



ALASKA 4-H ENROLLMENT IN ZSUITE



EXISTING FAMILY PROFILE

Email

Password



Enrollment must be done ANNUALLY to stay active in 4-H!

After October 1:

1. Go to <https://4h.zsuite.org/>

2. Use the same email & password you used to initially sign up, select **LOGIN**

3. Choose the **PRIMARY ACCOUNT** to enroll 4-H Members

4. You will see a list of all the household members and their current enrollment status:

a. **Red** = INACTIVE 4-H MEMBER

b. **Green** = ACTIVE 4-H MEMBER

5. Select the 4-H Member's name you wish to update, select **>ENROLL MEMBER NOW**

6. Fill out the 4-H member's info. Select **NEXT**

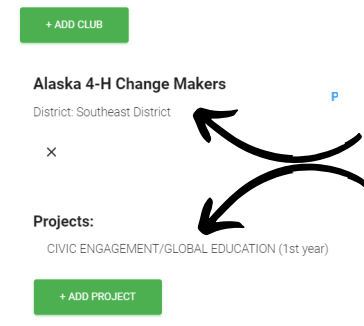
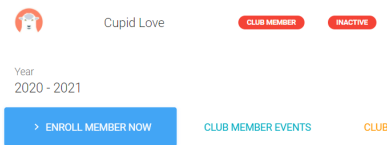
7. Fill out the HEALTH AUTHORIZATION forms and sign the WAIVERS, then select **NEXT**

8. Select **+ADD CLUB** and choose your club(s)

9. Select **+ADD PROJECT** and choose the projects you would like to do this year

10. Select **SUBMIT**

11. Then you can either **>ENROLL MEMBER NOW** for another 4-H member, **+HOUSEHOLD MEMBER** (to add a member new to 4-H), or **ADD TO CART**. Must be submitted to be complete.



ONCE SUBMITTED, YOUR ENROLLMENT WILL CHANGE FROM INACTIVE TO PENDING PAYMENT. ONCE YOUR ANNUAL DUES ARE PAID (CREDIT CARD, CHECK, OR CASH) YOUR ENROLLMENT CHANGES TO PENDING APPROVAL. ONCE PAYMENT IS RECEIVED, THE EXTENSION OFFICE WILL MOVE YOUR ENROLLMENT TO ACTIVE.

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