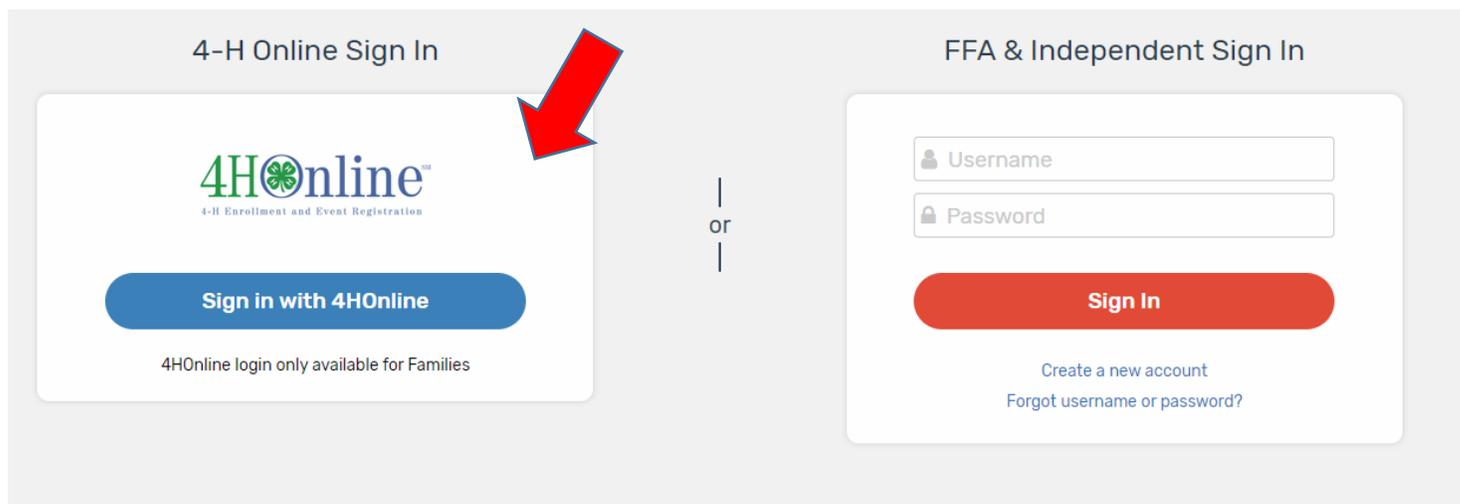


# YQCA STEP-BY-STEP INSTRUCTIONS

**1.** Go to <https://yqca.learngrow.io>

**2.** 4-H Online Sign In

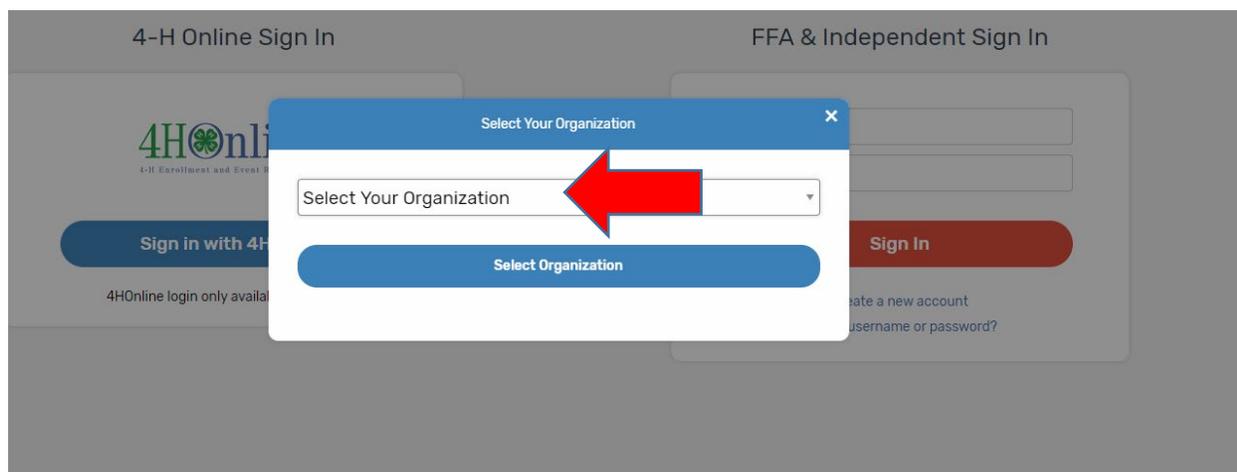
You **MUST** select the option to sign in with 4-H Online.



The screenshot shows two sign-in options side-by-side. On the left is the '4-H Online Sign In' section, which includes the 4HOnline logo, a blue 'Sign in with 4HOnline' button, and a note that login is only available for families. On the right is the 'FFA & Independent Sign In' section, which has input fields for 'Username' and 'Password', a red 'Sign In' button, and links for 'Create a new account' and 'Forgot username or password?'. A red arrow points to the 4HOnline sign-in button, and the word 'or' is centered between the two sections.

FFA & Independent Sign In are for those participants that are only in FFA or for those that are 19-21 years of age. ***If you are in 4-H and select this option- you will NOT get credit for completion.***

**3.** Next you will be prompted so select your organization (or in this case your state). Select ***Illinois 4-H Youth Development.***



This screenshot shows the same sign-in page as above, but with a modal window titled 'Select Your Organization' overlaid in the center. The modal has a dropdown menu with the text 'Select Your Organization' and a red arrow pointing to it. Below the dropdown is a blue 'Select Organization' button. The background sign-in options are dimmed.



Login  
 Forgot your password?

Email

Password

Role

5. After successfully logging in, you will be given a list of Active family members. Select a family member and start the account creation process.



Member

6. Next the 4-H member must check the box and click the “Create Account” button.

### Complete Your Account

You're almost done! Please enter a username for your account.

(1) I am 13 years of age or older; and/or (2) the parent/guardian of the above minor; I understand and agree to the [Terms of Use](#)

- 7.** Next, the 4-H member must type in their full name and click the “I agree” box. Then hit “continue”

**Data Sharing**

### Data Sharing Consent

I give permission for LearnGrow and the Organization associated with this account to share Personally Identifying Information including but not limited to First Name and Last Name to third parties for the purpose of verifying course certification.

Member Full Name

Ashton Miller

I agree

**Continue**

- 8.** You will be given a course list to choose from. Select the correct age group for the participant.

#### Course List

<div style="background-color: #3498db; color: white; padding: 5px; text-align: center;"><b>Course</b></div> <p style="margin: 0;"><b>Age 07: Novice</b></p> <p style="font-size: 0.8em; margin: 0;">To qualify for this course, you must have turned 7 in the previous calendar year.</p> <hr/> <table border="0" style="width: 100%;"><tr><td style="width: 60%;">Instructor-Led Training</td><td style="text-align: right;">\$3.00</td></tr></table>	Instructor-Led Training	\$3.00
Instructor-Led Training	\$3.00	

 **Course**  **Age 08: Junior**  To qualify for this course, you must have turned 8 in the previous calendar year.   ---  |                         |         | |-------------------------|---------| | Web-Based Training      | \$12.00 | | Instructor-Led Training | \$3.00  | |

**9.** You will be given two options. If you plan to take the course ONLINE- choose the “Web-Based Training” option. If you plan to the face-to-face training- choose the “Instructor-Led Training”

← Back to Course List

### Web-Based Training

Course  
**Age 13: Intermediate** **\$12.00**

To qualify for this course, you must have turned 13 in the previous calendar year.

Certification for Ashton Miller ⓘ

Purchase Course

|  
or  
|

### Instructor-Led Training

Course  
**Age 13: Intermediate** **\$3.00**

To qualify for this course, you must have turned 13 in the previous calendar year.

State

Training  

Select Training

Certification for Ashton Miller ⓘ

Purchase Course

If you choose the Instructor-Led Training- you will need to enter the state and choose which county your will be training in.

### Instructor-Led Training

Course  
**Age 13: Intermediate** **\$3.00**

To qualify for this course, you must have turned 13 in the previous calendar year.

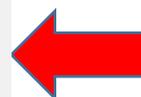
State

Training  

Select Training

Certification for Ashton Miller ⓘ

Purchase Course



**10.** You will add your credit card at this time. You must pay for the course at this time.

### Select payment method

Course	Age 13: Intermediate
Amount	\$12.00
Type	Web-Based Training
Certification for	Ashton Miller

---

**Apply a coupon code if you have one**

Coupon Code

---

**Select from one of your existing credit cards or add a new one.**

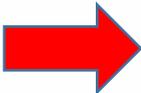
**11.** Once you enter your information and click “purchase course” you are ready to begin.

### Age 13: Intermediate

To qualify for this course, you must have turned 13 in the previous calendar year.

---

**Course Registration Status**

Registered 

---

**Invoice**

Invoice Description	Invoice Amount
Course Registration - Ashton Miller	\$12.00
Invoice Number	Amount Paid
280244	\$12.00
Invoice Status	Invoice Balance
Paid	\$0.00

**12.** Once you click the “Go to Course” button your screen will look like this.

**Age 13: Intermediate** **Status: Registered** [View Registration Details](#)

To qualify for this course, you must have turned 13 in the previous calendar year.

If you no longer wish to take this course, you can cancel your registration any time before starting your first lesson. [Cancel Registration](#)

Animal Well Being		
 Knowledge Builder		<input type="radio"/>
 Skills Lab		<input type="radio"/>
 Quiz <b>Required</b>		<input type="radio"/>
Food Safety		
 Knowledge Builder		<input type="radio"/>
 Skills Lab		<input type="radio"/>
 Quiz <b>Required</b>		<input type="radio"/>
Life Skills		
 Knowledge Builder		<input type="radio"/>
 Skills Lab		<input type="radio"/>
 Quiz <b>Required</b>		<input type="radio"/>

Each quiz must be passed with an 80% or higher. If the participant does not pass the quiz the first time, the quiz will be locked for 1 hr. However, you may move on to the other areas while you are waiting.

12 (b). If you are taking the “Instructor-Led Training”- once training is complete, the instructor will manually check each participant as complete. You will then receive an email from the instructor confirming you have been marked “Complete” and that your certificate is ready to be printed.

-You must log back in to your account and print your certificate.

- 13.** At the end of the course you will see a red button that says “Print Certificate”. Each participant must print 2 copies of your certificate. One copy must be sent to the Extension Office and the other must accompany your animals when you travel. This means to jackpots, open shows, 4-H Fair, and ILSF.

**Course**

---

**Age 13: Intermediate** **Status: Completed** [View Registration Details](#)

To qualify for this course, you must have turned 13 in the previous calendar year.

[Print Certificate](#) [Take Survey](#) 

---

**Animal Well Being**

 Knowledge Builder	Completed 
 Skills Lab	Completed 
 Quiz <span style="color: red;">Required</span>	Passed 

---

**Food Safety**

 Knowledge Builder	Completed 
 Skills Lab	Completed 
 Quiz <span style="color: red;">Required</span>	Passed 

---

**Life Skills**

 Knowledge Builder	Completed 
 Skills Lab	Completed 
 Quiz <span style="color: red;">Required</span>	Passed 

- 14.** After your training is complete AND you have printed your certificate you may log out of the account.