

# eXtension Essentials

## Member and Volunteer Edition

These instructions are for accessing the eXtension learning management system (LMS) for individuals enrolled in the 4-H Youth Development Program of the University of California Division of Agriculture and Natural Resources.

### [Creating an Account](#)

### [Accessing an Existing Account](#)

### [Registering for courses](#)

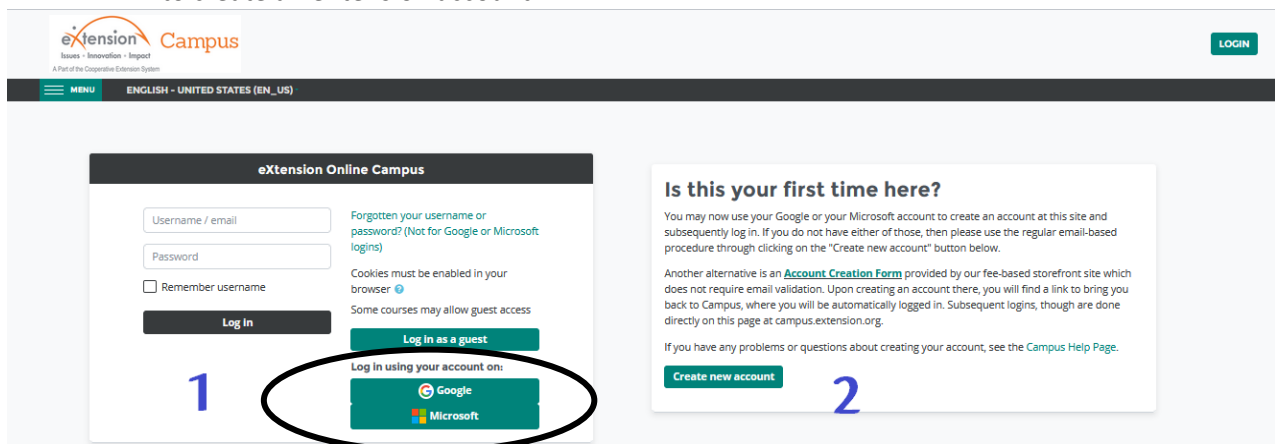
## Creating a NEW Account in eXtension

1. Individuals need to create their own account.

**Each person must use a unique email address and use the same name they used to enroll in 4hOnline.**

#### Example:

- John Doe [johndoe@gmail.com](mailto:johndoe@gmail.com) (acceptable because one name is associated with one email address and one account).
  - John & Jane Doe [johndoes@gmail.com](mailto:johndoes@gmail.com) (this is not acceptable because two people are sharing an account and one email address).
2. Go to <https://campus.extension.org/> and click the “login button at the upper right-hand corner of the page.
    - 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.
    - b. Click the “Create New Account” link on the right-hand side of the page and follow the prompts to create an eXtension account.



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\* 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

4. 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

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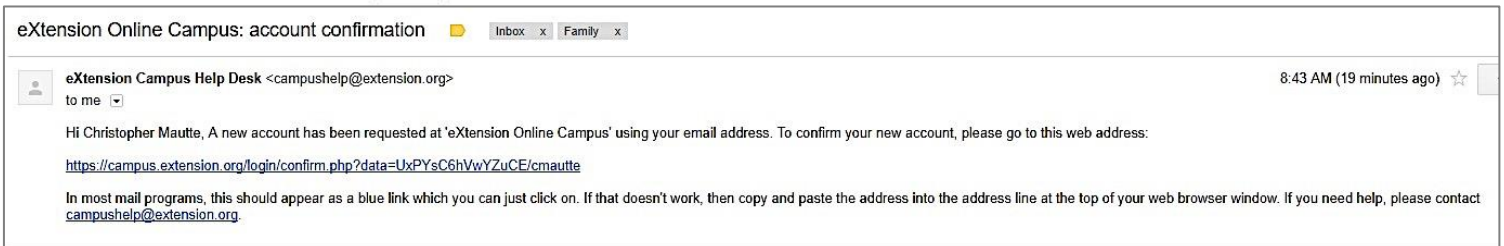
## Educational Offerings from eXtension Member Institutions

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

- 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](mailto:campushelp@extension.org) and give them your name and the email you used to sign up and ask them to manually confirm your account.

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

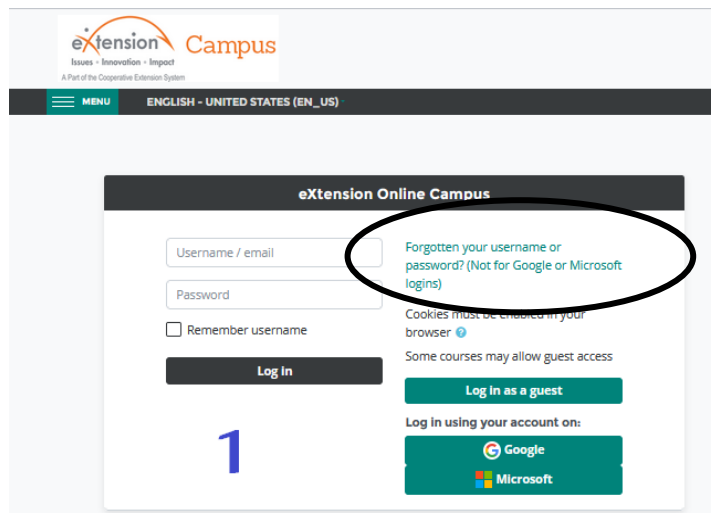
The eXtension learning management system (LMS) is used nationwide and will offer users access to other learning opportunities from other states and fields of interest. Your personal account will keep a record of all learning opportunities you have participated in within the system.

## Accessing an EXISTING Account in eXtension

- Go to <https://campus.extension.org/> and click the "login button at the upper right-hand corner of the page.
- 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.

**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](mailto: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.

Courses and their unique enrollment keys are located on the [California 4-H Learning and Development webpage](http://4h.ucanr.edu/Resources/Learning-Development/) at <http://4h.ucanr.edu/Resources/Learning-Development/>

**County enrollment keys for the Annual New and Returning Volunteer Courses required for Appointment and Re-Appointment courses are not publicly listed and must be obtained by your local Cooperative Extension Office. However, these keys remain the same from year-to-year.**

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

- a. Enrollment keys are sent via email to the email address you used to enroll in 4hOnline you're your account is set to pending status.
- b. You can request it from the Cooperative Extension County 4-H Office.

**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 course you desire to take and click "Go". To ensure that you are enrolling in the correct course, you may want to access the course from the [CA 4-H Learning and Development Webpage](#) once you are logged into eXtension.
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 a web interface with a navigation menu on the left and a main content area. The navigation menu includes links for Home, Dashboard, Site pages, My courses, and Courses. The main content area is titled "Enrollment options" and displays details for the "2018-19 California Returning Volunteers Training" course. Below the course details, there is a text box with a downward arrow icon and the text "Enter your County Enrollment Key (Contact County 4-H Office for Key)". This text box is circled in black in the original image.