

Quick Sheet - Employee Enrollment

1. Login to the family account
2. Click "Add Member"
3. Click 4-H then click "Next"
4. Enter the basic information for the adult and click "Next"
5. Complete the About You, Demographics and Emergency sections and click "Next"
6. Click to join 4-H as a New or Returning 4-H Volunteer then click "Finish"
7. Click to "Select Volunteer Type." An AgriLife Extension Employee can add the volunteer type of Program Volunteer - AgriLife Extension Employee. Includes County Extension Agents, Extension Program Assistants (some), Texas 4-H Specialists, Administration, and any other employee whose position is funded by Texas A&M AgriLife Extension. **Positions 100% funded by the county (such as county support staff/county program assistants) are not considered AgriLife Extension Employees for this purpose.** Employees may add additional volunteer types.
 - o Select the volunteer type from the drop down menu
 - o Click "Add" next to the volunteer type to add to the enrollment
 - o Once all types have been added, click the "Next" button
8. After reading the instructions for the Clubs section, click "Select Clubs"
 - o Click "Add" next to the club to add to the enrollment
 - o Click the "Select Clubs" button and repeat to add additional clubs
 - o Once all clubs have been added, click the "Next" button
9. After reading the instructions for the Projects section, click "Select Projects"
 - o Click "Add" next to the project to add to the enrollment
 - o Click the "Select Projects" button and repeat to add additional projects
 - o Once all projects have been added, click "Next"
10. After reading the instructions for the Questions section, click "Show Questions"
11. Complete the questions, click the "Next" button
12. After reading the instructions for the Health section, click "Show Health Form"
13. Complete the health information, click "Next"
14. After reading the instructions for the Consents section, click "Show Consents"
15. Complete the consents information, click the "Next" button
16. A payment method must be selected. As an AgriLife Extension Employee, your fee will be waived by the state, but you must submit a payment at this step.
 - o **Payment By Card** - If you do not already have a payment method saved in your family profile, add the card information and click "Add Credit Card"
 - o **Payment By 4H Check** - Select that the payment will be collected by the county office option
17. Review the Pay by Computer terms, sign to accept and click "Next"
18. Click to confirm and submit the enrollment
19. After reading the instructions for the Screening section, click "Show Screening." As an AgriLife Extension Employee, you will be asked to submit the screening form. Your screening will later be waived by the state.
20. Complete the screening, click the "Next" button
21. As an AgriLife Extension Employee, you will not need to take the Child Protection Training since you complete it through Train Traq. Your trainings will be marked complete after enrollment submission.
22. After the state waives your fees, screening, and trainings, your profile must still be reviewed and approved at the county level before the status changes to Approved - [What's My Status?](#)

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