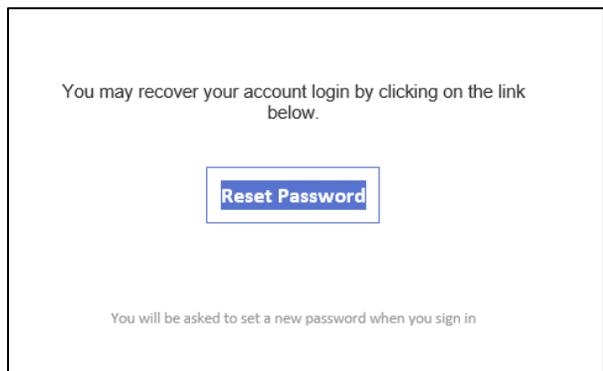
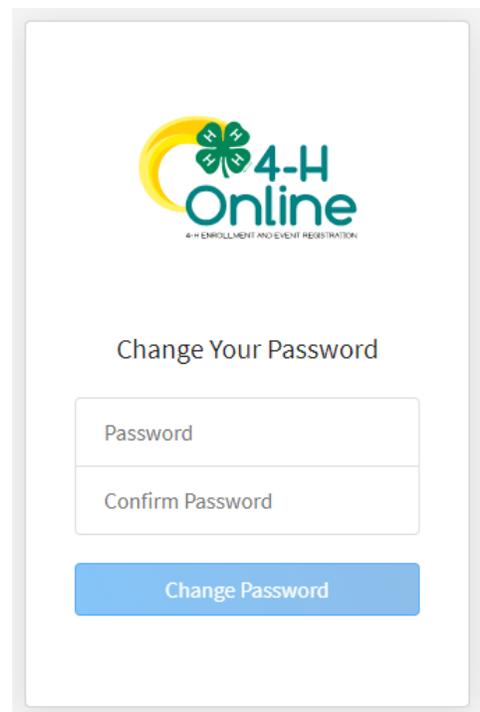


## Family Self Requesting Password Reset

1. Start by going to <http://wi.4honline.com>.
2. Click on **Reset Password?**.
3. Enter your email address.
4. Click on **Reset your Password** button.
5. You will receive an email with a link to set a new password.



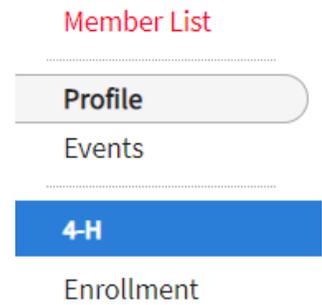
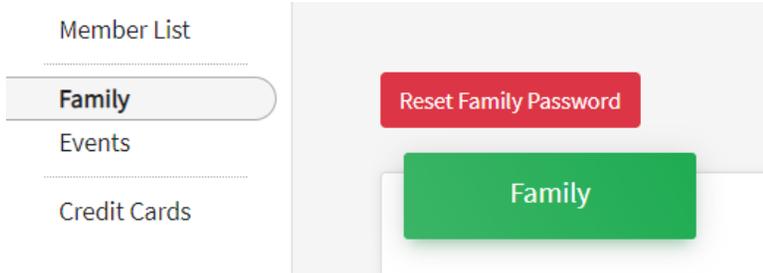
6. Click on the Reset Password link in the email.
7. You will get a screen with boxes to enter a new password. Enter and then confirm the new password.
8. Click on **Change Password** button.
9. You will then be back at the login screen. Enter your email address and your NEW password.



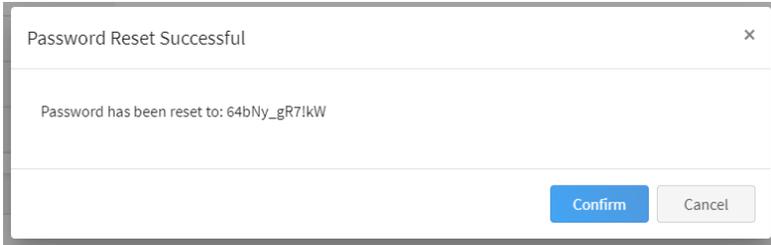
This screenshot shows the "4-H Online" logo at the top, with the text "4-H ENROLLMENT AND EVENT REGISTRATION" below it. The main heading is "Change Your Password". Below the heading are two input fields: "Password" and "Confirm Password". At the bottom of the form is a blue button labeled "Change Password".

## Staff Resetting a Family Password

1. Go to a family profile. If you are in a member record, click on **Member List** in the left menu.
2. From the Family Member List screen, click on **Family** in the left menu.
3. Click on the red **Reset Family Password** button.



4. The new temporary password will show. Copy and email to the family.



5. Click on **Confirm** button.

## Family Using New Temporary Password

1. Log into 4-H Online using the temporary password from the office.
2. Continue to Step 7 from the **Family Self Requesting Password Reset** instructions on page 1.

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