

# VIEW AND UPDATE ACCOUNT INFORMATION

It is important to update your contact information in the Elections eLearning Center. The Bureau of Elections and election administrators across the state rely on this information to contact you. Please review and update your office: **mailing address, working days/hours, phone, fax and website address**. Please add your **mobile phone** so we can contact you about training classes in the event of inclement weather or emergency facility situations. Cell phones are confidential and not visible to others, except Bureau of Elections staff.

\*Note\* **Changes in email address, job title or jurisdiction** must be made by the Bureau of Elections as these affect your login information and used in other systems like our newsletter delivery software. Please complete the [Election Account Request Form at this link](#) to submit these changes. This form is also available on the login page <https://mielections.csod.com> and under the Help icon on the homepage.

The **Jurisdiction Election email** is **one** email for the entire city, township or county office. This should be the email address you want **voters** to contact the office at. Ideally this is a shared email address that multiple people in the office have access to during vacations, illnesses and staff changes. Many jurisdictions have created an email like [elections@yourcity.org](mailto:elections@yourcity.org). This email is the one posted on the Michigan Voter Information Center or Federal Voter Assistance Program for your jurisdiction. Changes to this email can be submitted on the **Jurisdiction Election email form** found in the eLearning Center under Browse by Subject, Online Forms.

If you have questions, please contact the Bureau of Elections at 844-564-8683, 517-373-0065 or email [electionselearning@michigan.gov](mailto:electionselearning@michigan.gov)

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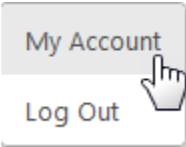
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**VIEW YOUR ACCOUNT**

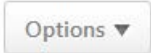
- 1. Log in at <https://mielections.csod.com>
- 2. Point your mouse at the tools icon in the upper right hand corner of the Elections eLearning Center page.





- 3. Click on **My Account**



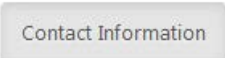
**My Account**



-  My Account
-  Mobile Devices



Jane Clerk  
Alcona;Alcona;Township  
Clerk



## VIEW YOUR PUBLIC PROFILE

Some information is available by other members of the Elections eLearning Center. To see the information others can see as well as the email address we have on file for you, please follow these steps.

1. Point your mouse at the Menu bar on **Home**
2. Click on **My Profile**



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Please complete the [Election Account Request Form at this link](#) to submit these changes.

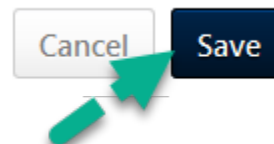
## EDIT YOUR ACCOUNT INFORMATION

Please review and update your office: **mailing address, working days/hours, phone, fax and website address**. Please add your **mobile phone** so we can contact you about training classes in the event of inclement weather or emergency facility situations. Cell phones are confidential and not visible to others, except Bureau of Elections staff.

\*Note\* **Changes in email address, job title or jurisdiction** must be made by the Bureau of Elections as these affect your login information and are used in other systems. Please complete the [Election Account Request Form at this link](#) to submit these changes. This form is also available on the login page <https://mielections.csod.com>

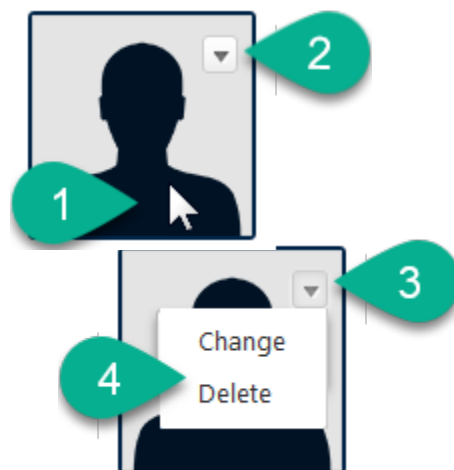
On the Account page, you can review and update the following:

1. Signature Style – choose your preferred style used for electronic signatures in the center
2. Phone – main office work number
3. Mobile Phone - confidential – used for emergency or inclement weather related updates
4. Address – mailing address
5. Fax – if used
6. Website – main office website address, i.e. [www.jurisdiction.org](http://www.jurisdiction.org)
7. Click **Save** at the bottom of the screen to save your changes, close the window and return to homepage

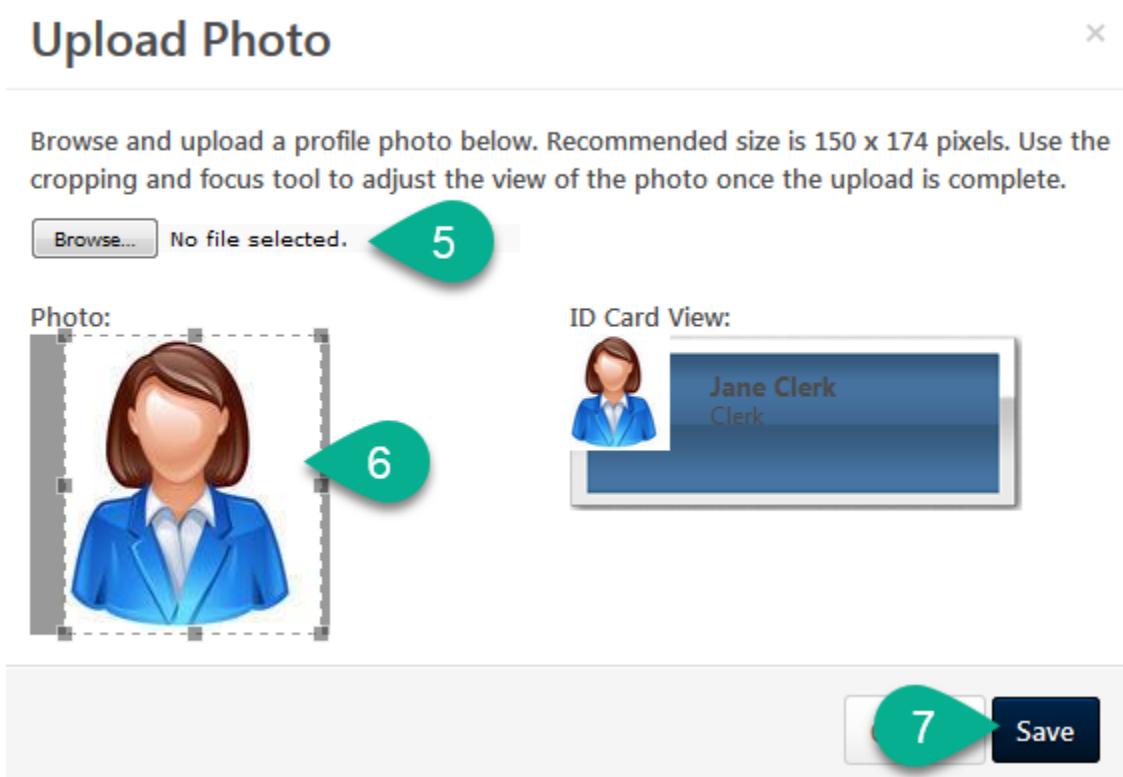


## ADD OR CHANGE YOUR PROFILE PICTURE

1. Point anywhere in the Image box on the Account page
2. The arrow for a drop down menu will appear
3. Click the arrow for the menu options to appear
4. Click **Change or Delete**



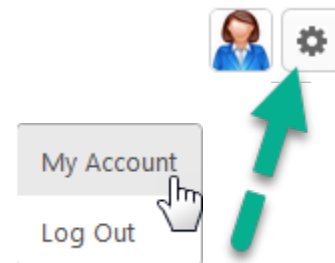
5. This will open the Upload Photo box where you can select an image from your computer
6. Adjust how it will appear in your profile
7. Click **Save** and return to the Account Page



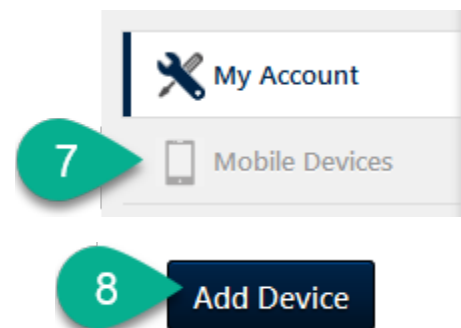
## REGISTER A DEVICE TO USE THE MOBILE APP

The Elections eLearning Center uses Cornerstone onDemand as the learning management software. To use a mobile device and the free app to access the eLearning Center, you must register your mobile phone, tablet or other device with your account. This allows you to create a unique pin to use when logging into the app.

1. On your device, go to your app store, i.e. Apple app store or android Google Play store
2. Download the free app: **Cornerstone Mobile** from Cornerstone onDemand
3. Open the app on your device
4. Log in to your Elections eLearning Center account at <https://mielections.csod.com>
5. Point at the tools icon in the upper right hand corner
6. Click on **My Account**



7. On the left side tab, click on **Mobile Devices**
8. Click **Add Device**



9. Click Register on your computer and follow the directions on the screen to enter your device information and create a pin
10. On your device, enter the codes that display in the app you previously downloaded
11. Click **Close** when done



## Add Device ×

Please follow the steps below to complete the registration process of your device. Please keep this window open until your device has been registered.

1. Open the Cornerstone app on your device.
2. Click the Register link on the main screen.
3. On the Register page, enter the information listed below.

**10**

Portal: mielections  
Device Key: XXXXXXXX  
PIN: XXXXXXXX



**11** Close

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