The following instructions are for 4-H teen leaders and adults wishing to complete the Kansas 4-H Volunteer Orientation Trainings in 4HOnline.

1. Login to your family’s 4HOnline account at [https://ks.4honline.com](https://ks.4honline.com).

2. Upon logging in, click the orange [Continue to Family] button.

3. Click [Edit] next your name in the Member/Volunteer List.

4. Once inside your Personal Information profile, click the **Trainings** link at the top of the page.

5. Click the gray [Sign Up for a Training] button.

A listing of available trainings will appear.

Volunteer Orientation training modules must be completed in numerical order, beginning with Part 1 and ending with Part 9.

6. Click the [Sign Up] button to begin a training.
### 4HOnline Volunteer Orientation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 7. | Click the name of the training to begin.  
A new window will open with training content. |
| 8. | Click [Next] and the Video will start playing.  
**VIDEO CAUTION**  
At the conclusion of a video, you have the option to Replay or close the video window. Once the video window is closed, the video is marked as successfully completed and it cannot be replayed.  
**VIDEO TIPS**  
- A video transcript may be obtained by clicking the Resources link in the upper right corner of the video window.  
- If you want to pause/resume a video, click on the video screen.  
- To adjust volume, click on the speaker icon. |
| 9. | After the video ends, close the video player window if finished. The Trainings status on the module will change to “Completed.” |
| 10. | Click the **Trainings** link and [Sign Up for a Training] to continue completion of the Volunteer Orientation training modules. |
| 11. | Once all (9) Volunteer Orientation modules have been completed, notify your local Extension office. You may logout at any time.  
**QUIZ TIPS**  
At the conclusion of a quiz, you have the option to Review, Retry or Finish the quiz. To retake a quiz, click the [Edit/Review] button and click the name of the training module to try again. A passing score is 80% or higher. |