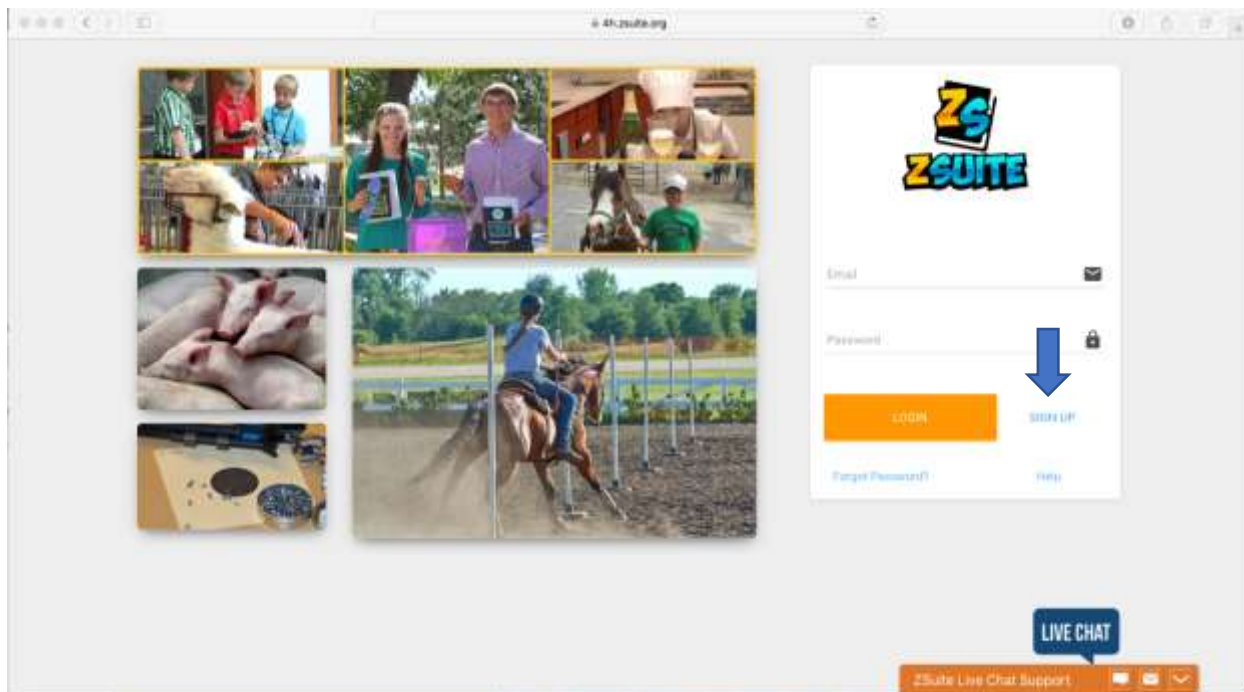


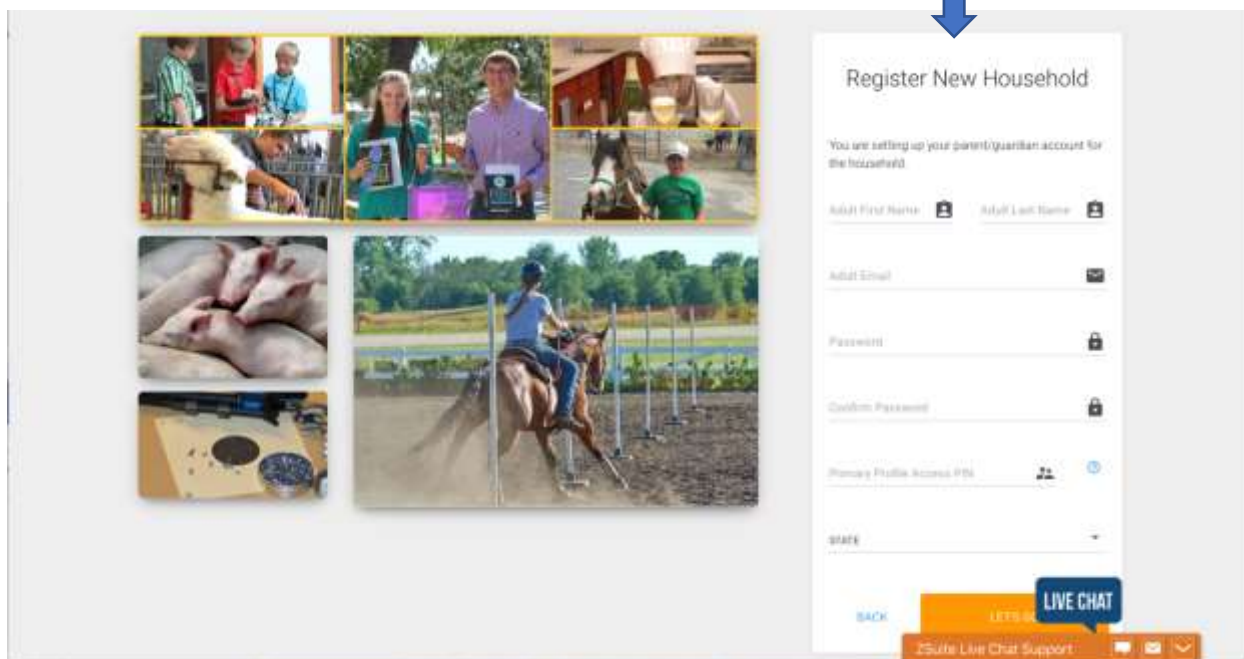
ZSuite Instructions for Volunteers

Follow the steps below to sign a volunteer up in ZSuite and access the volunteer training:

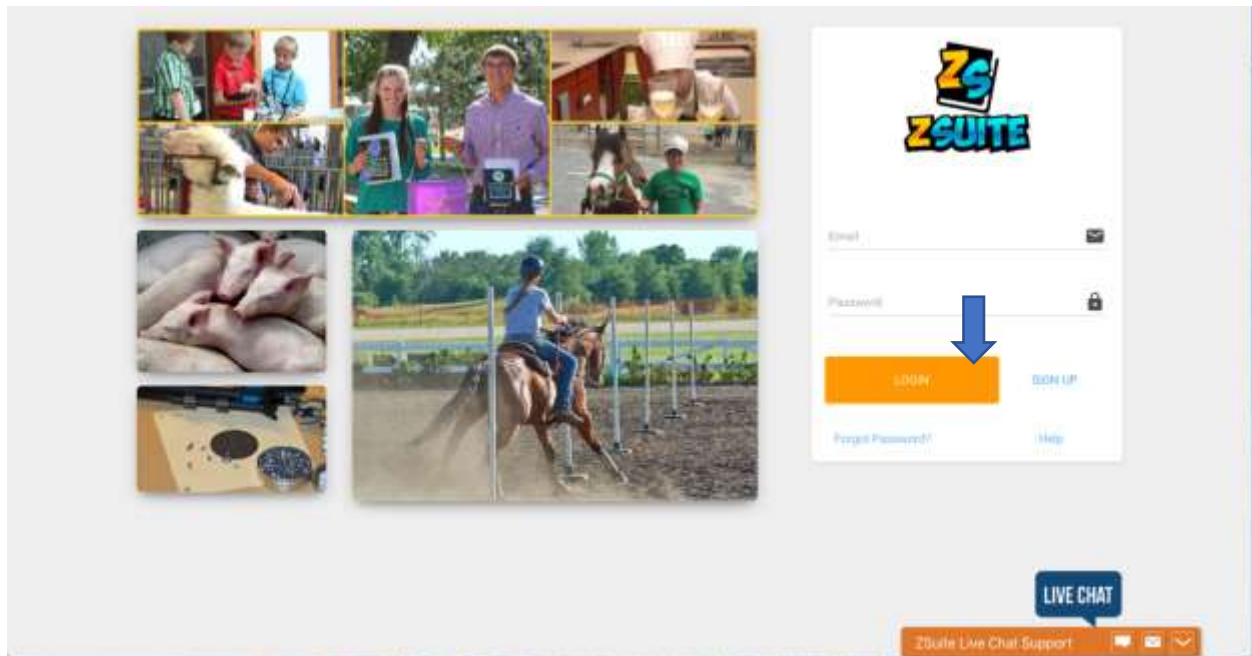
1. Go to 4h.zsuite.org (Use Safari or Chrome)
2. Go to the [Sign Up](#) in the bottom right corner of the screen. If you have any questions, use the Live Chat in the bottom right corner. **If you already have an account skip to #5.**



3. Complete directions to Register New Household, select a four number pin. Each household has one parent/guardian with a pin.(You will also receive an email after you sign up).



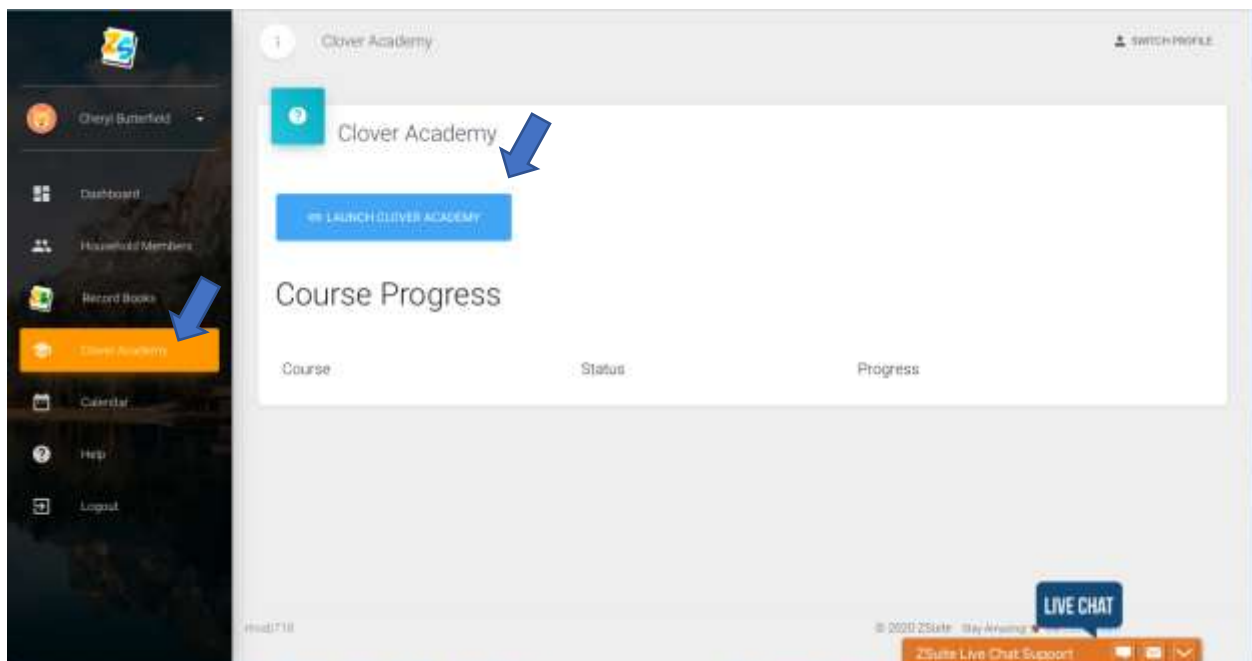
4. Log in with your email and password. If you had an account and can't remember your password select 'Forgot Password' to reset. If you have any difficulty getting into your account use the 'Live Chat' feature at the bottom of your screen.



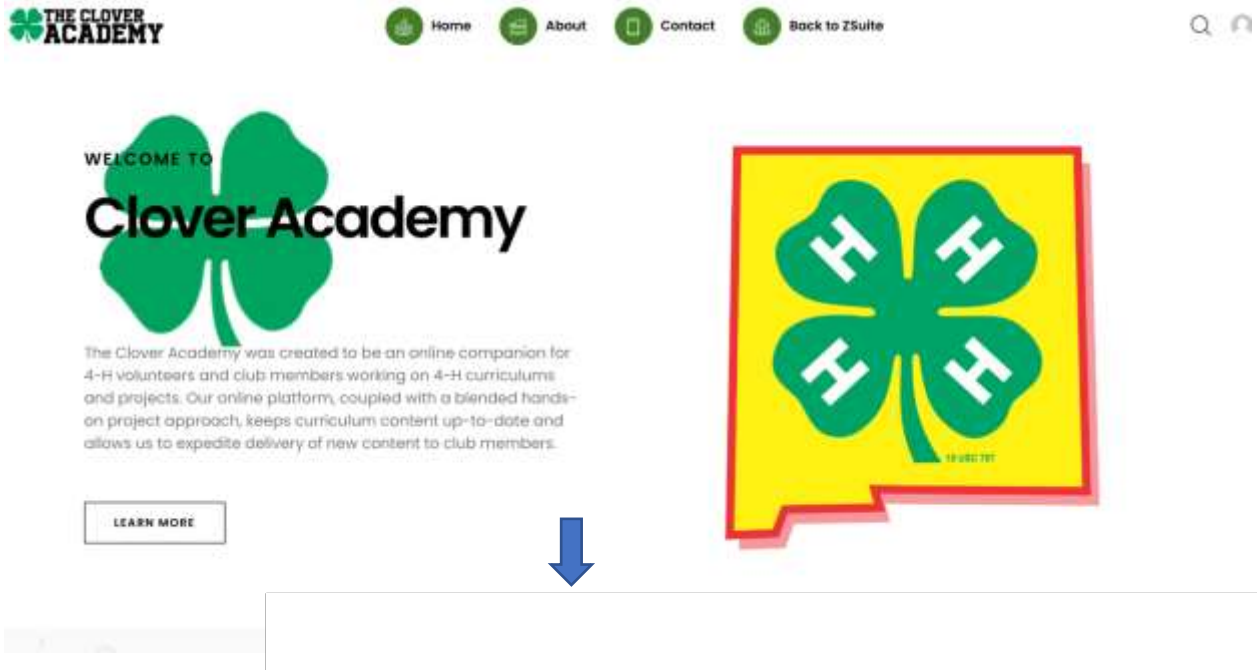
5. If you open any window in Zsuitses and your see the pink 'Update Ready – Click To Reload' – Click on the pink update button so that you have the latest updates.



6. Select Clover Academy on left menu bar.
7. Launch Clover Academy

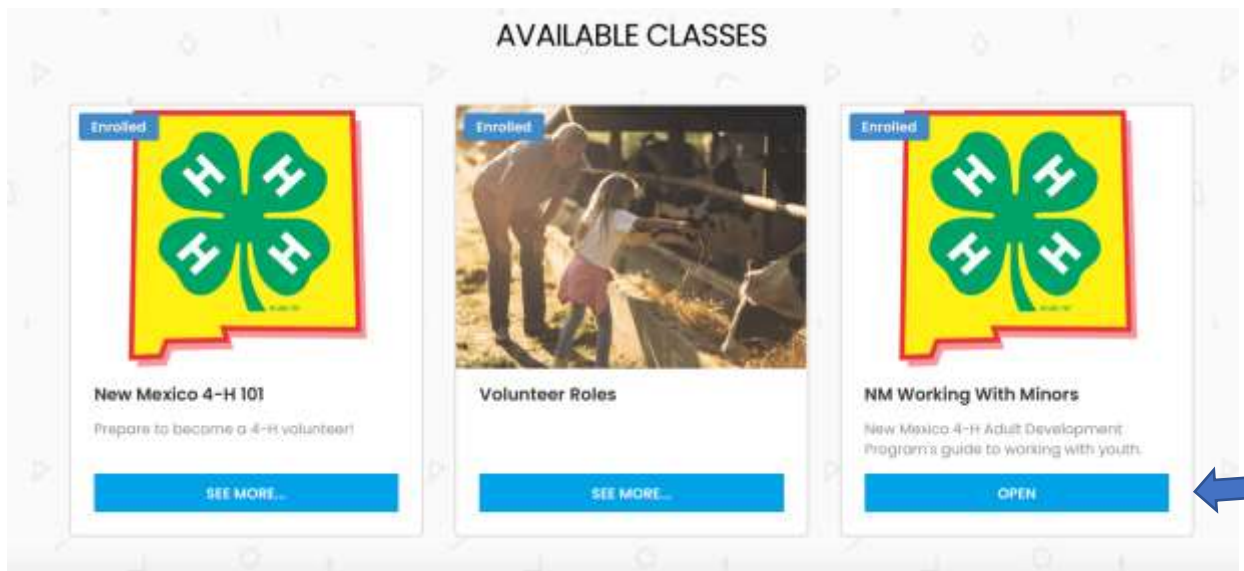


8. Scroll to bottom of the page to see courses.



9. Go to NM Working with Minors and click on Open to complete your yearly required working with minors training.

Please note there are more trainings accessible now that are optional.



10. NM 4-H Working With Minors – click on Start Course



11. Click on Start Exploring.



12. Follow module directions to click on each image, at the bottom of the screen, click on the next lesson to move through the training. Answer the questions within the module to complete the training.

13. There are two quizzes with in the training. If you do not score an 80% on the quiz, you need to retake it. The retake button is at the end of the quiz. There will be a quiz half way through, you are not finished until you have taken two quizzes.

14. When you have completed the training, click back to course at bottom of the page.



15. You should see 100% complete and the date you completed the course. You may download the certificate for your files.



16. To exit Clover Academy, click in the top right hand corner tab “Back to ZSuite”.



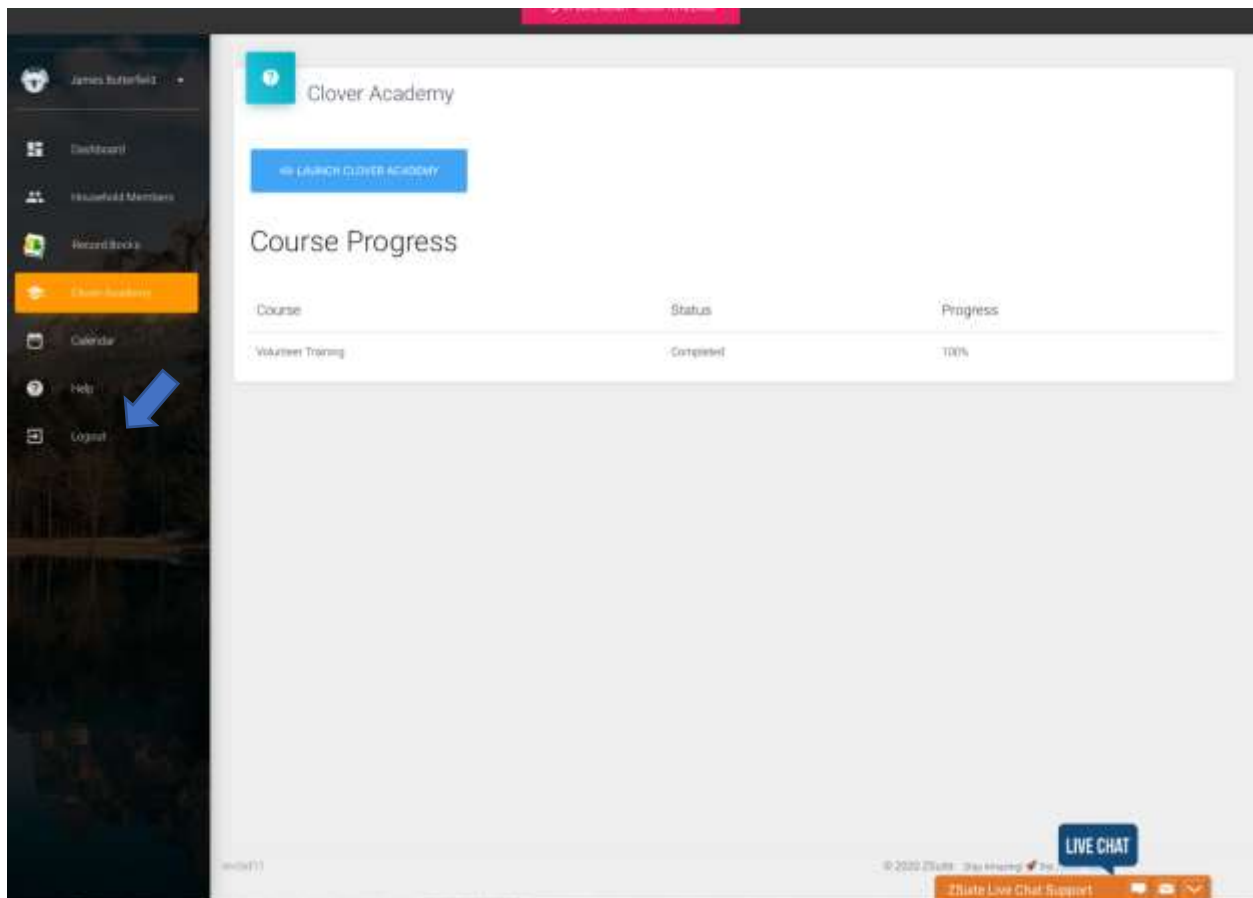
17. Click on to <https://4h.zsuite.org/lms> to return to zuites.

Redirect Notice

The previous page is sending you to <https://4h.zsuite.org/lms>.

If you do not want to visit that page, you can [return to the previous page](#).

18. Log out



The screenshot shows the Clover Academy LMS interface. The user is logged in as James Butlerfield. The main content area displays 'Course Progress' for the 'Volunteer Training' course, which is 'Completed' with '100%' progress. A blue arrow points to the 'Logout' link in the sidebar.

Course	Status	Progress
Volunteer Training	Completed	100%

19. An email will be sent to you that says you have completed the course.