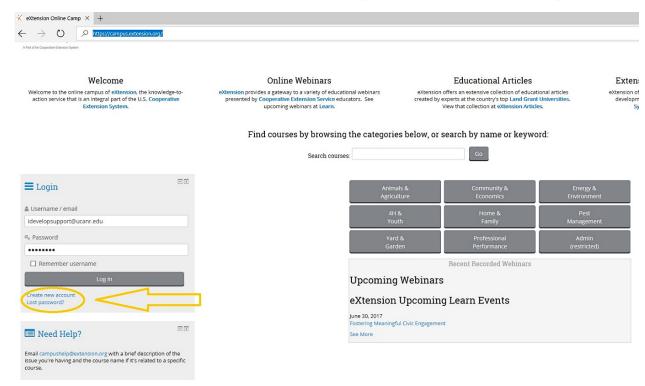# Using eXtension - 4-H Volunteers

These instructions are for accessing the eXtension system for the volunteers enrolled in the 4-H Youth Development Program of the University of California Division of Agriculture and Natural Resources. *For use by California 4-H only – please do not post this document online.*
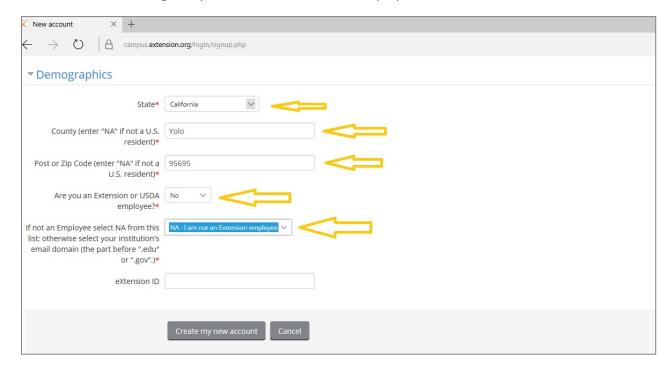
Creating an Account

Registering for courses

Creating an Account in eXtension

1. Individual volunteers need to create their own account. *Each volunteer must have their own email address.*

2. Go to https://campus.extension.org/.

3. Click the "Create New Account" link at the bottom of the login box on the left side of the page.
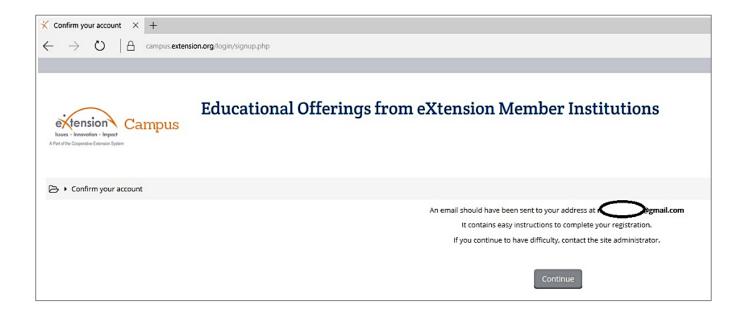
4. Create your User Name, Password, and the email address that you want associated with this account. An email address can only be associated with one account. In the demographics section, fill in the information indicating that you are NOT an eXtension Employee.
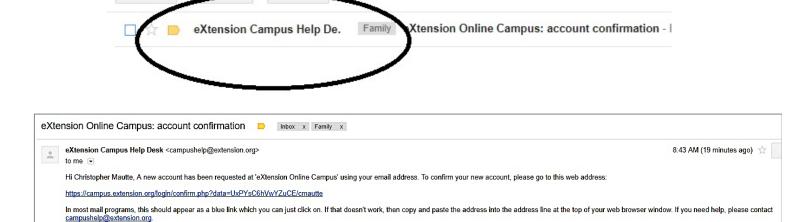

5. Once you submit the information you will see the "Confirm your account" page that asks you to go to your email for instructions to complete your registration.

6. Go to your email and click the link provided to confirm your account.

eXtension Online Campus: account confirmation   Inbox x   Family x

eXtension Campus Help Desk <campushelp@extension.org>   8:43 AM (19 minutes ago)
to me ▾

Hi Christopher Mautte, A new account has been requested at 'eXtension Online Campus' using your email address. To confirm your new account, please go to this web address:

https://campus.extension.org/login/confirm.php?data=UxPYsC6hVwYZuCE/cmautte

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then copy and paste the address into the address line at the top of your web browser window. If you need help, please contact
campushelp@extension.org.

7. <mark>Keep your login information in a safe, easy to access place.</mark>

University *of* California
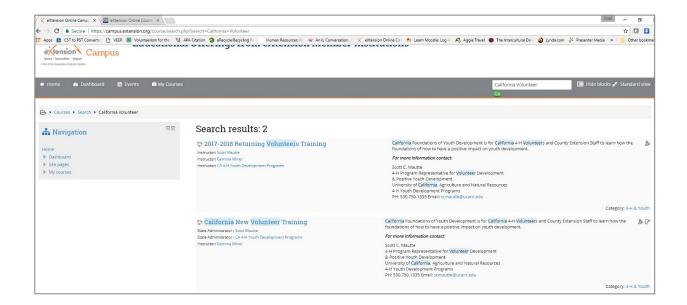Agriculture and Natural Resources

3

Registering for courses

Now that you have created your account, the following instructions will help you register for courses that you desire and/or are required to take.

1. For ALL California 4-H required courses, you will need to register for the course using your county code. You can request the county codes through the following survey:

    http://ucanr.edu/survey/survey.cfm?surveynumber=20474.
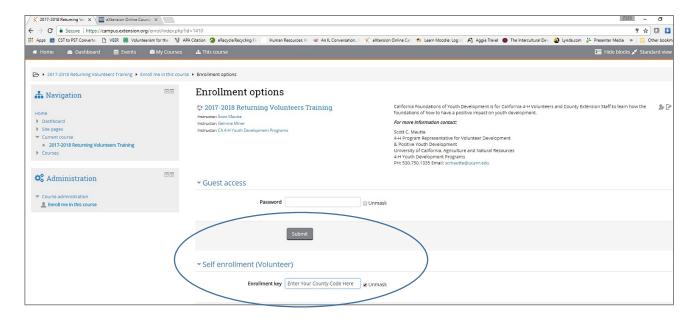
    Enter the email address you used to set up your eXtension account. Go to your email for the list of all the county codes. ***YOU WILL USE THE COUNTY CODE OF THE COUNTY THAT YOU ARE VOLUNTEERING IN.***

2. Go to https://campus.extension.org/ and login to your account.

3. In the search box, type, "California Volunteer" and click "Go". Choose one of the following:

    a. California New Volunteer Training - Choose this if this is your first year applying as a volunteer leader for California 4-H.

    b. 2017-2018 Returning Volunteers Training - Choose this training if you have been an approved volunteer in the California 4-H programs with no break in service up to this year.

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4. In the "SELF ENROLLMENT" box, enter your county enrollment key as shown below and you can begin taking the course.

5. As you complete each section, the next section will open.

6. Upon completion of all sections, you will be able to complete a certificate of completion for your records.