 20XX-20XX] button.
4. Enter all information on the Personal Information, Additional Information, Health Form and Participation screens. Select that you are an employee on the personal information screen.



Employee
 Select "Yes" if you are a STATE EMPLOYEE of Texas A&M AgriLife Extension Service, not including county funded support staff or paraprofessionals.
 Are you an Employee?: No Yes

5. Click the [Continue] button to the invoice information screen.
6. Click the [Continue] button to the payment screen.
7. Click the [Submit Enrollment] button at the bottom.
The pending enrollment will then be sent forward for processing.

STEP THREE: PROCESSING

Employee Submits Enrollment

Employee Verification Performed
(48 hours)

State 4-H office
Marks Approved

County Reviews and Approves Enrollment
(Or sends back for corrections)

Active Profile