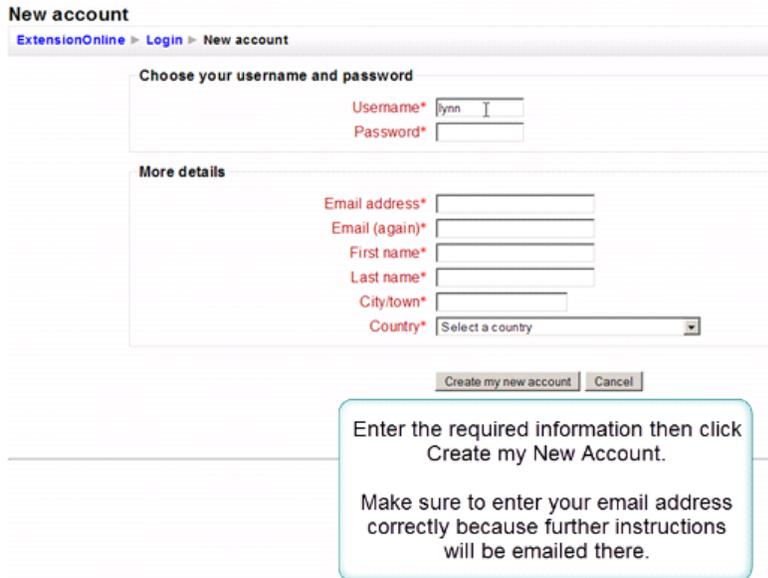


## Directions to enroll in: Colorado 4-H Volunteers Orientation

- NOTE: It is best to use Mozilla Firefox for this training.** Go to <http://campus.extension.org> find the login box on the left. If you have an account then log in with your username and password. If you do not have an account, click on **Create new account**.
- On the page that comes up fill in the information requested.

Enter the required information then click  
Create my New Account.

Make sure to enter your email address  
correctly because further instructions  
will be emailed there.

- You will be asked if you are an employee, select no. In the next box, please select colostate
- You will receive an email confirming the account creation within an hour or so. Follow the instructions in the email in order to enable the account. If you do not get a confirmation email please email: [campushelp@extension.org](mailto:campushelp@extension.org) for assistance in getting the account confirmed.
- After you have logged in look for the search box and type in “**Colorado 4-H Volunteer Training**” and click on the search button.

Search courses:

- When you see the course name click on the title to self-enroll. You will need to type in the enrollment key of: **Weld2023** to enroll.

Enrollment key   Unmask

- Once you are enrolled in a course it will appear on a list under “My Courses” as **Colorado 4-H** on the left side of your screen the next time you log in. You can click on the course title to go back to the course.
- There are 4 “Lessons” to complete. Begin with “Lesson 1” and when each module has been completed it will move to the next lesson.
- The system will ask you to take a survey, please do not take the survey. If you select to take the survey, you will not be able to print your completion certificate.
- Print or save the completion certificate and email a copy to [m-langston@co.weld.co.us](mailto:m-langston@co.weld.co.us) or mail us a copy of the completion certificate.