



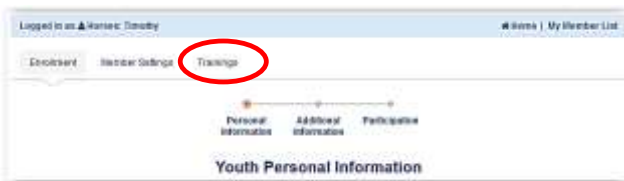
# Kansas 4-H Volunteer Orientation Training

Using your family's email and password, login to your existing family profile at <https://ks.4honline.com>. Do not create a new account; contact your local Extension office for assistance if needed.



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

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



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.



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



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

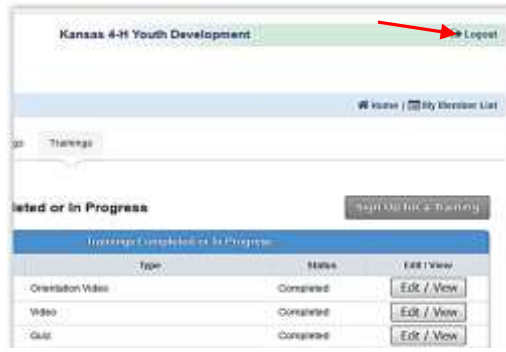
Click on the speaker icon to adjust volume if desired. Videos can be paused/resumed by clicking on the video screen. At the conclusion of a video, users have the option to Replay or Finish. Once finished, the video will be marked as successfully completed and cannot be accessed again. Users may obtain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

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.



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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