

## **Reprinting YQCA Certificates through the YQCA Portal**

Pease try the following steps to locate and print your certificate from your YQCA account:

### **For 4-H Youth:**

- 1) Login at [yqca.org](http://yqca.org)
- 2) Choose the “sign in with 4HOnline” link
- 3) Select Virginia 4-H Youth Development in the “select your organization” drop down menu
- 4) Enter your 4Honline username and family password
- 5) Click “sign-in”
- 6) Choose the youth member’s name from the drop down menu
- 7) Click “select member”
- 8) The course list will appear – based on the age that you selected and signed up for – find the box with word “completed” and the yellow star
- 9) Click on that box
- 10) The next window will verify the course and there is a red button that says print certificate – this will allow you to print your certificate

### **For FFA Youth or 4-H Youth who did NOT use the 4HOnline link to sign-in:**

- 1) Login at [yqca.org](http://yqca.org)
- 2) Choose the “independent sign-in” link
- 3) Enter the username and password you established when you registered previously
- 4) Click “sign-in”
- 5) The course list will appear – based on the age that you selected and signed up for – find the box with word “completed” and the yellow star
- 6) Click on that box
- 7) The next window will verify the course and there is a red button that says print certificate – this will allow you to print your certificate