

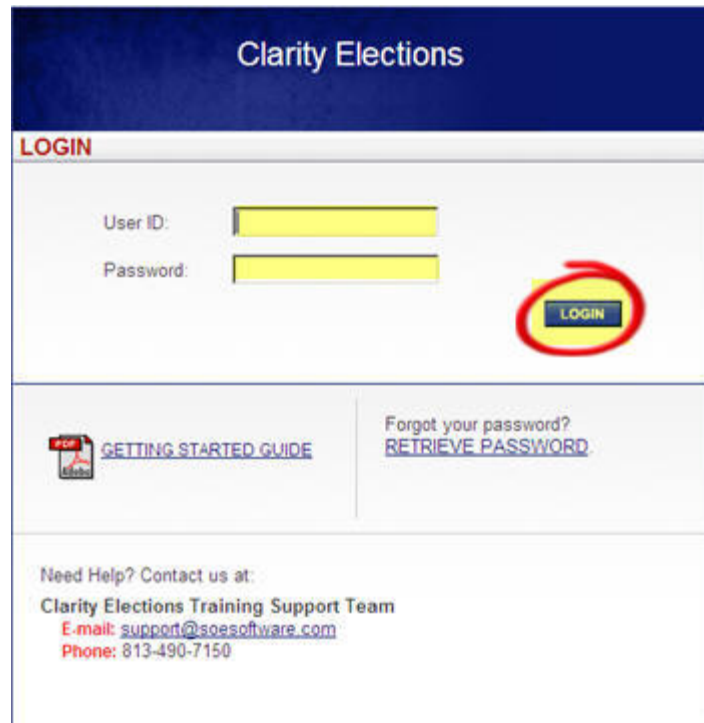
QUICK START GUIDE TO ONLINE ELECTION TRAINING

The online training platform is always available, making it easy and convenient for you to complete your online election training on your schedule.

You can be learning online in a matter of minutes. Just follow the steps outlined in this guide to get started with your customized training program.

Signing in

- 1 Open a Web browser, and in the address bar, type the Web address listed in the training notification from your elections office.
- 2 Type your user ID in the **User ID** box. Type your password in the **Password** box.
- 3 Click the **Login** button. The system verifies your information, and then displays the My Training page for your online election training.



Add the sign-in page to your browser favorites for easy access to the training site.

Navigating the My Training Tab

The My Training tab displays your personalized training program. Your training may consist of one or many programs, depending on your role. Each program contains individual courses you will need to take prior to election day.

- 1 Look through your training program list.



PROGRAM	ACTION	CERTIFICATE	RESULTS	COMPLETE BY	PROGRESS
Introduction for Poll Worker	Begin			01/01/10	██████████
Online Deputies Training				01/10/10	██████████

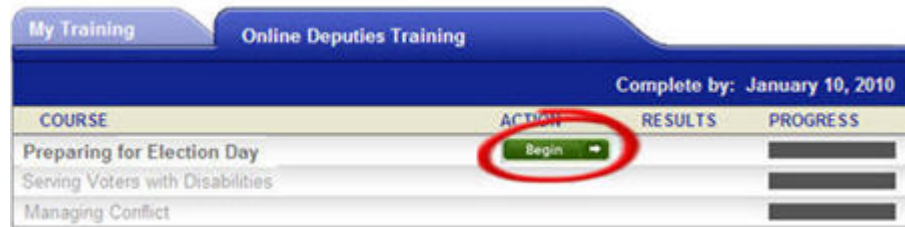
- 2 Click the **Begin** button next to the first program title to view the list of courses in the program.

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Navigating the Course List

Once you click **Begin** next to a program title, a new tab displays the list of courses in that program. Each course contains individual lessons on specific topics. Lessons open in a new, full-screen window for optimal viewing.

- 1 Look through the list of courses in the program.



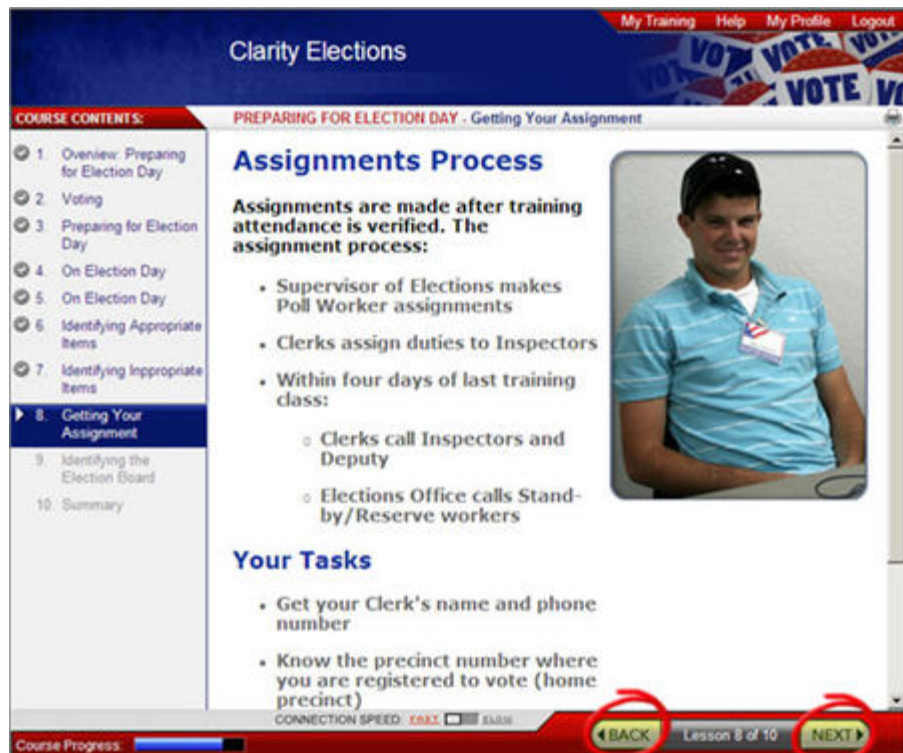
- 2 Click the **Begin** button next to the first course title to view the first lesson.

Viewing Lessons

The content of your training appears in the lesson view. The lesson contents menu on the left offers links to individual lesson pages that become available as you move through the course. A check mark appears next to each lesson you have viewed. Lesson content may include pictures, text, video, and/or interactive games.

- 1 Click **Next** to move forward through lessons.

- 2 Click **Back** to review a previous lesson.



Most courses include a brief assessment at the end to help you measure your progress and identify areas for improvement.