



Michigan Elections eLearning Center



Sponsored by the Michigan Bureau of Elections



System Overview

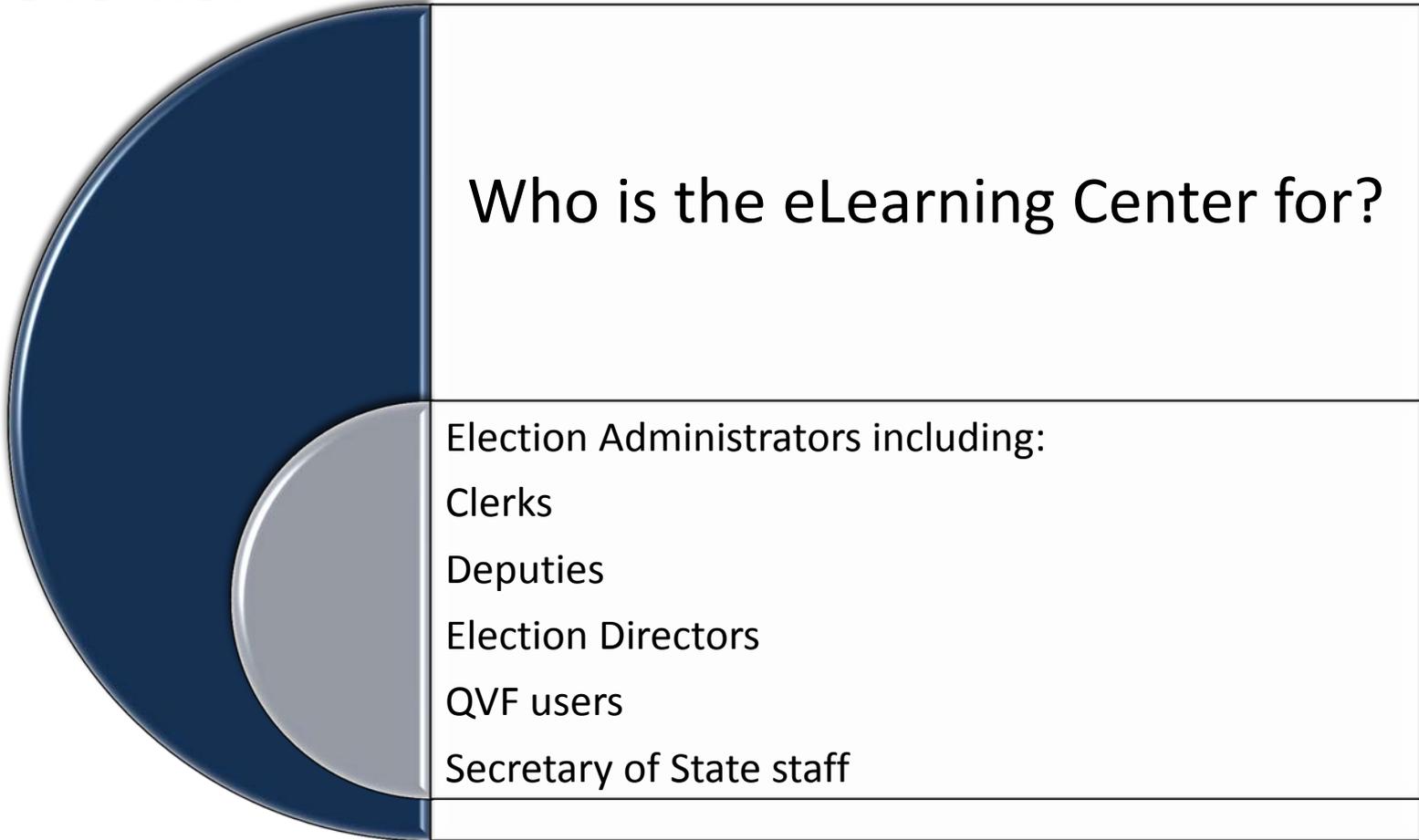


What is the Elections eLearning Center?

A learning management system dedicated to the administration, documentation, reporting and delivery of election training programs and resources. This center provides access to election administrators across the state fitting any schedule. Launched a new system in December 2015. All your previous training records have been imported.



System Overview



Who is the eLearning Center for?

Election Administrators including:

Clerks

Deputies

Election Directors

QVF users

Secretary of State staff

System Overview



What does the eLearning Center offer?

One access point for :

Tracking for Accreditation and Continuing Education
Submitting Reports – MOVE, Provisional Ballots,
Audits

Registration for all in person classes

Manuals and reference materials

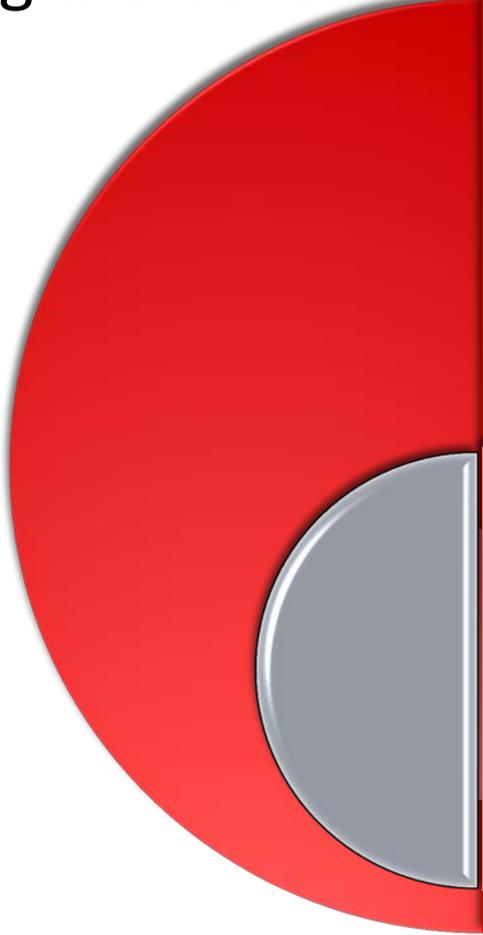
Videos tutorials

Online courses

Collaboration on election administration

Better searching capabilities (defaults to AND not OR)

Accessing the Center

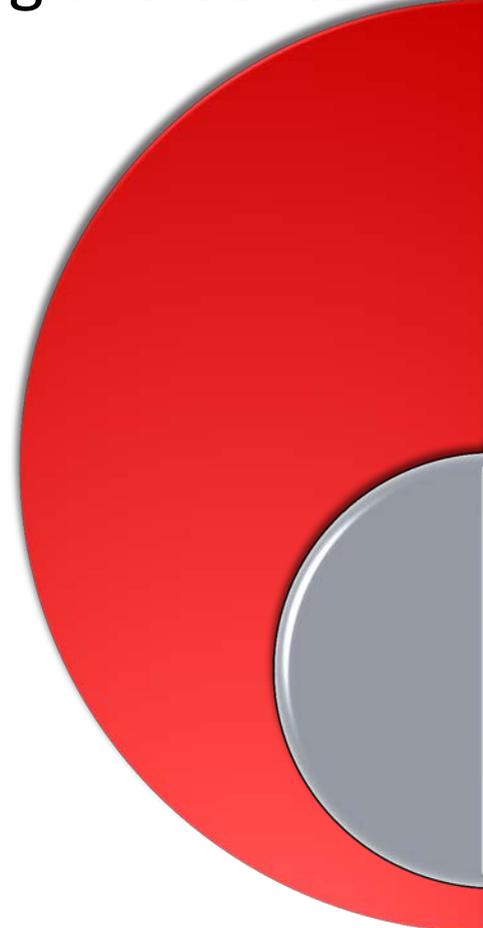


Complete the online ID Request Form
on the Login Page

Each person must have an individual email address
Free emails are available from Google Gmail,
Outlook.com, gmx.com, etc.

Login ID and temporary password are emailed to each
user

Accessing the Center



Log in through the Elections website or
the direct URL

Must use any internet browser software (IE 9 or
newer, Google Chrome works best)

www.mi.gov/elections, *Information for Election
Administrators*

<https://mielections.csod.com>

Login Page



Michigan Elections eLearning Center

Enter your login information:

User Name:

Password:

Login 

[Need help with your login?](#)

Questions? ElectionsElearning@michigan.gov

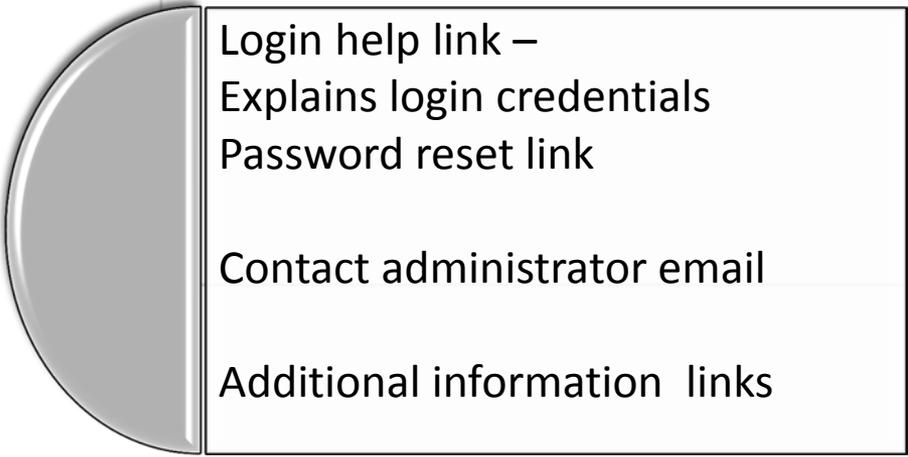
For additional information, select a link:

[Announcements](#)

[Need to set up an eLearning Center Account?](#)

[Need help using the eLearning Center?](#)

[Need to contact the Bureau of Elections?](#)



Login help link –
Explains login credentials
Password reset link

Contact administrator email

Additional information links

Login Help

Forgot password?

Please type your ID, User Name or Email address in the **Login Credential** box at the bottom of this screen and click **Submit**.

An email will be sent to the address in your account. Click the link in the email to create a new password. A valid login must be typed in the box below to generate the email.

Forgot your login? Use one of the following as your **Login Credential**

Type	Description	Examples: Jane Smith
User ID	4 letters of last name 1 letter of first name 5 number jurisdiction code (2 for counties)	smitj12345
User Name	first name space last name space jurisdiction code	jane smith 12345
Email Address	associated to your eLearning Center account	name@domain.org

Forgot your jurisdiction or county code?

[Click this link to look up your code](#)

Need additional help? contact the Bureau of Elections for assistance:
electionselearning@michigan.gov 517-373-0065 or 800-292-5973

Login Credential:

[Cancel](#) [Submit](#)

Login Credentials

Password Reset Link Emailed

- The new password must match the following criteria:
- * Passwords must contain alpha and numeric characters
 - * Passwords cannot be the same as the previous 1 passwords
 - * Passwords must be 4 - 10 characters
 - * Passwords cannot have leading or trailing spaces
 - * Passwords cannot be the same as the Username, User ID, or email address.

Homepage

Michigan Elections eLearning Center

[Home](#)
[Learning](#)
[Catalog](#)
[Reports](#)

[Home](#)
[Learning](#)
[Catalog](#)

[Home](#)
[Homepage](#)
[My Profile](#)

[Learning](#)
[Transcript](#)
[Events Calendar](#)

[Catalog](#)
[Browse by Subject](#)
[Search for Content](#)

Welcome Jane to the Michigan Elections eLearning Center.



Overdue Reports



News Update Newsletter



Calendar



Help Documents



Resources for Election Officials



Contact Us



Items Not Loading/Opening?



Low Audio or Courses Not Advancing?


My Transcript (Click here for more)

	Type
2016 Election Cycle Preparation Training	Session


Featured Content (Click here for more)

2016 Michigan Election Dates Booklet


Browse by Subject (Click here for more)

- Candidate Filing Procedures
- MOVE Military and Overseas Civilian Voters


My Certifications (Click titles for details)

	Due Date	Expiration
2014-2015 Continuing		

Where to start... Featured Content

 **Featured Content (Click here for more)**

Training clear 

My Subjects

Featured

Popular

Newest

Subject clear

Candidate Filing Procedures

Provisional Ballots

Classes

Calendars / Deadlines

Forms / Surveys

New Election Content

Online Courses

Presidential Primary

Type clear

Home > Browse for Training

4 Results

Browse for all available content in the Elections eLearning Center. Use the links on the left to filter by Training Categories, Subject, and Type. Click the button on the right to sort by Title, Popularity or Newest Items.

All • Featured 

By New ▼

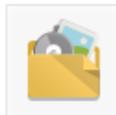


Candidate Filings

Online Class • BOE

This is pre-work for the Election Cycle Preparation class. Please complete this online course before attending the Election Cycle Preparation class. Course not loading? The course will open in a new window. If a new window doesn't open, see this document for help Turn off Pop-up Blockers If you have trouble... [read more](#)

- By Title
- By New
- By Popular



Provisional Ballot /Not in Possession of ID Report

Material • BOE

Online form for reporting precinct counts of voters who did not appear in the ePollbook or Precinct List and completed a Provisional Ballot Form and for voters who signed the Affidavit of Voter Not in Possession of Picture ID. If you need to change your report, please submit a new report. This... [read more](#)



2016 Election Cycle Preparation Training

Event • BOE

In person class hosted by the Bureau of Elections in 83 locations throughout the state. Election officials can choose the date that works best in their schedule. You do not need to attend in your county. Staff members may attend different dates to ensure office coverage. The address of the... [read more](#)

Browse by Subject

Training clear

- My Subjects
- Featured
- Popular
- Newest

Subject clear

- Absentee Voting
- Accreditation
- Audits
- Ballot Production Standards
- Board of County Canvassers
- Calendars / Deadlines
- Campaign Finance
- Candidate Filing Procedures
- Classes
- Continuing Education

View all (34)

Type clear

- Material
- Other icons: laptop, document, folder, play button

Browse for all available content. Click the button on the right to filter by subject. Enter. Use the search box to find the best item.

Catalog

- Browse by Subject**
- Search for Content

Browse by Subject (Click here for more)

- Absentee Voting
- Accreditation



By Popular

- By Title
- By New
- By Popular

- Elections 101**
Online Class . BOE
Interactive online course covering an overview of Michigan Elections and the duties of election officials in the structure of US elections, federal and state laws, voter registration, Election Day preparation and Election Day responsibilities.
- Voter Registration: Record Anatomy**
Online Class . BOE
Online course reviewing the data presented on the voter registration screen and button functionality which allows you to manage election records in the QVF Voter Registration: Record Anatomy section
- Report 2014 MOVE**
Material . BOE
Online form for reporting 2014 ballot applications and ballot distribution. Please search for current year's form.
- EQP Logic & Accuracy Testing - Preparing for & Conducting the Preliminary and Public**
Online Class . BOE
Interactive online course covering the preparation and conduct of the preliminary and public accuracy tests.
- EQP General Election Logic & Accuracy Testing**
Online Class . BOE
Interactive online course covering creating a test deck for a statewide General Election following logic and accuracy testing procedures.

Search for Content

- Catalog
- Browse by Subject
- Search for Content

Global Search

What would you like to search for? Training

Refine search 

- Training 
- Certifications

pri Training

Training

-  EQP Primary Election Logic & Accuracy Testing
-  MOVE Compliance Report - Presidential Primary

 Suggests possible matches - Titles Only

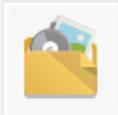
Refine your search ✕

Title Description Subject  Keywords

Location  Session Starts

Training Details

Training Details



Current Issue of the News Update Newsletter

Material · BOE

Request

Document of the current issue of the weekly News Update Newsletter that the Bureau of Elections sends to every jurisdiction's MERIT election email account. Individuals can subscribe to receive the newsletter directly to other email accounts by clicking the **Subscribe** button at the bottom of the newsletter.

Related Resources: click the links below to access all the weekly newsletters in one searchable document by year

[All 2015 News Update Newsletters](#)

[All 2014 News Update Newsletters](#)

[All 2013 News Update Newsletters](#)

Available Languages

English (US)

Version

1.0

Subjects

New Election Content, News Update Newsletters

Your Training

 **My Transcript (Click here for more)** 

	Type	Due Date	Action
MOVE Compliance Report - Presidential Primary	Forms	1/26/2016	None
EPB Preparing the EPB software for election day	Video	None	Launch Mark Complete
EPB Electronic Pollbook Election Inspector Manual	Manuals	None	Launch Mark Complete
Electronic Pollbook Reminders for Election Officials	Online Class	None	Launch
2013 News Update Newsletters	Newsletters	None	Launch Mark Complete

*** This widget only displays new items, not In Progress from old system. Click more to see the full list

Learning
Transcript
Events Calendar
Interests

- Required Assignments
- Compliance Reports
- Online Courses in Progress
- Continuing Education Assignments
- Comprehensive Training (for non-accredited)
- Post-Election Audit Assignments
- Class Registrations

Transcript

Jane Clerk
Clerk

My Profile

Transcript ✓

In Progress

Transcript: Jane Clerk

Options ▾

Add External Training
Export to PDF
Print Transcript
Run Transcript Report

Use the buttons below to select items to display or use the Search box to narrow results.

Active ▾ By Date Added ▾ All Types ▾

Active
Completed
Archived

By Title
By Status
By Date Added
By Training Type
By Due Date

All Types
Certification
Material
Online Class
Video

Search for training ✓

Hide Certified Certifications

Manage ▾

Launch ▾

Launch ▾

Launch
Complete
View Training Details

2013 News Update Newsletters
Due: No Due Date Status: Registered

Transcript - In Progress Content

Home > Jane Clerk > In Progress

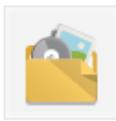
In Progress

Use the buttons below to Filter the Category of items and to Sort by Due Date, Priority, Type and Assignment Date.

Show All ▾ By Due Date ▾

Due Later ▾

- By Due Date
- By Assignment Date
- By Priority
- By Type



La
Du **atter for Election Officials**
Registered



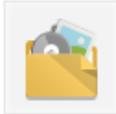
Launch ▾



Launch: EPB Exporting the EPB Software from QVF
Due: No Due Date Status: Registered



Launch ▾



Launch: Jurisdictions with Overdue Reports
Due: No Due Date Status: Registered



Launch ▾

Jane Clerk
Clerk

My Profile

Transcript

In Progress

Events Calendar

December, 2015

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: Tuesday, December 15, 2015

< December, 2015 >

All Events
 My Events

Day Week **Month** Agenda

Learning

Transcript

Events Calendar

Interests

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1 QVF Training For New Users 9:00 AM EST - State	2 Elections eLearning Center Demonstration 2:30 PM EST - Region 6 Northern	3	4 Elections eLearning Center Demonstration 2:30 PM EST - Region 5 Central West	5
6	7	8 Elections eLearning Center Demonstration 2:30 PM EST - Region 6 Northern	9	10 Elections eLearning Center Demonstration 3:30 PM EST - Region 8 Upper West	11	12
13	14	15 Train the Trainer for Election Inspector Training Coordinators 9:00 AM EST - Region 4 South West	16 Elections eLearning Center Demonstration 2:30 PM EST - Region 4 South West	17 QVF Training For New Users 9:00 AM EST - State	18 Train the Trainer for Election Inspector Training Coordinators 9:00 AM EST - Region 1 South Central	19

Filters

Title

Session ID

Location
All

Session Contact
All

Session Instructor
All

Completed Sessions

Add Subject(s) filters

Display Options

All Sessions

Session Contact

Session Instructor

Session Location

Class Interest Tracking

- Learning
- Transcript
- Events Calendar
- Interests

Sessions Available ▾ View Full Calendar

No sessions for this event are scheduled at this time.

Notify me of new sessions 

Interest Tracking

 **Electronic Pollbook Training For New Users**

Location

Select a Location  

Comments

Enter your comments here

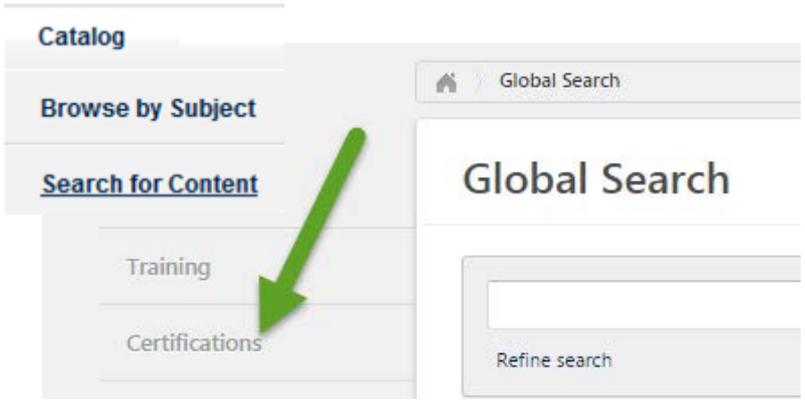
Notify me when sessions are scheduled at any location

Certifications: Accreditation and Continuing Education

168.31 Secretary of state; duties as to elections; rules.

(j) Establish a curriculum for **comprehensive training and accreditation** of all county, city, township, and village **officials** who are **responsible for conducting elections**.

(k) Establish a **continuing election education** program



My Certifications		
	Due Date	Expiration
Continuing Education 2014-2015	1/31/2016	
Election Officials' Accreditation		

- Must “Request” Certification to add to homepage
- Complete every two years to maintain accreditation
- Initial assignments during 2014 – 2015
- Varies for City/Twp and County levels
- In Person classes
- Online courses
- Extensions granted to complete assignments

Certifications: Accreditation and Continuing Education

Certification Details Progress Report

Title: 2014-2015 Continuing Education for City and Township Election Officials with Inspector Trainers
 Current Period: 2014-2015
 Family: Continuing Education
 Category: City Twp Officials-Trainers

Description: Continuing Education for two year period: 2014-2015 consisting of in-person class events and online training courses.
 This certification is for larger jurisdictions who conduct the two year certification training for election inspectors.

Current Status: In Progress
Due Date: 1/31/2016
 Version: 1.0
Required Credits: 7.00
Earned Credits: 6.00 
Expiration Date: None

CERTIFICATION

TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
Election Cycle Class (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 1.00)						
Election Cycle Preparation 2014 Class	Session	1.00	Completed	None	Yes	
2014 Election Cycle Test	Test	1.00	Not Activated	Request	No	
Online Courses (Required Credits: Min = 3.00, Max = 3.00 / Acquired Credits: 3.00)						
Elections 101	Online Class	1.00	Completed	Launch	Yes	
EQP Logic & Accuracy Testing - Preparing for & Conducting the Preliminary and Public	Online Class	1.00	Completed	Launch	Yes	
Voter Registration: Record Anatomy	Online Class	1.00	Completed	Launch	Yes	
Primary Election Logic & Accuracy Testing Training (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 1.00)						
EQP Primary Election Logic & Accuracy Testing	Online Class	1.00	Completed	Launch	Yes	
Voting Equipment Testing & Creating the Test Deck MAMC Class	Event	1.00	Not Activated	Request	No	
General Election Logic & Accuracy Testing Training (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 1.00)						
EQP General Election Logic & Accuracy Testing	Online Class	1.00	Completed	Launch	Yes	
Voting Equipment Testing & Creating the Test Deck Class	Event	1.00	Not Activated	Request	No	
Train the Trainer (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
Train the Trainer for Election Inspector Training Coordinators	Event	1.00	Not Activated	Request	No	

OR

OR

OR

My Profile

[Home](#)

[Homepage](#)

[My Profile](#)

My Profile



Jane Clerk
Alcona;Alcona;Township
Clerk

About

To edit your information, please click the gear icon in the upper right hand corner and click My Account.

Direct Phone
(989) 471-5004

Mobile Phone

Email
janeclerk@gmx.com

Location
Region 6 Northern

Address
5576 N.US 23
Black River, MI, 48721, United States

Summary



Interests



Subjects



QVF Qualified Voter File

Videos

Manuals

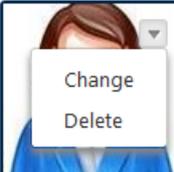
My Account - Preferences



- My Account
- Help
- Log Out

Preferences

Options ▾



- Change
- Delete

Jane Clerk
Alcona;Alcona;Township
Clerk

- Change Email Address
- Change Password

Settings

Out of Office
(Change your status to Out of Office if you'll be away on an extended leave)

Select Signature

Jane Clerk ▾

Address Line 1

5576 N.US 23

Address Line 2

City

Black River

State/Province

MI

Zip

48721



Bureau of Elections Contacts for Election Officials

Bureau of Elections Main Receptionist	800.292.5973	Main email elections@michigan.gov
Election Liaison (Procedures & eLearning Center)	517.373.0065	eLearning email electionselearning@michigan.gov
QVF (Qualified Voter File) & EMP (Elections Management Portal)	800.310.5697 or 517.241.0340	QVF Help Desk email admin4@miqvf.org
Campaign Disclosure	517.335.0170	Campaign Disclosure email disclosure@michigan.gov

Main BOE website www.mi.gov/elections

Elections eLearning Center <https://elections.learnport.org>

430 W. Allegan St. 1st Floor Lansing, MI 48918

For faster responses, contact the appropriate group

Question Related to:	Who to Contact:
Campaign Disclosure	Campaign Disclosure
eLearning Center	Election Liaison Division
Elections Management Portal (EMP)	QVF Help Desk
Election Night Returns - State	Campaign Disclosure
Electronic Pollbook (EPB)	QVF Help Desk
Law, Procedures & Policy	Election Liaison Division
Merit/Zimbra eMail	QVF Help Desk
Qualified Voter File (QVF)	QVF Help Desk
Voter Registration – Law or Procedure	Election Liaison Division
Voter Registration – Technical (QVF or EMP)	QVF Help Desk