

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 an 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/>.
3. Click the “Create New Account” link at the bottom of the login box on the left side of the page.

The screenshot shows the eXtension website interface. At the top, there are navigation links: "Welcome", "Online Webinars", "Educational Articles", and "Exten:". Below these is a search bar with the text "Find courses by browsing the categories below, or search by name or keyword:". A "Search courses:" input field and a "Go" button are present. On the left, there is a "Login" box with fields for "Username / email" (containing "ldevelopsupport@ucanr.edu") and "Password" (masked with dots). Below the password field are checkboxes for "Remember username" and a "Log in" button. A yellow circle highlights the "Create new account" and "Lost password?" links, with a yellow arrow pointing to them. Below the login box is a "Need Help?" section with an email address "campushelp@extension.org". On the right, there are category buttons for "Animals & Agriculture", "Community & Economics", "Energy & Environment", "4H & Youth", "Home & Family", "Pest Management", "Yard & Garden", "Professional Performance", and "Admin (restricted)". Below these are sections for "Recent Recorded Webinars" and "Upcoming Webinars" with a link to "eXtension Upcoming Learn Events".

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
Issues • Innovation • Impact
A Part of the Cooperative Extension System

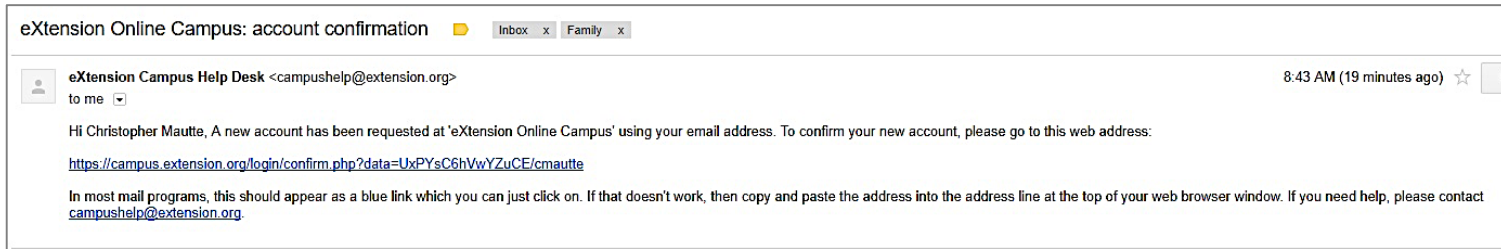
Educational Offerings from eXtension Member Institutions

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.



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

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 code. You can request the county codes 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 codes. **YOU WILL USE THE COUNTY CODE 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, "California Volunteer" and click "Go". Choose one of the following:
 - a. California New Volunteer Training - Choose this if this is your first year applying as a volunteer leader for California 4-H.
 - b. 2017-2018 Returning Volunteers Training - 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.

The screenshot shows a web browser window displaying the eXtension Campus website. The search bar at the top right contains the text "California Volunteer" and a green "Go" button. Below the search bar, the search results are displayed. The results are titled "Search results: 2" and list two courses:

- 2017-2018 Returning Volunteers Training**
Instructor: Scott Mautte
Instructor: Gemma Miner
Instructor: CA 4-H Youth Development Programs
- California New Volunteer Training**
State Administrator: Scott Mautte
State Administrator: CA 4-H Youth Development Programs
Instructor: Gemma Miner

Each course listing includes a brief description of the course and contact information for Scott C. Mautte, the 4-H Program Representative for Volunteer Development & Positive Youth Development at the University of California, Agriculture and Natural Resources. The contact information includes a phone number (530-750-1335) and an email address (scmautte@ucanr.edu). The category for both courses is "4-H & Youth".

4. In the “SELF ENROLLMENT” box, enter your county enrollment key as shown below and you can begin taking the course.

The screenshot shows a web browser window with the URL <https://campus.extension.org/enroll/index.php?id=1410>. The page title is "2017-2018 Returning Volunteers Training" and the page content is titled "Enrollment options".

On the left side, there is a navigation menu with "Home", "Dashboard", "Site pages", "Current course", and "Courses". Below that is an "Administration" section with "Course administration" and "Enroll me in this course".

The main content area is titled "Enrollment options" and includes the following information:

- 2017-2018 Returning Volunteers Training**
- Instructors: Scott Mautte, Instructor: Gemma Miner, Instructor: CA 4-H Youth Development Programs
- California Foundations of Youth Development is for California 4-H Volunteers and County Extension Staff to learn how the foundations of how to have a positive impact on youth development.
- For more information contact:**
Scott C. Mautte
4-H Program Representative for Volunteer Development & Positive Youth Development
University of California, Agriculture and Natural Resources
4-H Youth Development Programs
PH: 530.750.1335 Email: scmautte@ucanr.edu

There are two enrollment options:

- Guest access:** Includes a "Password" field, an "Unmask" checkbox, and a "Submit" button.
- Self enrollment (Volunteer):** Includes an "Enrollment key" field with the text "Enter Your County Code Here" and an "Unmask" checkbox.

A blue oval highlights the "Submit" button and the "Self enrollment (Volunteer)" section.

5. As you complete each section, the next section will open.
6. Upon completion of all sections, you will be able to complete a certificate of completion for your records.