



**Getting Your YQCA Web-Based Certification**

# CREATING AN ACCOUNT

# Creating An Account

Go to <https://yqca.learnrow.io>

## 4-H Online Sign In

If you have an Active account in 4-H Online, select to Sign in with 4HOnline.

Will be prompted so select a state, then enter the Login information for your 4-H Online account.


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

## FFA & Independent Sign In

For FFA members and those who do not have an active 4-H Online account

YQCA certification is now open! When you log in, there will be a Help button in the bottom right of the screen to notify us of any Issues - Thank You!

### 4-H Online Sign In



Sign in with 4HOnline

4HOnline login only available for Families

or

### FFA & Independent Sign In

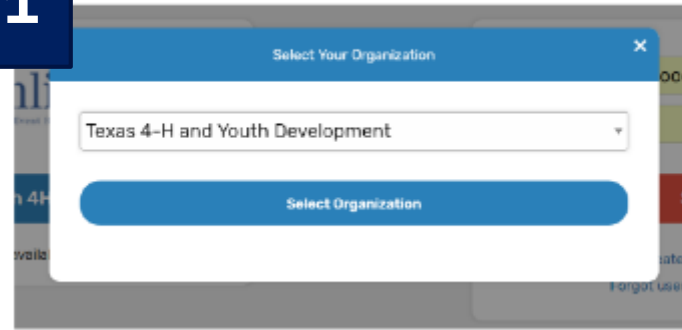
Sign In

[Create a new account](#)  
[Forgot username or password?](#)

# Creating An Account – 4-H Online

1

Select a 4-H Organization



2

Login with 4-H Credentials



Select a Family Member

Member's status must be active. If you're not sure of the member's status, log in to 4-H Online to view the status on the member screen. To check the progress of member activation in 4-H Online, contact your county 4-H office.

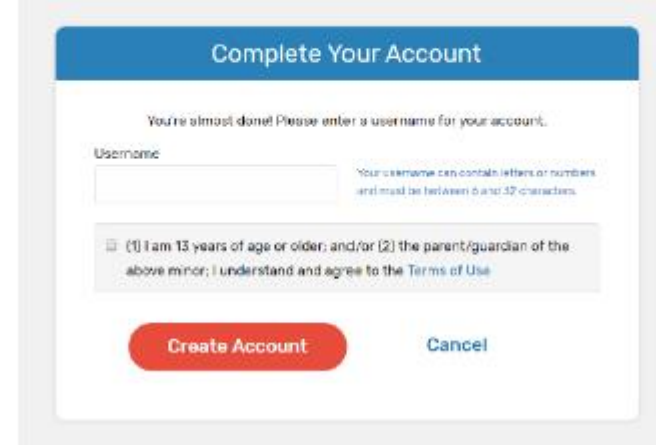
3



4

Enter a Username

After creating your account, you can still log in with your 4-H Online credentials. The username will be used if you decide to disconnect your account from 4-H Online.



# Creating An Account – FFA & Independent

**Enter information for the individual whose name will appear on the certificate**

**A parent or guardian must create the account (in the child's name) for a member that is 12 or younger**

**Email entered for member that is 12 or younger, must be that of a parent or guardian**

### Create Account

Enter your account information. All fields are required.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email (parent/guardian email if this account is for a youth 12 or younger)	Confirm Email
<input type="text"/>	<input type="text"/>

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Username	Your username can contain letters or numbers and must be between 6 and 32 characters.
<input type="text"/>	
Password	A password must be eight characters or longer, contain at least one number, and contain either a capital letter or a special character.
<input type="text"/>	
Confirm Password	
<input type="text"/>	

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State	County
<input type="text"/>	Select a state first ...

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Date of Birth	Gender
<input type="text"/>	I am...

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Residence	Ethnicity
<input type="text"/>	I am...

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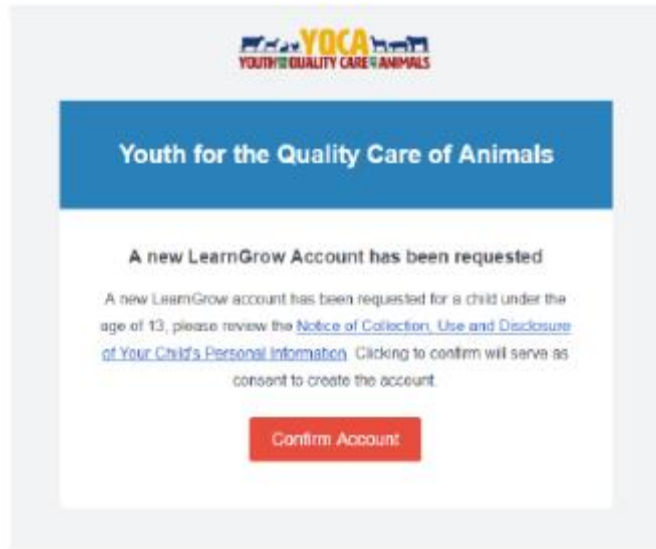
Race	Check all the boxes that apply to you. If your ethnicity is "Non-Hispanic", you must select at least one option.
<input type="checkbox"/> American Indian / Alaskan Native	
<input type="checkbox"/> Asian	
<input type="checkbox"/> Black / African American	
<input type="checkbox"/> Native Hawaiian / Pacific Islander	
<input type="checkbox"/> White	
<input type="checkbox"/> Balance of Other Combinations	
<input type="checkbox"/> Prefer Not To State	

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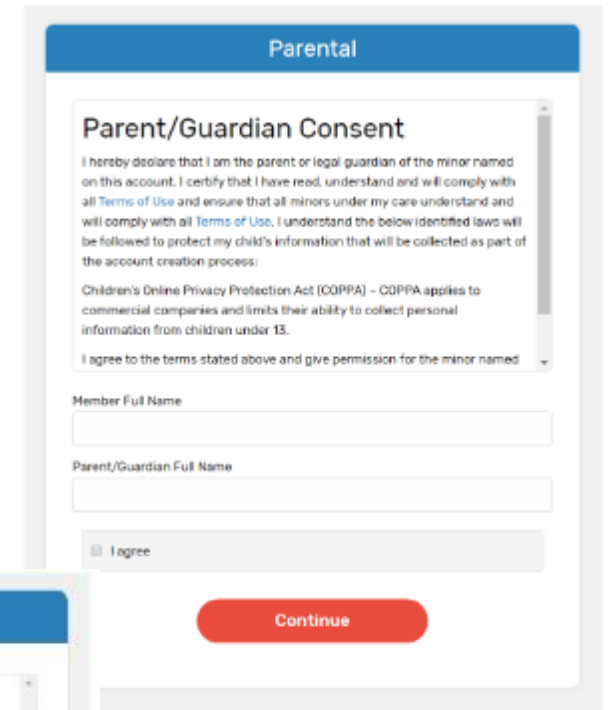
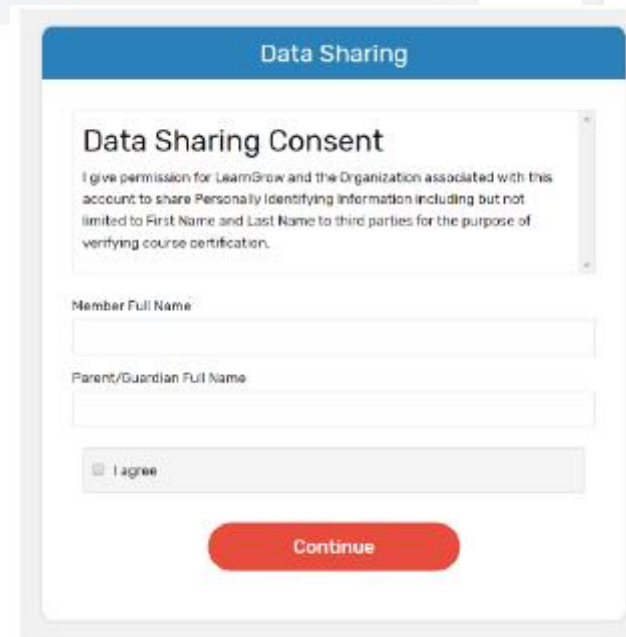
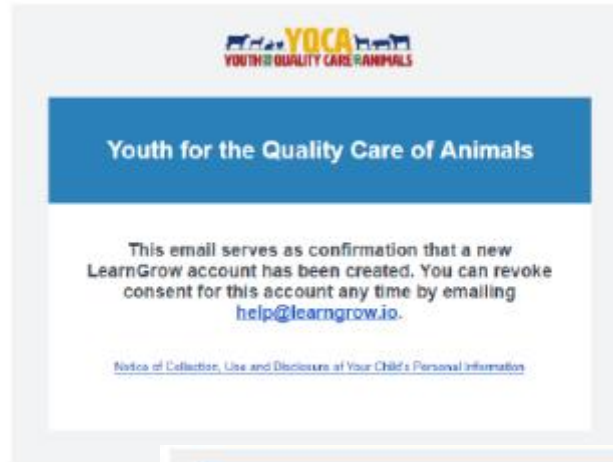
(1) I am 13 years of age or older; and/or (2) the parent/guardian of the above minor; I understand and agree to the [Terms of Use](#)

**Create Account**

# Creating An Account – FFA & Independent



**For members 12 or younger**



# NAVIGATING THE ACCOUNT

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# Navigating The Account

## Home screen for member

### To start a course, click one of the course listed

- Be sure to select Web-Based Training
- Read the description of the course carefully to make sure the individual associated with the account meets the requirements

The screenshot displays a 'Course List' interface with a grid of six course cards. The top right corner features a 'Completed' button and a 'View All' button. The cards are arranged in two rows of three. The first row contains three cards for 'Age 08: Junior', 'Age 09: Junior', and 'Age 10: Junior'. The second row contains three cards for 'Age 11: Junior', 'Age 12: Intermediate', and 'Age 13: Intermediate'. Each card includes a blue header, course title, qualification requirements, and pricing for 'Web-Based Training' and 'Instructor-Led Training'. The 'Age 12' and 'Age 13' cards are marked as 'Registered'.

Course	Qualification Requirements	Web-Based Training	Instructor-Led Training	Status
Age 08: Junior	To qualify for this course, you must have turned 8 in the previous calendar year.	\$12.00	\$3.00	Available
Age 09: Junior	To qualify for this course, you must have turned 9 in the previous calendar year.	\$12.00	\$3.00	Available
Age 10: Junior	To qualify for this course, you must have turned 10 in the previous calendar year.	\$12.00	\$3.00	Available
Age 11: Junior	To qualify for this course, you must have turned 11 in the previous calendar year.	\$12.00	\$3.00	Available
Age 12: Intermediate	To qualify for this course, you must have turned 12 in the previous calendar year.	-	Instructor-Led Training	Registered
Age 13: Intermediate	To qualify for this course, you must have turned 13 in the previous calendar year.	-	Instructor-Led Training	Registered



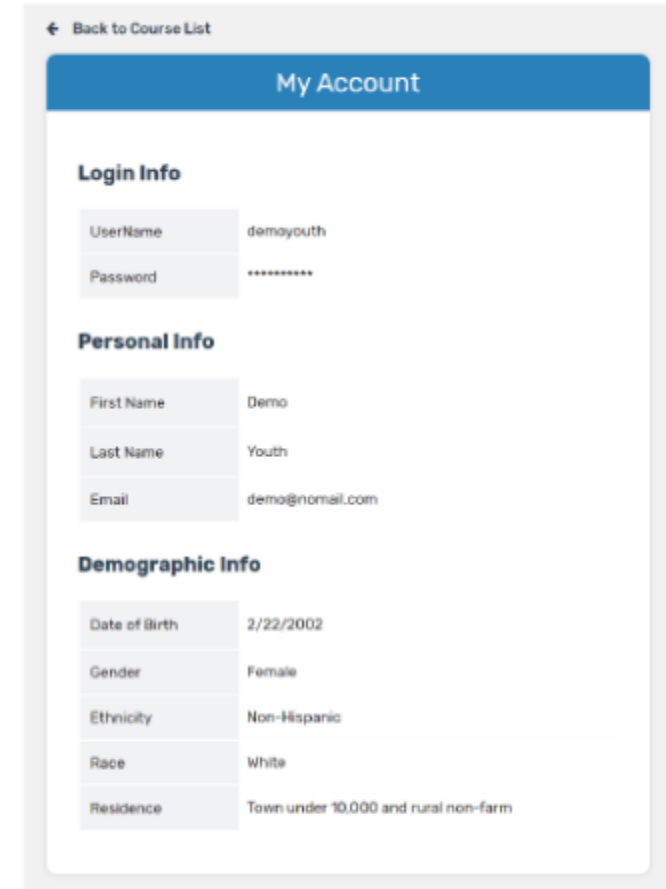
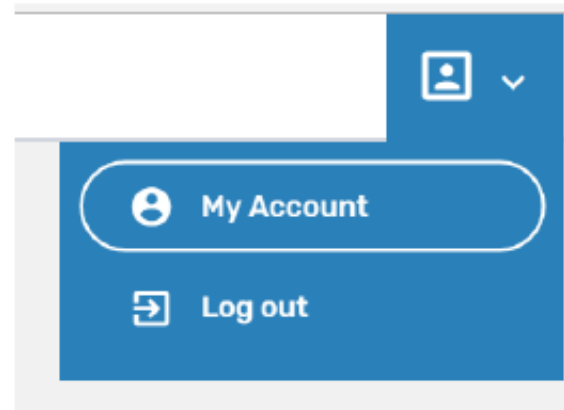
# Navigating The Account - Menu

## Account Menu

- Upper right of every screen after logging in

## My Account Screen

- Shows individual's information
- If account is not linked to 4-H Online, password and email can be changed here

A screenshot of the 'My Account' screen. At the top is a blue header with 'My Account' and a back arrow labeled 'Back to Course List'. Below are three sections: 'Login Info' with fields for 'UserName' (demo youth) and 'Password' (masked); 'Personal Info' with fields for 'First Name' (Demo), 'Last Name' (Youth), and 'Email' (demo@nomain.com); and 'Demographic Info' with fields for 'Date of Birth' (2/22/2002), 'Gender' (Female), 'Ethnicity' (Non-Hispanic), 'Race' (White), and 'Residence' (Town under 10,000 and rural non-farm).

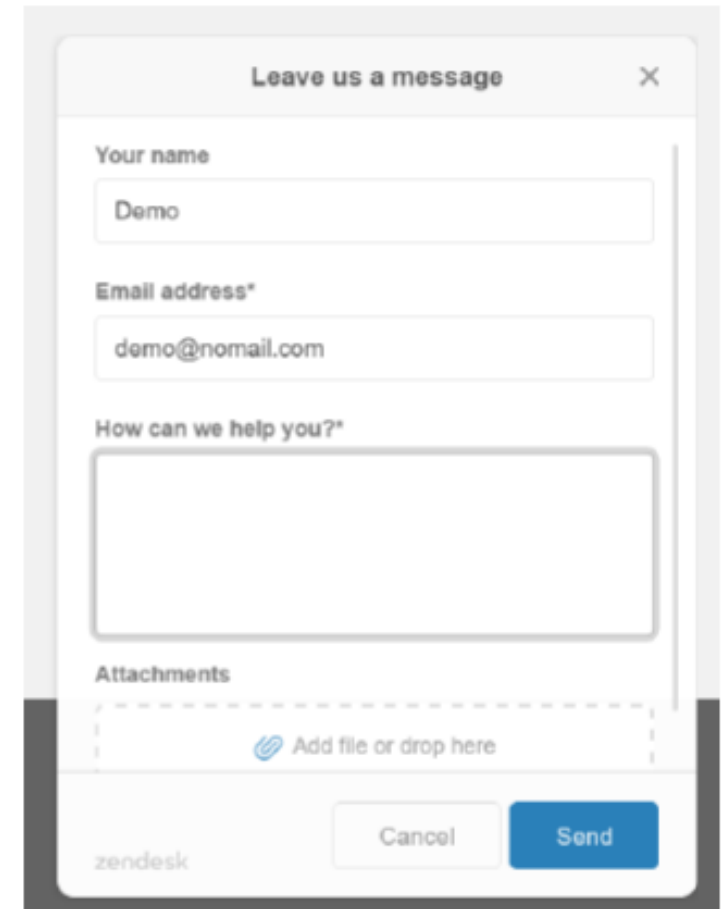
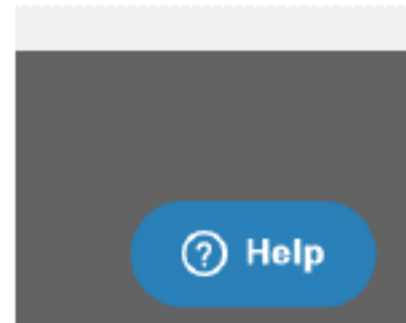
# Navigating The Account - Help

## Help

- Lower right of every screen after logging in

## Getting Help

- After clicking 'Help', user will be presented with a screen to send a message

A "Leave us a message" form with a close button (X) in the top right. The form contains the following fields:

- Your name**: A text input field containing "Demo".
- Email address\***: A text input field containing "demo@nomail.com".
- How can we help you?\***: A large text area for the message.
- Attachments**: A dashed box containing a link icon and the text "Add file or drop here".

At the bottom, there is a "zendesk" logo, a "Cancel" button, and a "Send" button.

# PURCHASING A COURSE

# Purchasing A Course

1. **Select a course**
2. **Purchase the course**
3. **Pay for the course**

**1**

### Course List

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

**2**

### Course List

Web-Based Training

Course  
**Age 11: Junior** **\$12.00**

To qualify for this course, you must have turned 11 in the previous calendar year.

[Purchase Course](#)

OR

Instructor-Led Training

Course  
**Age 11: Junior** **\$3.00**

To qualify for this course, you must have turned 11 in the previous calendar year.

State

Training  
Select a state first...

[Purchase Course](#)

**3**

### Select payment method

Back To Course

Course	Age 08: Junior
Amount	\$12.00
Type	Web-Based Training

**Apply a gift card if you have one**

Gift Card  [Apply](#)

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

[Add Credit Card](#)

Your Saved Credit Cards

### Add Credit Card

Cardholder Name

Card Number

Expiration Date Jan 2017

Validation (CVV)

[Add Credit Card](#) [Cancel](#)

# Purchasing A Course and Taking Pre-Course Survey

4. Finalizing payment
5. Viewing the receipt
6. After purchasing a course, an email will be sent inviting users to take a pre-course survey.

4

Back To Course

### Select payment method

Course: Age 08: Junior  
Amount: \$12.00  
Type: Web-Based Training

Apply a coupon code if you have one

Coupon Code:

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

Your Saved Credit Cards

VISA	Demo Parent	4xxxx-xxxx-xxxx-4444
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5

Back To Course

### Course Registration

Age 08: Junior

To qualify for this course, you must have turned 8 in the previous calendar year.

Course Registration Status

Registered

Invoice

Invoice Number	Invoice Amount
2	\$12.00
Invoice Status	Amount Paid
Paid	\$12.00
	Invoice Balance
	\$0.00

# COMPLETING CERTIFICATION

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# Completing A Course

## Must pass 3 quizzes to get certified

- Animal Well-Being
- Food Safety
- Life Skills

## Select a Knowledge Builder and Skills to gain knowledge and test your skill

- Status will show throughout to track progress

## Back to Course

- Will return user to menu page to select another Knowledge Builder, Skills Lab or Quiz

The screenshot displays a course interface for 'Age 08: Young Adult'. The course title is highlighted in a blue header. Below the title, a requirement states: 'To qualify for this course, you must have turned 8 in the previous calendar year.' The course content is organized into two main sections: 'Animal Well Being' and 'Food Safety'. Each section contains three items: 'Knowledge Builder', 'Skills Lab', and 'Quiz Required'. The 'Knowledge Builder' item in the 'Animal Well Being' section is highlighted with a pink box. To the right of the course content, a progress tracking section shows three status indicators: 'Viewed' with a green circle, 'Completed' with a green checkmark, and 'In Progress' with a yellow pause icon. Below the course content, a 'Back To Course' button is highlighted with a pink box. At the bottom of the page, the text 'Lesson Details - Knowledge Builder' is displayed, with a 'Viewed' status indicator and a green circle icon to its right.

# Printing A Certificate and Taking Post-Course Survey

**Return to course menu screen to print certificate after all quizzes have been passed or access certificate number from email**

**Certificate can download as a PDF to save locally and/or send electronically. To print PDF, click on printer icon and send to local printer.**

**Upon completion of course, click "Take Survey" to access post-course survey**

← Back to Course List


Course

**Age 14: Intermediate** Status: **Completed** [View Registration Details](#)

To qualify for this course, you must have turned 14 in the previous calendar year.

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

Animal Well Being



**Youth for the Quality Care of Animals**

James Youngblood completed Age 14: Intermediate.  
Your certification number is 1559401914.

You can sign in and view the course to print your certificate.

[Sign in](#)

Help us by completing this survey:

[Take Survey](#)