4HONLINE

Online Mandated Reporter Training For 4-H Volunteers

Created: July 7, 2015
Revised: September 9, 2015 – Added step to print certificate.
Revised: February 17, 2016 – Removed draft status.

OVERVIEW

Through 4HOnline, members and volunteers can take county and state required trainings anywhere they have internet access. These instructions walk them through the steps to access these trainings.

SOFTWARE REQUIREMENTS

There are no special software requirements except to use an updated browser (Google's Chrome and Apple's Safari work the best for this training).

SIGNING UP FOR THE TRAINING

1.   Log into 4HOnline with your family login.

2.   Click on the **Continue to Family** button.

3.   In the family Member/Volunteer List, click on **Edit** for your name.

4.   Under the blue bar below the UW-Extension logo, click on **Trainings**.

5.   If you have already signed up for the training, click on the **Edit/View** button and skip to step 7; otherwise click on the **Sign Up for a Training** button.

6.   Click on the **Sign Up** button next to the training you wish to enroll in.

TAKING THE TRAINING

7.   In the Training Steps section, click on the title of the course to begin.
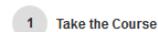
8. A new window will open with the training. Click on the Blue button to go to the Mandated Reporter training website.
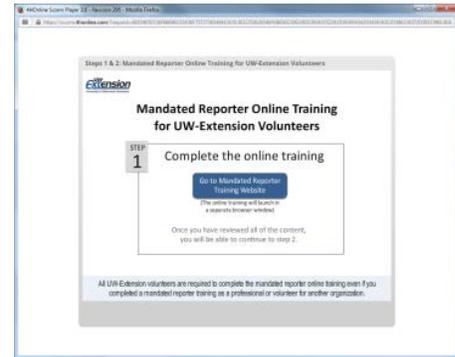
9. After viewing the information on the Mandated Reporter Online Training website, go back to the "4HOnline Scorm Player" window where you clicked on the blue button. (It might be hidden behind your current window.) It will now be a red button labeled "Begin Certification Assessment".

10. Complete the assessment. If you have to stop before answering all the questions, you can return later and it will pick up where you left off.

11. When you have completed the assessment, close the "4HOnline Scorm Player" window and return to the 4HOnline Training Information screen.

12. Your training status should now show as Completed.

13. Click on Print Certificate button to print your proof of completion.
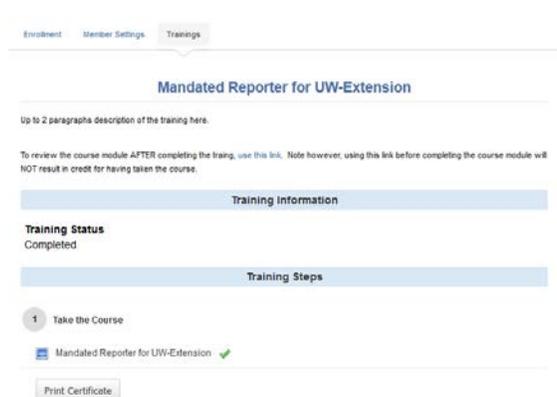
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