COLORADO STATE UNIVERSITY
EXTENSION

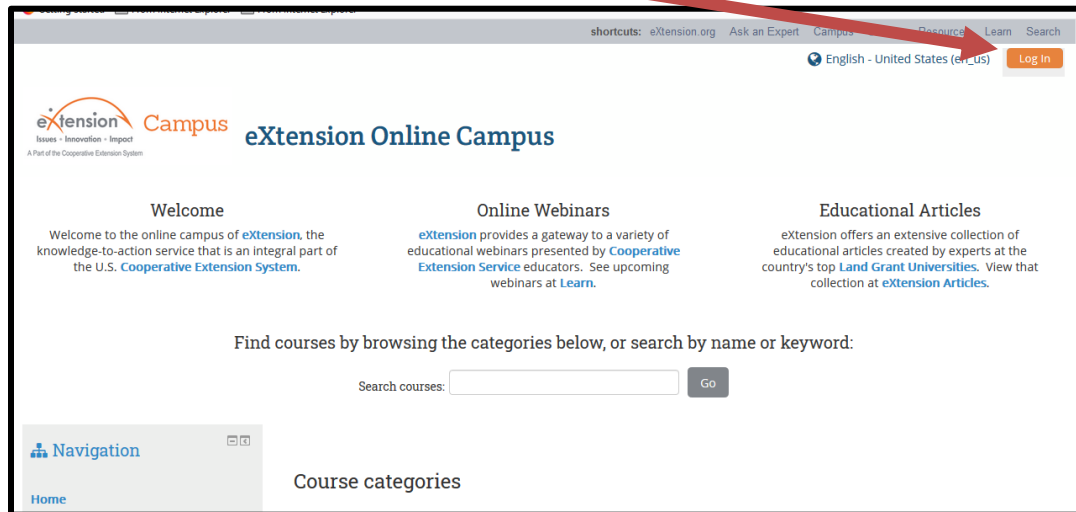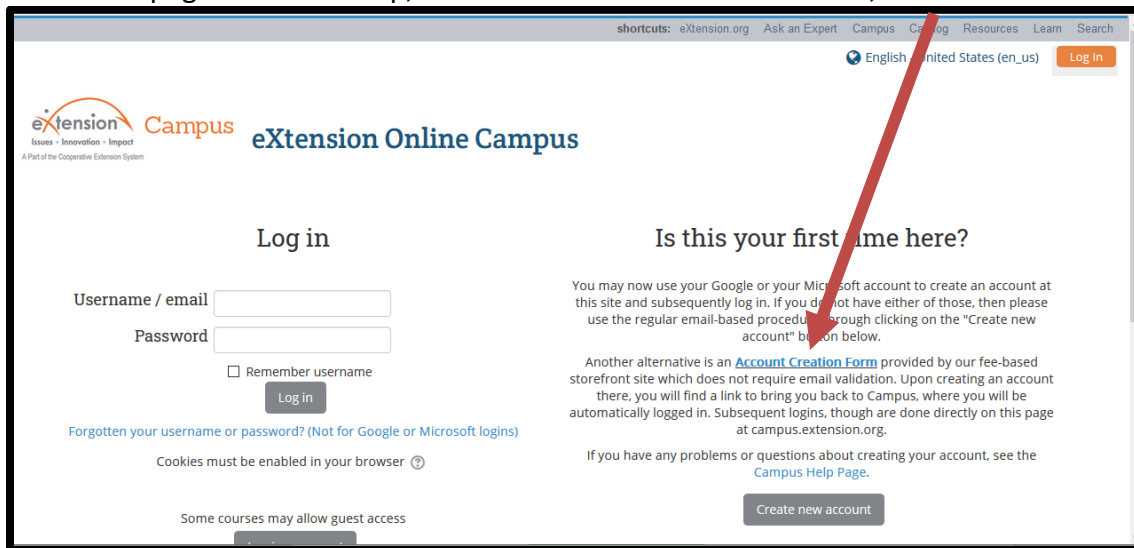*Directions to enroll in:*
Colorado 4-H Volunteers Orientation

1. **NOTE: It is best to use Mozilla Firefox for this training.** Go to https://campus.extension.org click the login box on the right.

2. On the page that comes up, select the "Account Creation Form," link.

3. Fill in all the "account" and "contact" information and click the "create account" button.

4. Now you'll have to go back to the original link above: https://campus.extension.org/ You should be logged in. Enter "Colorado 4-H Training" in the search bar and click on "go".

5. You will see the following screen. Click on the course title to get to the next screen.
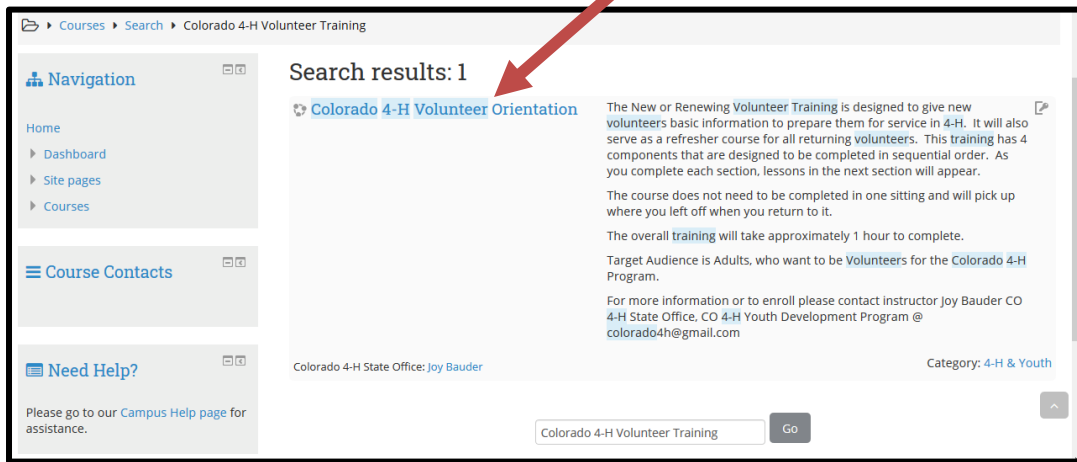
6. You will need to type in the enrollment key of: **Teller2020** and then click the "enroll me" button.

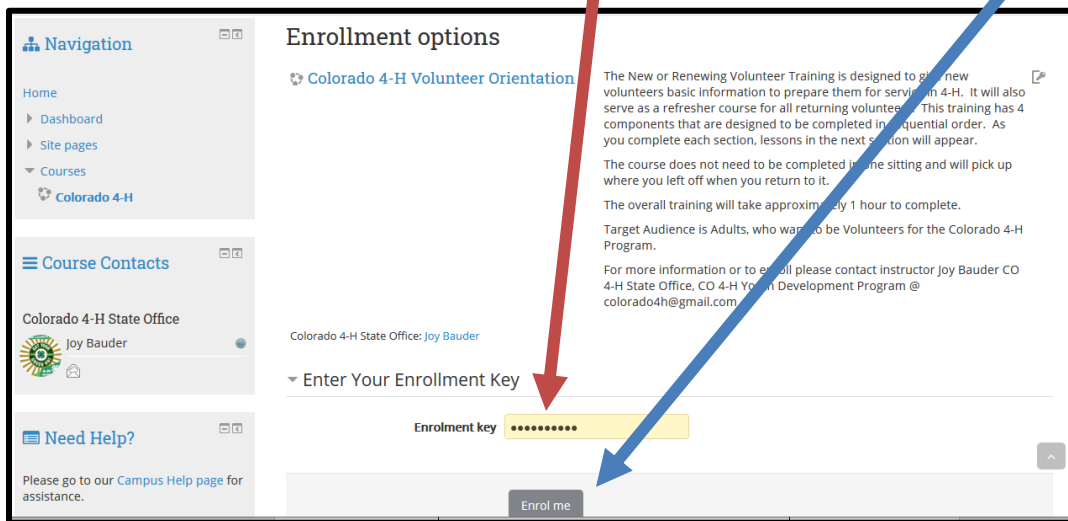**7.** Once you are enrolled in a course it will appear on a list under "My Courses" as *Colorado 4-H* on the left side of your screen the next time you log in. You can click on the course title to go back to the course.

8. There are 4 "Lessons" to complete. Begin with "Lesson 1" and when each module has been completed it will move to the next lesson. Once you have completed all 4 lessons, a box with a ribbon will appear below, please click on it to generate your certificate of completion. You can choose to print it out or save it to your computer and provide a copy to the extension office.

For help and assistance? campushelp@extension.org

eXtension