

Creating a NEW Account in eXtension

1. Individuals need to create their own account.

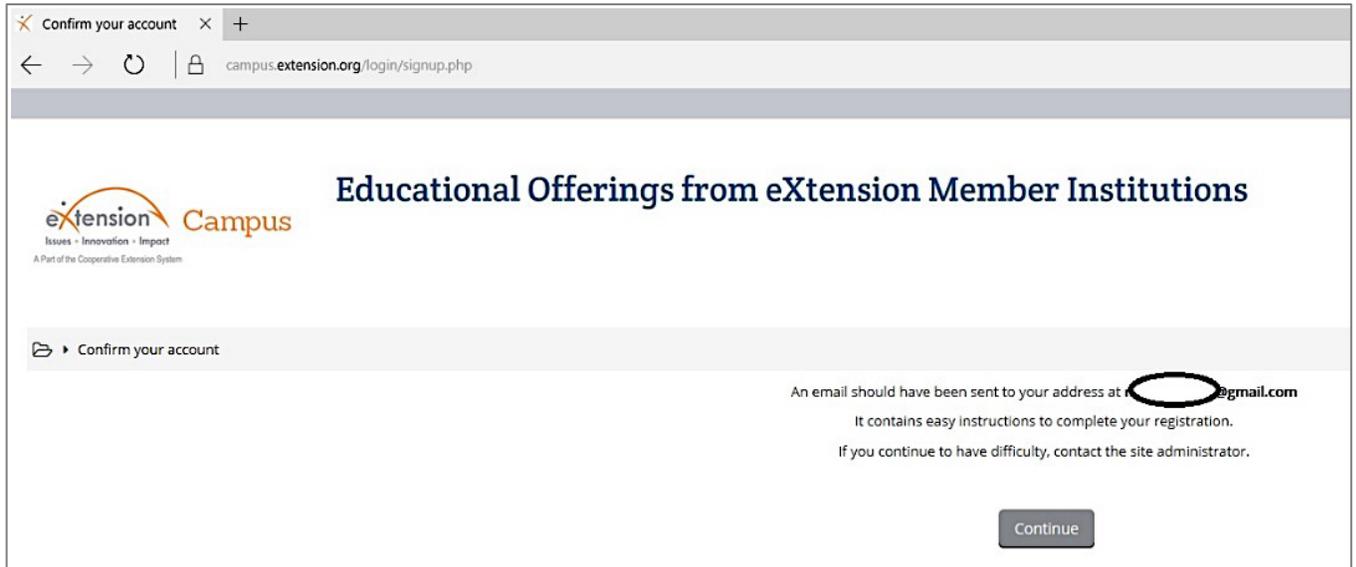
Each person must use a unique email address and use the same name they used to enroll in 4hOnline.

Example:

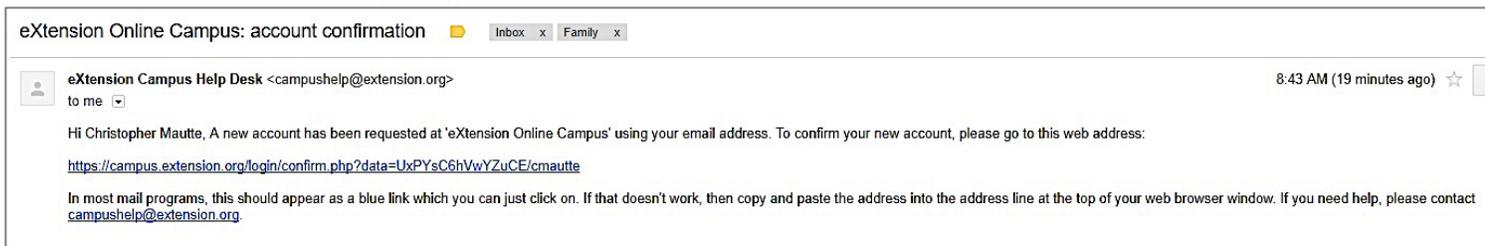
- John Doe john DOE@gmail.com (acceptable because one name is associated with one email address and one account).
 - John & Jane Doe john DOES@gmail.com (this is not acceptable because two people are sharing an account and one email address).
2. Go to <https://campus.extension.org/> and click the “login 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.

The screenshot displays the eXtension Online Campus interface. At the top, the logo for 'extension Campus' is visible, along with a 'LOGIN' button in the upper right corner. Below the logo, there is a navigation bar with 'MENU' and 'ENGLISH - UNITED STATES (EN_US)'. The main content area is divided into two sections. On the left, the 'eXtension Online Campus' login form includes fields for 'Username / email' and 'Password', a 'Remember username' checkbox, and a 'Log In' button. A large blue number '1' is placed next to the login form. Below the login form, there are options to 'Log in as a guest' and 'Log In using your account on:' with buttons for 'Google' and 'Microsoft'. A large blue number '2' is placed next to the 'Log In using your account on:' section. On the right, a box titled 'Is this your first time here?' provides instructions for creating a new account and includes a 'Create new account' button. Below the login and registration options, there are several registration fields: 'County (enter "NA" if not a U.S. resident)*' with the value 'Yolo', 'Post or Zip Code (enter "NA" if not a U.S. resident)*' with the value '95695', 'Are you an Extension or USDA employee?*' with a dropdown menu set to 'No', and 'If not an Employee select NA from this list; otherwise select your institution's email domain (the part before ".edu" or ".gov").*' with a dropdown menu set to 'NA - I am not an Extension employee'. At the bottom, there is an 'eXtension ID' field and two buttons: 'Create my new account' and 'Cancel'. Yellow arrows point to the 'Create my new account' button and the registration fields.

- 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.

- 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.