

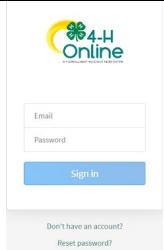
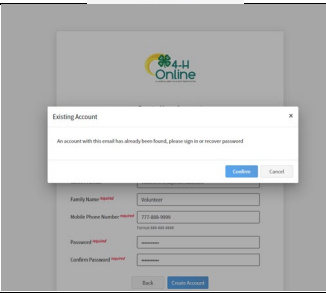
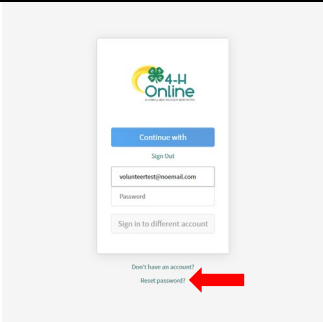


Duplicate Member Enrollment in 4-H Online 2.0

*Authored by Joi D. Saville 4-H Operations & Special Events Coordinator, Virginia Cooperative Extension;
State 4-H Online 2.0 Training Team*

The 4-H Online 2.0 system has several features that will check for duplicates within the system. Duplicate checks include: email account check and address checks. The system will stop the member from continuing their enrollment if there is a duplicate within the system. Please provide the member with this information, should they become stuck within the system.

Duplicate Email Accounts

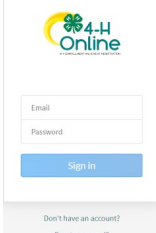
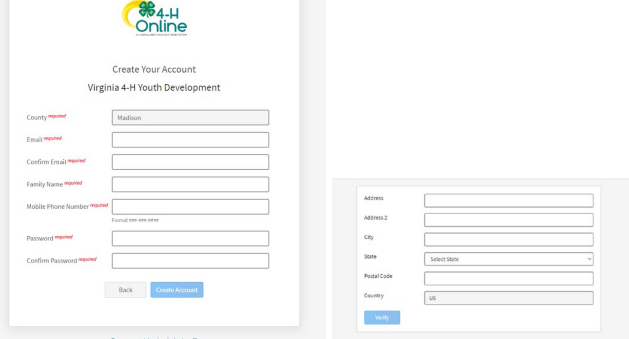
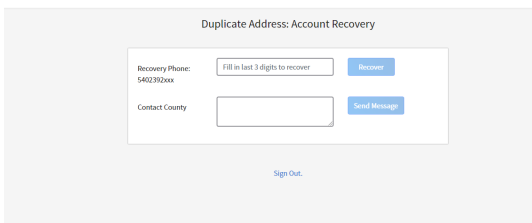
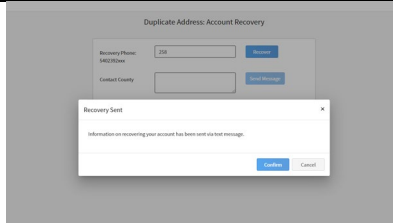
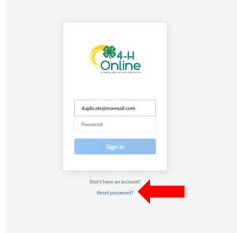
<p>Log in to 4-H Online 2.0 at https://v2.4honline.com</p> <ol style="list-style-type: none"> 1. Select “Don’t Have an Account” 2. Select Create Your Account 3. Select Virginia, then Virginia 4-H Youth Development 4. Select Your County 	
<p>If a duplicate email is detected, an “Existing Account” error message will pop up.</p>	
<p>Members will be redirected to the email account on file to log in.</p> <p><i>*If you do not remember your password, please click “Reset Password?” to receive an email with a temporary password.</i></p>	



Virginia Cooperative Extension

Virginia Tech • Virginia State University

Duplicate Addresses:

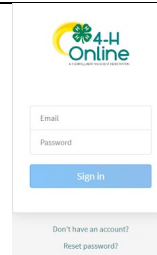
<p>Log in to 4-H Online 2.0 at https://v2.4honline.com</p> <ol style="list-style-type: none"> 1. Select “Don’t Have an Account” 2. Select Create Your Account 3. Select Virginia, then Virginia 4-H Youth Development 4. Select Your County 	
<p>Create Your Account</p> <ol style="list-style-type: none"> 1. Complete the information on the screen 2. Click Create Account 3. Complete Next Screen (address information) 	
<p>If a duplicate address is found, then an account recovery pop up box will appear. You can choose to have your email sent via text message to the phone number on file or send a message to the county.</p>	
<p>If you complete the text message field, verification will confirm the final 3 digits of the phone number and send a text message. The text message will contain the user email address.</p> <p>If you send a message to the County, the Local Extension Office will reach out with your email account on file.</p>	
<p>Members will be redirected to the email account on file to log in.</p> <p><i>*If you do not remember your password, please click “Reset Password?” to receive an email with a temporary password.</i></p>	

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Administrator, 1890 Extension Program, Virginia State University, Petersburg.

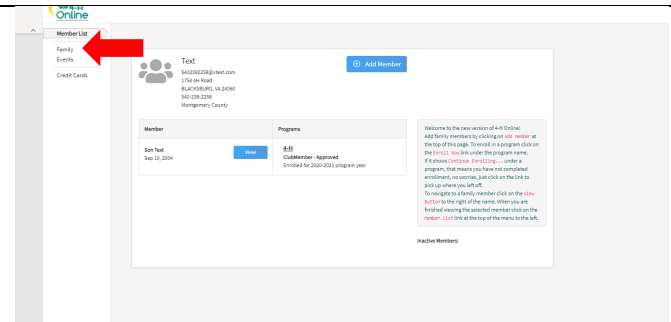
To Edit/Change Email or Phone Number on Account:

If your recovery email or phone number is no longer active, you will need to change that information on your account. To change the information:

1. Go to <https://v2.4honline.com>
2. Enter the email account on file
3. Enter the password associated with that account.
 - a. If you do not remember the password, and it is an inactive email address, please contact your [local Extension office](#) to reset your password.



Click on the Family Tab on the left hand side tool bar.



Click "Edit" on the Family Screen to edit the following:

1. Edit the family name, email, or phone number.
2. Edit the Address, City, State, Zip Code

