

# Creating an eXtension Account

## About eXtension

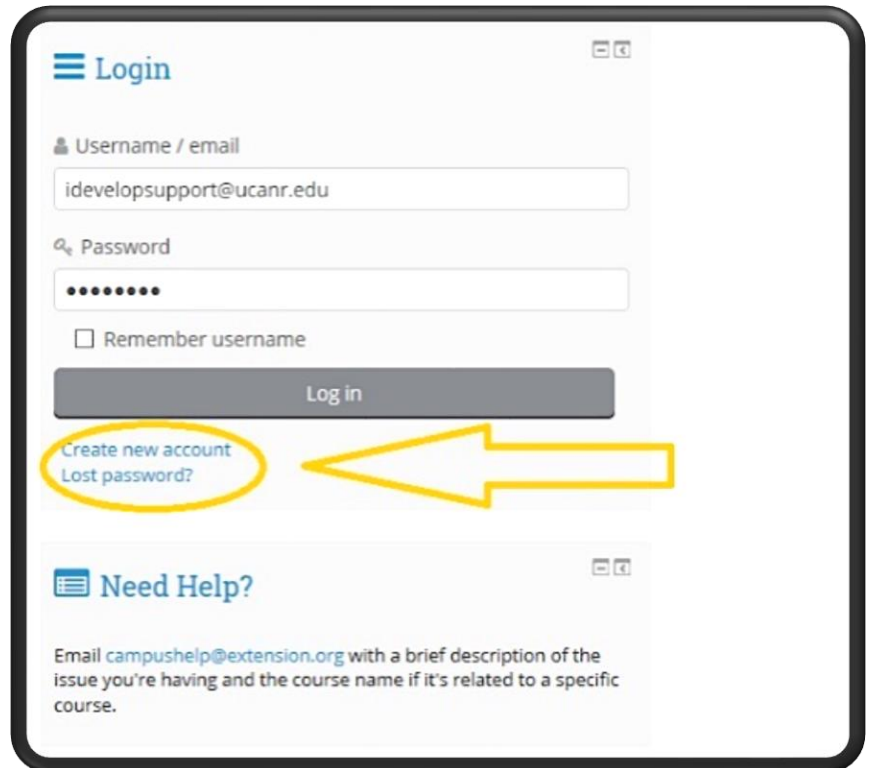
eXtension is the Learning Management System (LMS) that the California 4-H Youth Development Program used to facilitate self-directed online courses for staff, volunteers, and youth members.

eXtension is not connected to your 4Honline enrollment account and requires each person to individually enroll using a unique email address meaning that **you cannot share an email address with another person.**

The following are step-by-step instructions for setting up your eXtension account.

## Creating an Account in eXtension

1. Individual volunteers need to create their own account.
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.**

New account campus.extension.org/login/signup.php

### Demographics

State\* California

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

Post or Zip Code (enter "NA" if not a U.S. resident)\* 95695

Are you an Extension or USDA employee?\* No

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

eXtension ID

Create my new account Cancel

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.

Confirm your account campus.extension.org/login/signup.php

**extension Campus**  
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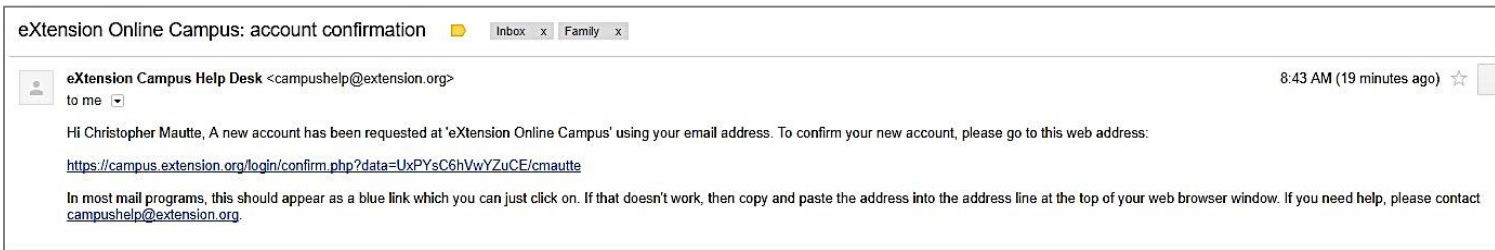
## Educational Offerings from eXtension Member Institutions

Confirm your account

An email should have been sent to your address at [redacted]@gmail.com.  
It contains easy instructions to complete your registration.  
If you continue to have difficulty, contact the site administrator.

Continue

6. Go to your email and click the link provided to confirm your account.  
Hint: Sometimes this email goes to your junk mail or your email server blocks it completely. If you do not receive the email to confirm your account, contact eXtension directly at [campushelp@extension.org](mailto:campushelp@extension.org) by giving them your name and email address and ask them to manually confirm the account for you.



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