May 18, 2018

Make-Up Sessions Begin Next Week!

Many make-up training sessions have been scheduled in May and June.

Next week, QVF Refresh make up sessions begin. Three types of training are available for QVF Refresh:

- Complete
- Basic
- Basic to Complete (for people who have taken the Basic class but need Complete access)

New sessions are being scheduled in Macomb County and will be available for registration soon.

In addition, make-up sessions have been scheduled for:

- Train the Trainer
- Election Cycle Preparation

Seats are limited, register for class via the eLearning Center. See the full listing of classes available by selecting Classes in the Browse by Subject box.

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QVF Refresh Update

The QVF Refresh software was updated earlier this week. Here is a list of some of the improvements you’ll see:

- The printed Inbox List has been simplified. Use the filters and sorting options in the grid and the Inbox List button will give you a pdf report of the items displayed in the grid.
- The AV Details process has been streamlined and the screen updated to operate more like a pop-up. Processing options set under Profile Preferences can easily be verified from the new AV Preferences button, and extra mailing labels can be printed more efficiently.
Best Practices - Voter Assist Terminal

The Bureau of Elections would like to hear what you are doing! As the new Voter Assist Terminals are being rolled out state-wide, we want to share your bright ideas on how to educate your voters, especially those with disabilities, on the new devices. Let us know what you are doing by emailing electionselearning@michigan.gov with a subject of "VAT Best Practices" by June 15th.

Positions Openings in BOE

Due to recent staff changes, the Bureau of Elections is hiring! Patty Altimore recently took a new position within state government and Rachel Clone was promoted to Manager of the new Data Analytics & Support Section.

The first position is a Departmental Technician who provides paraprofessional support and technical expertise to the Election Liaison Section and Election Law Specialists.

The second is a Help Desk Analyst position who provides technical support to clerks and their staff on the use of the Qualified Voter File.

Both positions will be posted through the end of the day on May 29th.

As a reminder, please use the QVF Refresh Troubleshooting Guide found in eLearning to assist you with setting up your printers and Dymo label printer to print out labels, notices, reports, etc.

Problems reported to QVFHelpDesk@michigan.gov or in the QVF voicemail box are being addressed. Many times the problems reported are items others have reported. If you don't receive a response, please know we have noted the problem and are working to correct it as soon as possible. Thank you for your patience as we work through the defects you are reporting.

Online Absent Voter Ballot Application Form

The Bureau of Elections' online Absent Voter Ballot Application has been updated for the August 7th and November 6th elections. This application can be used for the August 7th State Primary and/or the November 6th General election. MCL 168.759 allows one application to be used for a State Primary and General election. If a voter requests a ballot for both elections using this form, simply make a copy for use at the next election.

The following formats are available:

- Printable
- Fillable
- Large Print
- Spanish

As a reminder, voters may use...
any absent voter ballot application or simply send a note with a signature and reason for the request.

**BOE Question of the Week:**

*I have a new staff member. How do I setup a new account?*

*Answer:* There are many places you can find the link to request an account. The easiest is right in this News Update every week under *Helpful Links*. Other places include directly on the login page of the eLearning Center, click on the "Need to set up an eLearning Center Account?" link if you are already logged in to the eLearning Center, a keyword search of "account request" will bring up the online form as well.

*Please remember, deactivating accounts when staff members leave is vitally important to maintaining the security and integrity of our systems.* Use the same form to deactivate accounts.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

**Helpful Links**

ACCOUNT REQUEST

Dates & Deadlines

eLearning Center

MigovBOE YouTube
Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.