



## Accessing the 4-H Volunteer e-Learning Course:



1. The 4-H Volunteer e-Learning Course is housed within the “**Volunteers**” information page on the Michigan 4-H Youth Development website. The direct link to that page is: <http://4h.msue.msu.edu/4h/volunteers>. There is a description of the course on the page under the link entitled “4-H Volunteer e-Learning Course.” When clicking on the link from the volunteer page, it will first open the description and then provide a link. Clicking on the link in the description section that says “**4-H Volunteer e-Learning Course**” will take you to the link needed to open the course. You can access it directly by going to <http://4h.wsu.edu/volunteertraining/>.
2. Once on the official 4-H Volunteer e-Learning page (<http://4h.wsu.edu/volunteertraining/>), you can access the course by clicking the white button on the left side of the screen that says “**4-H Volunteer e-Learning Course**.” If necessary, there are instructions on the page to install the appropriate software needed to run the course. This software is fairly standard and most people will not need to install additional software in order to use the system.
3. After clicking the white button to launch the 4-H Volunteer e-Learning course, individuals will need to sign in under the appropriate state. They should enter their first and last name and select Michigan from the drop-down menu. The correct password is **Volunteer**. After typing the password, click the button that says “**Login**.”
4. There are four modules that need to be completed as a part of the 4-H Volunteer e-Learning Course: About 4-H, Youth Development, Leadership & Teaching, and Getting Started in 4-H. The center of the 4-H clover tells participants more about the course. Each module can be completed individually by accessing the menu on the left or by clicking on the appropriate title within the 4-H clover. Each lesson takes approximately twenty minutes to complete. You can advance through the lessons by clicking the yellow button that says “**next**” or go back by clicking “**back**” if needed.
5. Each module has a short quiz that you will need to complete in order to demonstrate proficiency in that section. Once you pass the quiz, you will be taken to a certificate where you can enter your name, county, and share any additional comments you would like. Make sure you enter your county and print the certificate. Once finished, clicking “**submit**” will alert staff at Michigan 4-H Youth Development that you have completed a section of the 4-H Volunteer e-Learning Course.