

## **4-H Volunteer e-Learning Course Instructions**

If you already have a ZSuite account, please login and skip to Step 3.

1. Visit <u>https://4h.zsuite.org/</u> and select **'Sign Up'** button.



2. Register Household - Enter in required household information then click orange 'Let's Go' button.



3. Once the household is established, you click the **'Choose profile'** button.



4. Add a Household member - to create your profile click the green **'+Household Member'** button.

↑ Maine Test Household ⊚			
This is your dashboard. You can view/add to your household members below, about the dashboard	view announcements, shared files and more. Click the $\widehat{\mathcal{O}}$ button to learn more		
There are no profiles added to this household. Please click the <u>+ Household Member</u> button below to add a profile for the kids/adults in your household.			
+ HOUSEHOLD MEMBER	Show Archived Members		
Add a Household Member by clicking on "+ HOUSEHOLD ME	MBER" button		

5. Enter in your First Name, Last Name and select volunteer from the dropdown menu. **If ZSuite asks you to continue with an enrollment, please do not create an enrollment at this time.** You will be asked to do that at a later time once you've completed all the volunteer onboarding requirements. Please choose **'Switch Profile'** on the sidebar and then select your volunteer profile.

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6. To access the Clover Academy training library, click **'Clover Academy'** listed on the menu on the lefthand side, then select the green **'Enroll'** button on the Maine-4-H Volunteer e-Learning Modules. You will need to select **'Yes'** to confirm your enrollment. To begin, select the green **'Launch'** button.

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Profile     Switch Profile	+ Incutions Memory Brow Archived Members	Maine - STEM Ambassadors	Maine - 4-H Volunteer e-Learning Modules The Maine 4-H Volunteer e-Learning Modules is an online course designed to orient new 4-H volunteers.	Maine - Introduction to Cultural Competency for 4-H Volunteers
E Dashiboard			Participants will learn about: • Volunteer Roles & Relationships • Positive Youth Development • Youth Wouth Development	
Record Books			<ul> <li>Eafe &amp; Inclusive Environments. Learning modules, if you decide to you complete the four e-Learning modules, if you decide to you would like to apply to be a 44 volunteer, click on the Maine 4-4 Volunteer Certification Proceer Maine 4-4 Volunteer Certification</li> </ul>	
Clover Academy	←			
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Logout	Upcoming Events	Cooperative Extension Cooperative Extension Maine - 4-H Volunteer Certification Drowsee		

7. To begin, select the text **'Lesson 1: Volunteer Roles and Relationships'**. Next, choose the blue **'Enter'** button. If you cannot see the entire video screen, select the < button at the top, left of the video to enlarge.



8. Once you've completed all four modules, your certificate will become available. Click the blue **'View** certificate' button.

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9. Please download and email a copy of the certificate to your county office: <u>Contact Information for All</u> <u>UMaine Extension County Offices [extension.umaine.edu/county-offices/all]</u>

10. Now that you have completed the e-Learning modules that introduced you to 4-H, if you would like to apply to be a 4-H volunteer, click on the **Maine 4-H Volunteer Certification Process** module to begin the application process. This module is found in the Course Catalog on the Clover Academy in ZSuite.

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