



Project Leader User Guide

OVERVIEW AND INITIAL ACCESS

4HOnline offers two levels of access to adults. First, all adult family members have access to their family’s enrollment data. Secondly, for those adults with designated leader roles, it is possible to grant “Club Manager” or “Project Leader” access, which provides greater access to member enrollment data.

To access 4HOnline as a Project Leader, you must:

- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the family email address used to enroll in 4HOnline.
- Know (or request from 4HOnline) your family login password.
- Be granted Project Leader access by Extension staff.
- Be provided with the project password by Extension staff.

To log on to 4HOnline:

1. Go to <http://az.4honline.com>
(notice that there is no “www”)
2. Enter your email address and password

Once granted Project Leader access, you will see the [Project Leader Login] toolbar whenever you log in to 4HOnline:

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- Clicking on [Continue to Family] will bring you to your regular data access screens.
- To log in as a Project Leader, choose your name under [Select a profile], then select a project from the second dropdown.
- Enter the project [Password], which will be provided by your Extension staff



After clicking on [Login to Project], you will see a list of members enrolled in this project.

- To print reports or mailing labels, click on the [Quick Reports]