

ONLINE TRAINING QUICK START GUIDE

Online training is available 24 hours a day. Please finish online training at least **two (2) days** before you are scheduled to attend class. This gives you enough time to call the Poll Worker Hotline at **858-565-3360** with any questions, and ensures you will have the foundation to learn the concepts covered in class.

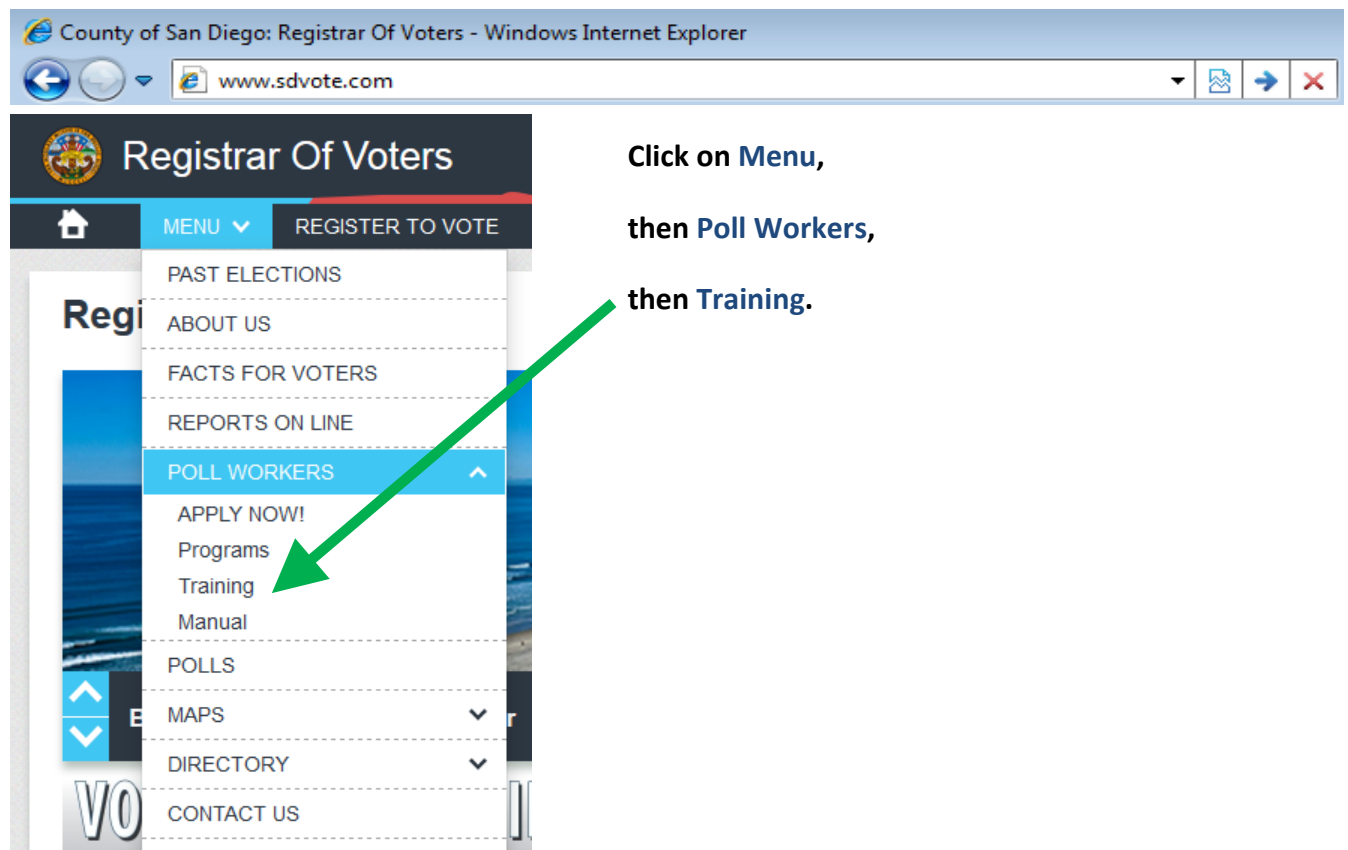
The Hotline will be open on the following dates if you need assistance:

8:00 a.m. – 6:00 p.m. Monday-Friday

9:00 a.m. – 5:00 p.m. Saturdays & Sundays

STEP 1: Go to the County of San Diego, Registrar of Voters website

Type www.sdvote.com into your web browser address bar to find the Registrar of Voters homepage.



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying www.sdvote.com. The website header includes the County of San Diego logo and the text "Registrar Of Voters". A navigation menu is open, showing options: PAST ELECTIONS, ABOUT US, FACTS FOR VOTERS, REPORTS ON LINE, POLL WORKERS (highlighted in blue), APPLY NOW!, Programs, Training (indicated by a green arrow), and Manual. Below the menu are sections for POLLS, MAPS, DIRECTORY, and CONTACT US.

Click on **Menu**,
then **Poll Workers**,
then **Training**.

STEP 2: Log In

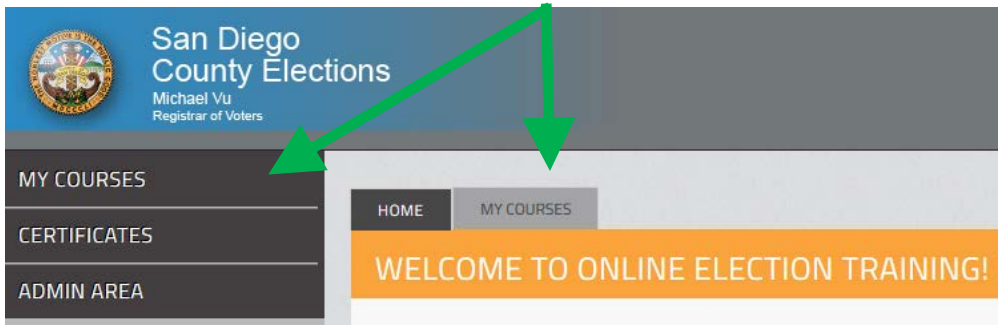
After clicking on **Training**, you will see the Poll Worker Online Training login screen.

Enter the
Username
and **Password**
that were sent
to you, and
click **Login**.

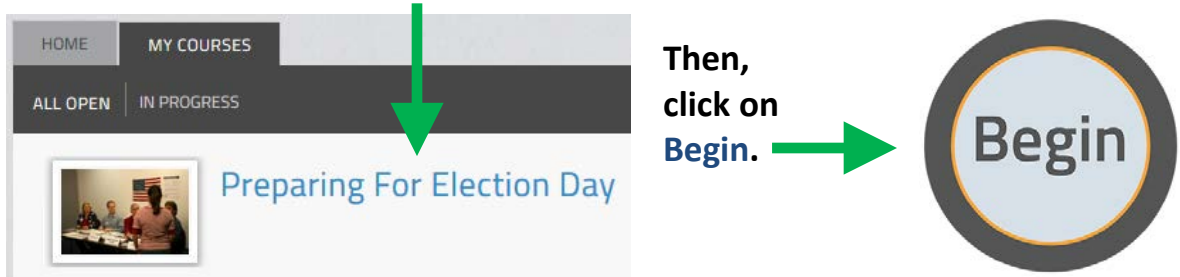


The screenshot shows the login screen for the San Diego County Elections Registrar of Voters. It features the county seal and the text "San Diego County Elections" and "Michael Vu, Registrar of Voters". There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me". An orange "LOGIN" button is located at the bottom right. Green arrows point from the text on the left to the input fields and the login button.

STEP 3: Click on the My Courses tab at the top or left of the page.



STEP 4: Click on Preparing for Election Day.



STEP 5: Complete Training at least two (2) days before class

You must click **NEXT >** at the end of each lesson for that lesson to be saved as completed.

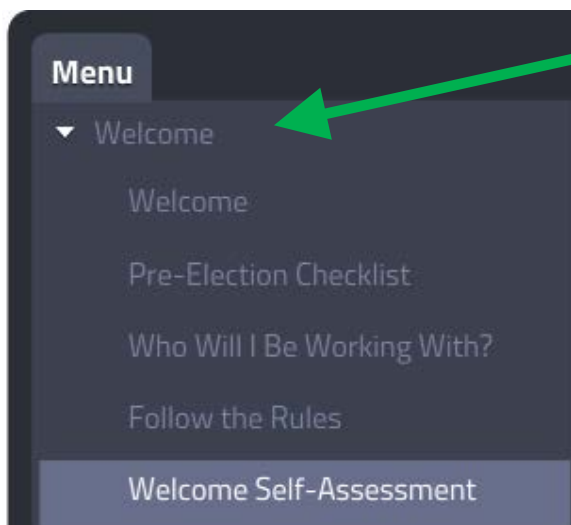
You will only be able to click on **Next** when the lesson is complete.

Once you have completed the entire training, you can print a Certificate of Completion.

You are not required to print the Certificate.

STEP 6: You can review any of the lessons in the training as many times as you like.

When you click **Next** at the end of each lesson, your progress is saved.



- When you have completed a lesson, it turns gray in the lesson menu on the left of your screen. You can click on any gray lesson to review it.
- Once you have completed all lessons, if you log back in to review, you will need to click on COMPLETED to access the lessons.

