

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 a NEW 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/>.
 - a. If you have a Google or Microsoft Account, click on the appropriate icon and use your login information to create an eXtension Account. If you don't have a Google or Microsoft Account, use option b below to set up a new account.

The screenshot shows the eXtension Online Campus website. At the top, there is a navigation bar with links for 'shortcuts: eXtension.org', 'Ask an Expert', 'Campus', 'Catalog', 'Resources', 'Communities', 'Learn', and 'Search'. Below the navigation bar, there are four main sections: 'Welcome', 'Online Webinars', 'Educational Articles', and 'Extension Professional Development'. In the center, there is a search bar with the text 'Find courses by browsing the categories below, or search by name or keyword:'. Below the search bar, there is a grid of category buttons: 'Animals & Agriculture', 'Community & Economics', 'Energy & Environment', '4-H & Youth', 'Home & Family', 'Pest Management', 'Yard & Garden', 'Professional Performance', and 'Admin (restricted)'. On the left side, there is a 'Login' form with fields for 'Username / email' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below the login form, there are two buttons for 'Create new account' using 'Google' and 'Microsoft' accounts, which are circled in red. On the right side, there is a 'Recent Webinars' section with a list of recent learn events.

b. Click the “Create New Account” link at the bottom of the login box on the left side of the page.

Welcome to the online campus of eXtension, the knowledge-to-action service that is an integral part of the U.S. Cooperative Extension System.

Online Webinars
eXtension provides a gateway to a variety of educational webinars presented by Cooperative Extension Service educators. See upcoming webinars at Learn.

Educational Articles
eXtension offers an extensive collection of educational articles created by experts at the country's top Land Grant Universities. View that collection at eXtension Articles.

Extension of Development

Find courses by browsing the categories below, or search by name or keyword:

Search courses:

Login

Username / email

Password

Remember username

[Create new account](#)
[Lost password?](#)

Need Help?

Email campushelp@extension.org with a brief description of the issue you're having and the course name if it's related to a specific course.

Animals & Agriculture

Community & Economics

Energy & Environment

4H & Youth

Home & Family

Pest Management

Yard & Garden

Professional Performance

Admin (restricted)

Recent Recorded Webinars

Upcoming Webinars

eXtension Upcoming Learn Events

June 30, 2017
Fostering Meaningful Civic Engagement
[See More](#)

3. 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.

New account

campus.extension.org/login/signup.php

Demographics

State*

County (enter "NA" if not a U.S. resident)*

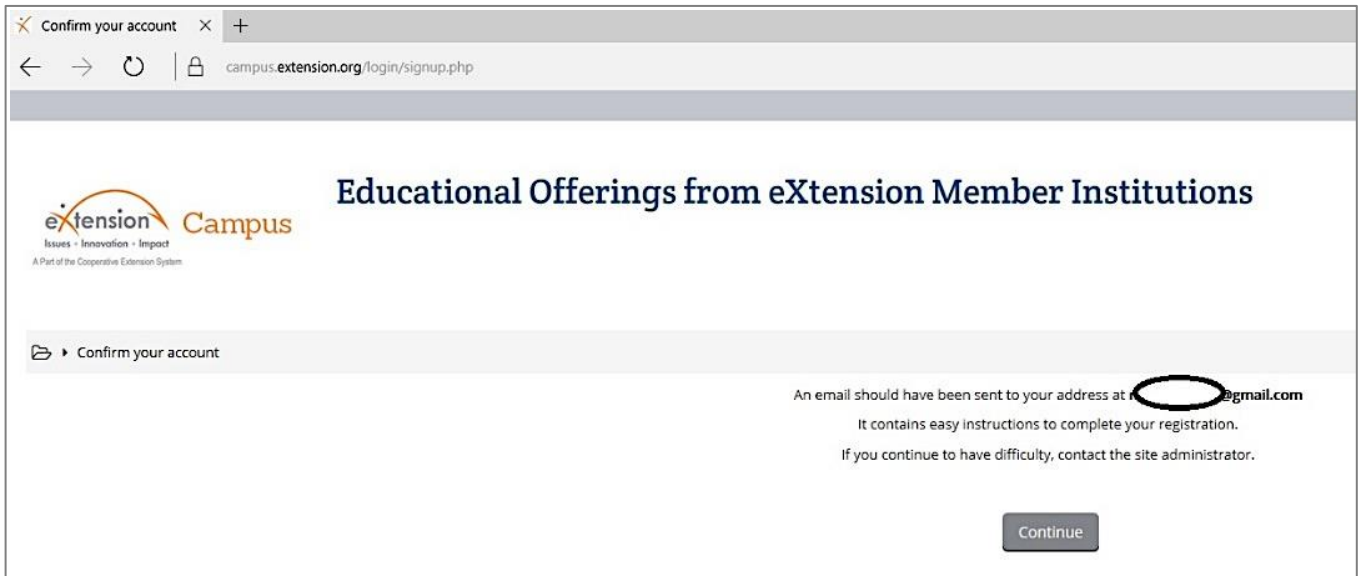
Post or Zip Code (enter "NA" if not a U.S. resident)*

Are you an Extension or USDA employee?*

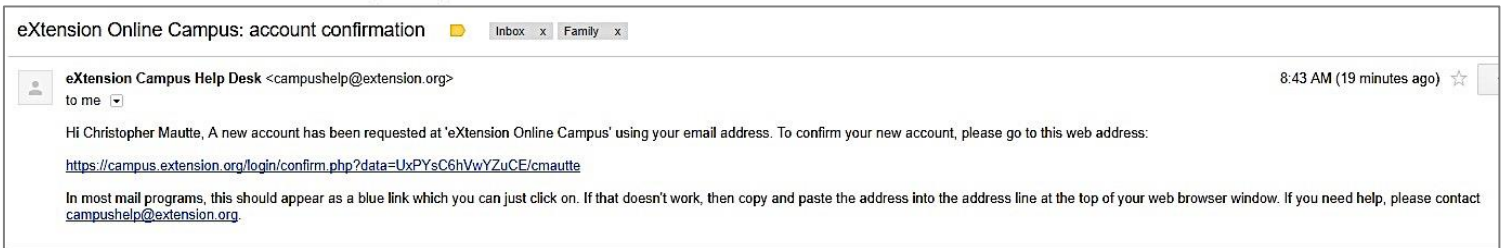
If not an Employee select NA from this list; otherwise select your institution's email domain (the part before ".edu" or ".gov").*

eXtension ID

- 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.



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



NOTE:

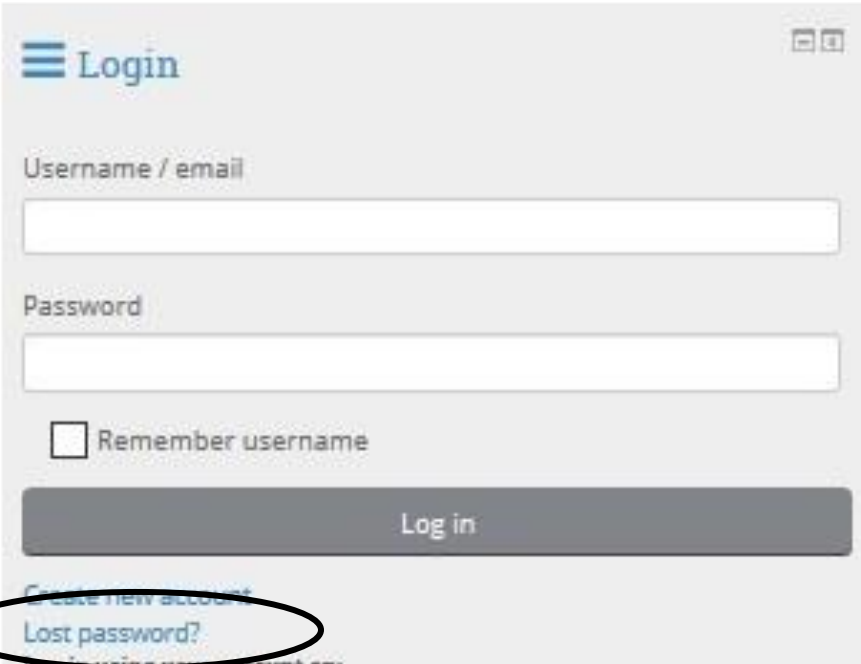
Sometimes confirmation email messages end up in the recipients' spam folders or are rejected by the email providers' mail servers, if the confirmation email does not show up in your inbox, check your junk. If you still have not received the confirmation email, contact campushelp@extension.org and give them your name and the email you used to sign up and ask them to manually confirm your account.

6. **Keep your login information in a safe, easy to access place.**

You will need to access this same account to take ongoing courses throughout the lifetime of your role as a California 4-H Volunteer.

Accessing an EXISTING Account in eXtension

1. Go to <https://campus.extension.org/>.
2. Use the same login information that you used for the previous year's online courses to login (if you forgot your login information, click the "Lost password?" link and the system will email you a link to change your password).



The screenshot shows a login form with the following elements:

- Header: Hamburger menu icon and "Login" text.
- Input fields: "Username / email" and "Password".
- Checkbox: "Remember username".
- Button: "Log in".
- Links: "Create new account" and "Lost password?". The "Lost password?" link is circled in black.

NOTE:

Sometimes password reset email messages end up in the recipients' spam folders or are rejected by the email providers' mail servers, if the password reset email does not show up in your inbox, check your junk. If you still have not received the password reset email, contact campushelp@extension.org and give them your name and the email you used to sign up and they will assist you in resetting your password.

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 enrollment key.
THESE COUNTY ENROLLMENT KEYS REMAIN THE SAME FOR ALL OF THE YEARLY REQUIRED COURSES.

You can obtain your unique county enrollment key in one of two ways:

- a. Contact your county office and ask them for the Enrollment Key for the Online Courses
- b. You can request the enrollment keys 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 enrollment keys.

YOU WILL USE THE ENROLLMENT KEY 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 the title of the training and click “Go”. Each of the Trainings has both an English and Spanish Option so please choose accordingly.
 - a. 2018-19 California New Volunteer Training (2018-19 Nueva Capacitación de Voluntarios de California) - Choose this if this is your first year applying as a volunteer leader for California 4-H or if you are a returning volunteer who was not active during the 2017-18 program year.
 - b. 2018-19 California Returning Volunteers Training (2018-19 Entrenamiento de Voluntarios que Regresan) - 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.
4. Enter your enrollment key in the box, that states, “Enter your County Enrollment Key (Contact County 4-H Office for Key)” as shown below and you can begin taking the course.

The screenshot shows the UCANR website interface. On the left is a navigation menu with options like Home, Dashboard, Site pages, My courses, and Courses. The main content area is titled 'Enrollment options' and features the course '2018-19 California Returning Volunteers Training' by Scott Maute. It includes sections for 'WHO SHOULD ATTEND:', 'COURSE OVERVIEW:', and 'COMPLETION TIME:'. At the bottom, there is a text input field with the placeholder text 'Enter your County Enrollment Key (Contact County 4-H Office for Key)', which is circled in red.