

## Directions for Accessing 4-H Volunteer Online Trainings

1. In your web browser, go to <https://campus.extension.org/login/index.php>
2. You will begin by creating an account. If you have a Google or Microsoft email, use the log in buttons in the box on the left side of the page. If you do not have a Google or Microsoft email, use the "create a new account" button in the box on the right-hand side.
3. Follow steps to complete your information and verify your account if necessary.
4. Once your account is set up, you will be taken to the main home page. In the middle of the page, you will see a list of courses. Click the dropdown for "4-H & Youth".
5. Next click the drop down for "Vermont 4-H". This will reveal the course titled "Vermont 4-H Volunteer Orientation". Click on this course.
6. You will be prompted to use the following enrollment key: UVMEXT2022
7. Complete the modules as listed in the course. Upon completion of modules, claim your certificate of completion. Please be sure to download these so that you can save them for your files and send a copy to your 4-H staff or educator overseeing your application process. You should also receive a copy of your certificate in your email.

### **What to do if more than one volunteer shares the same email address?**

To create an account on [campus.extension.org](https://campus.extension.org) each user must have a unique email address. You can create multiple accounts on a shared email address by adding "+OTHERNAME" to your email address (add it to the part before the @ with no spaces). For example, if the shared email address is [smithfamily@aol.com](mailto:smithfamily@aol.com), then when you create an account on [campus.extension.org](https://campus.extension.org), enter this as the email address: [smithfamily+SALLY@aol.com](mailto:smithfamily+SALLY@aol.com) and/or [smithfamily+SAM@aol.com](mailto:smithfamily+SAM@aol.com). Campus will think of this as a different address, but in most cases, the email provider will ignore that "+OTHERNAME" in the address and send the email to the regular shared email account.

To skip the process of email verification, however, it is suggested that you create these accounts using the signup form at [https://catalog.extension.org/account?action=login\\_form](https://catalog.extension.org/account?action=login_form).

### **Forgotten Passwords**

The *Lost Password* link is only for those who self-registered an account at Campus. If you used your Google or Microsoft accounts when you first logged in, then you must continue to use those login buttons for subsequent logins.