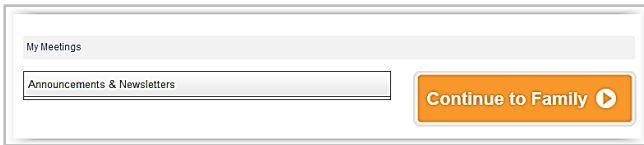




# Kansas 4-H Volunteer Orientation Training

Using your family's email and password, login to your existing family profile at <https://ks.4honline.com>. Do **not** create a new account. If you or your family have never created an account in 4HOnline, contact your local Extension office for assistance if needed.

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

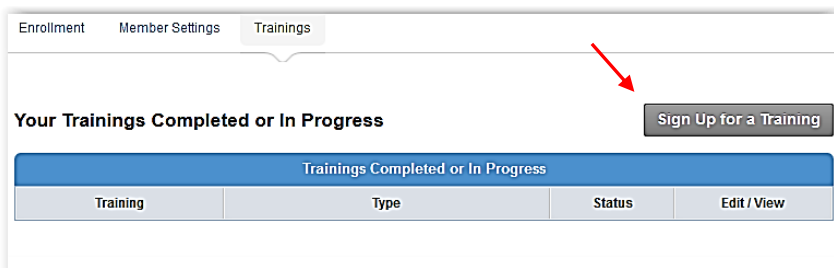


Whoever wishes to take the Online Volunteer Orientation, should click [Edit] next to their name in the member/volunteer list.

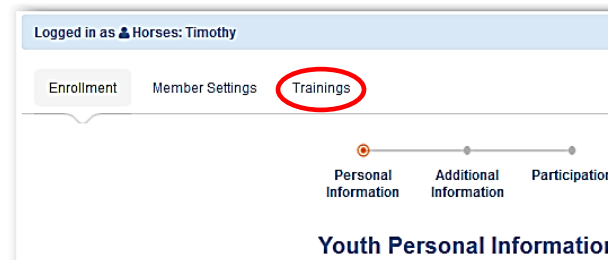
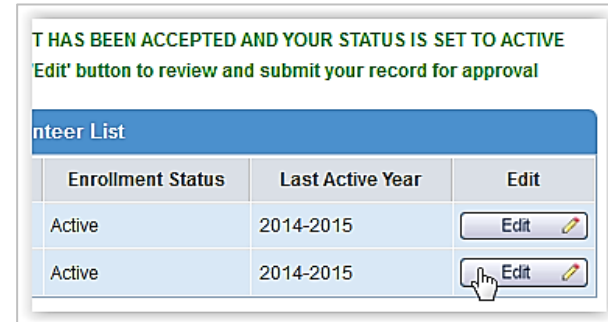
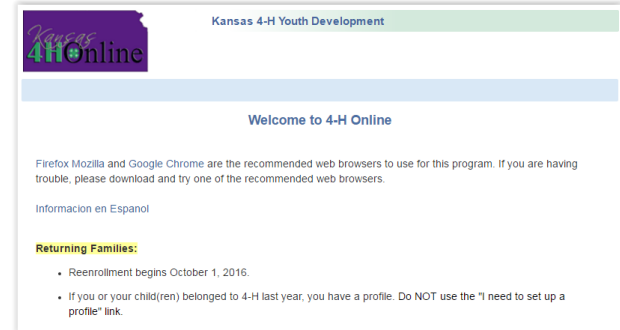
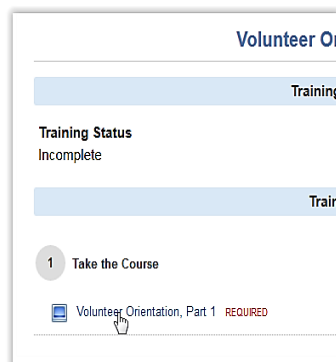
*\*The enrollment status must be Active.*

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

Next, click the gray [Sign Up for a Training] button.



Click the name of the training to begin.



A listing of available trainings will appear. Click a [Sign Up] button to begin the training.

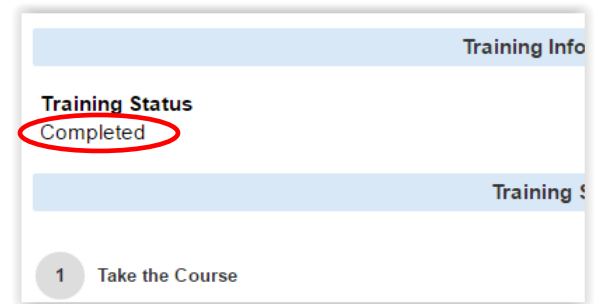
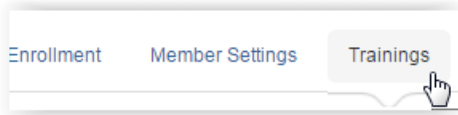
*\*Complete all Volunteer Orientation training modules in numerical order, beginning with Part 1 and ending with Part 9.*

A new window will open and the video will automatically start playing.

After the video or quiz ends, close the video player/quiz window.

Users will see the Training Status change to "Completed."

Click the **Trainings** link and then the [Sign Up for a Training] button to continue selecting Volunteer Orientation trainings.



**\*\*Once all nine Volunteer Orientation training modules have been completed, notify your local Extension office. You may logout of 4HOnline at any time.**

r Trainings Completed or In Progress				Sign Up for a Traini
Trainings Completed or In Progress				
Training	Type	Status	Edit / View	
Volunteer Orientation Part 1	Orientation Video	Completed	Edit / View	
Volunteer Orientation Part 2	Section 1 Video	Completed	Edit / View	
Volunteer Orientation Part 3	Section 1 Quiz	Completed	Edit / View	
Volunteer Orientation Part 4	Section 2 Video	Completed	Edit / View	
Volunteer Orientation Part 5	Section 2 Quiz	Completed	Edit / View	
Volunteer Orientation Part 6	Section 3 Video	Completed	Edit / View	
Volunteer Orientation Part 7	Section 3 Quiz	Completed	Edit / View	
Volunteer Orientation Part 8	Section 4 Video	Completed	Edit / View	
Volunteer Orientation Part 9	Section 4 Quiz	Completed	Edit / View	

## Training Tips

### Video

- Click on the speaker icon to adjust volume if desired.
- Videos can be paused/resumed by clicking on the video screen.
- At the conclusion of a video, users have the option to Replay or Finish. Once finished, the video will be marked as successfully completed and the video cannot be accessed again.
- Users may obtain a video transcript by clicking the Resources link in the upper right corner of the video window.

### Quiz

- A passing score is 80% or higher.
- At the conclusion of a quiz, users 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 to try again.

