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Upon logging in, cl	ick the orange [Contin	ue to Family] button.

Whomever 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.* 

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 Enrollment Status
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T HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE

Edit' betton to review and submit your record for approval

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

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There are seven pieces to the Volunteer Orientation Training to complete:

Volunteer Orientation, Part 1	(Video)
Volunteer Orientation, Part 2	(Video)
Volunteer Orientation, Part 3	(Quiz)
Volunteer Orientation, Part 4	(Video)
Volunteer Orientation, Part 5	(Quiz)
Volunteer Orientation, Part 6	(Video)
Volunteer Orientation, Part 7	(Quiz)



Click the name of the training to begin.

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

## **Video Tips**

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 cannot be accessed again. Users may obtain a video transcript by clicking the Resources link in the upper right corner of the video window.

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

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

Volunteer Orlentation, Part 1	Orientation Video	Sign Up
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After a training is complete, the user may click [Sign Up for a Training] and continue with Volunteer Orientation, Part 2, Part 3 and so on.

## **Quiz Tips**

A passing quiz score is 80% or higher. At the conclusion of a quiz, users have the option to Review, Retry or Finish the quiz. Once successfully finished, a quiz will be marked as completed. If a quiz was failed or exited before completion, the quiz status will be listed as Incomplete. To retake a failed or incomplete quiz, click [Edit/View] and then click the name of the training to begin.

You may logout at any time.

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Once you have successfully completed all 7 parts of the Volunteer Orientation in 4HOnline, notify your local Extension office.

The Introduction video mentioned there was a printable certificate option, but it is not available at this time.



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