

## STEPS FOR NEW FAMILIES SETTING UP PROFILES IN NJ.4HONLINE

### STEP ONE: LOGGING IN

1. Go to the NJ.4HOnline site, <http://nj.4honline.com> –note there is no *www* in the address.

2. Click the button next to, *I need to setup a profile*

A drop down menu will appear. Select the county where the club you are joining is based. Next, type in a valid family email address.

You must provide a valid email address to setup your account on NJ.4HOnline. Your email address will be your login. This will be the address where you receive 4-H information.

3. Confirm this email by entering it again in the field below

4. Enter your family/parent/guardian/household *Last Name*.

5. Enter a password with a minimum of 8 characters.

*Your password must contain at least 1 capital letter or number/symbol.*

6. Confirm your email by entering it again in the field below.

(If you forget your password, a new one can be sent to your email address.)

7. Click the *Create Login* button



### STEP TWO: FAMILY INFORMATION

1. The *Family Information* page is where all 4-H Youth and/or Adults in your family.

(Individual family members will be added in the next steps.)

2. Fill in the blank fields in the Profile Information section.

- Do not check the *Update member records ...* box at this time.
- All fields with a red asterisk must be completed.

**Note:** You do not need to enter or change your password at this time (unless you would like to).

