

# RESOURCE FILES IN THE ELECTIONS ELEARNING CENTER

Files can be shared through user profiles in the Elections eLearning Center at <https://mielections.csod.com>

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## VIEW YOUR PROFILE

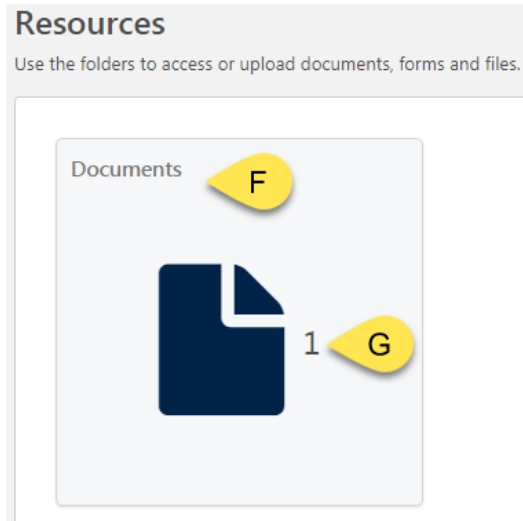
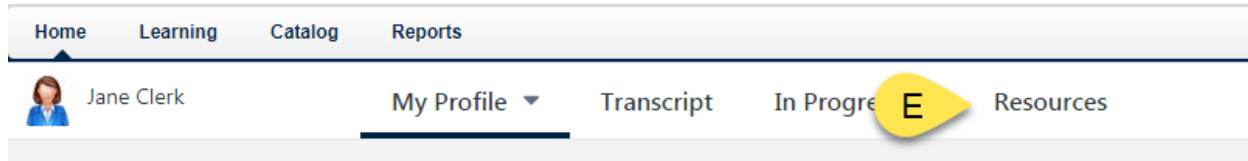
After logging into the eLearning Center, the **homepage** will be displayed

- On the menu bar, point your mouse at **Home** (HOVER ONLY, do not click)
- Click **My Profile**
- A new page will display with your profile information
- Changes can be made from the My Account icon in the upper right corner of your screen

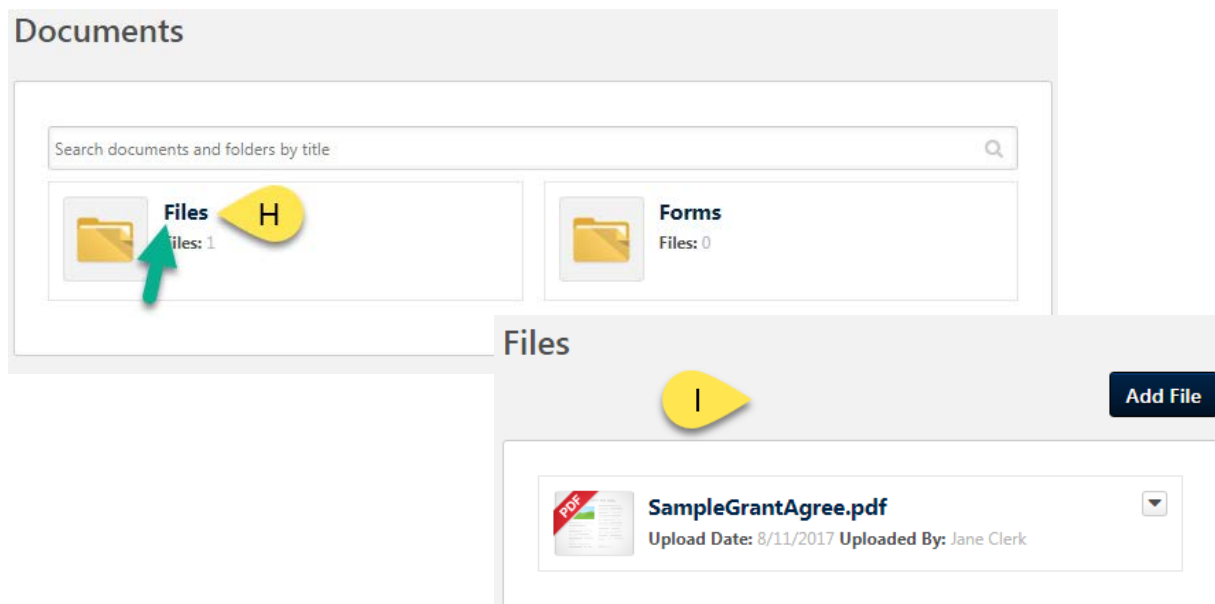
The screenshot shows the Michigan Elections eLearning Center homepage. At the top, there is a search bar and a gear icon labeled 'D'. Below the search bar is a navigation menu with 'Home', 'Learning', 'Catalog', and 'Reports'. A yellow callout 'A' points to the 'Home' link. Below the navigation menu, a dropdown menu is visible with 'Home page' and 'My Profile'. A yellow callout 'B' points to 'My Profile'. Below this, the user's profile is displayed as 'Jane Clerk' with a profile picture and a yellow callout 'C' pointing to the profile name. To the right of the profile name are links for 'My Profile', 'Transcript', 'In Progress', and 'Resources'. Below the profile information, there is a breadcrumb trail: 'Home > Jane Clerk > My Profile'. The main heading is 'My Profile', followed by a message: 'To edit your information, please click the gear icon in the upper right hand corner and click My Account.'

## VIEW YOUR RESOURCE FOLDERS / FILES

- E. Click on the **Resources** Tab
- F. Click on the **Documents** Icon
- G. The number on the icon indicates the number of files you have



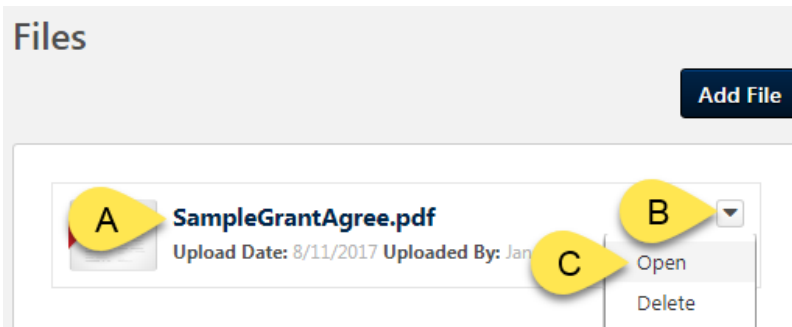
- H. Click on the **Folder Title** you wish to view
- I. View the files available



## OPEN A FILE

To open a file you uploaded or one that was shared with you:

- A. Click the **Title** of the File
- OR -
- B. Click the **Arrow Button** to display the drop down menu
- C. Click **Open**

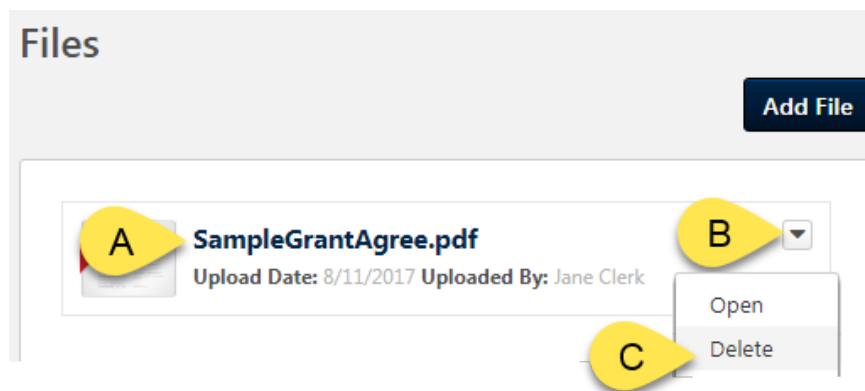


Once you open the file, you can save the file to your computer using your internet browser software. Some have download icons; some have save icons. Or your computer may automatically download based on your settings.

## DELETE A FILE

To remove a file from your folder:

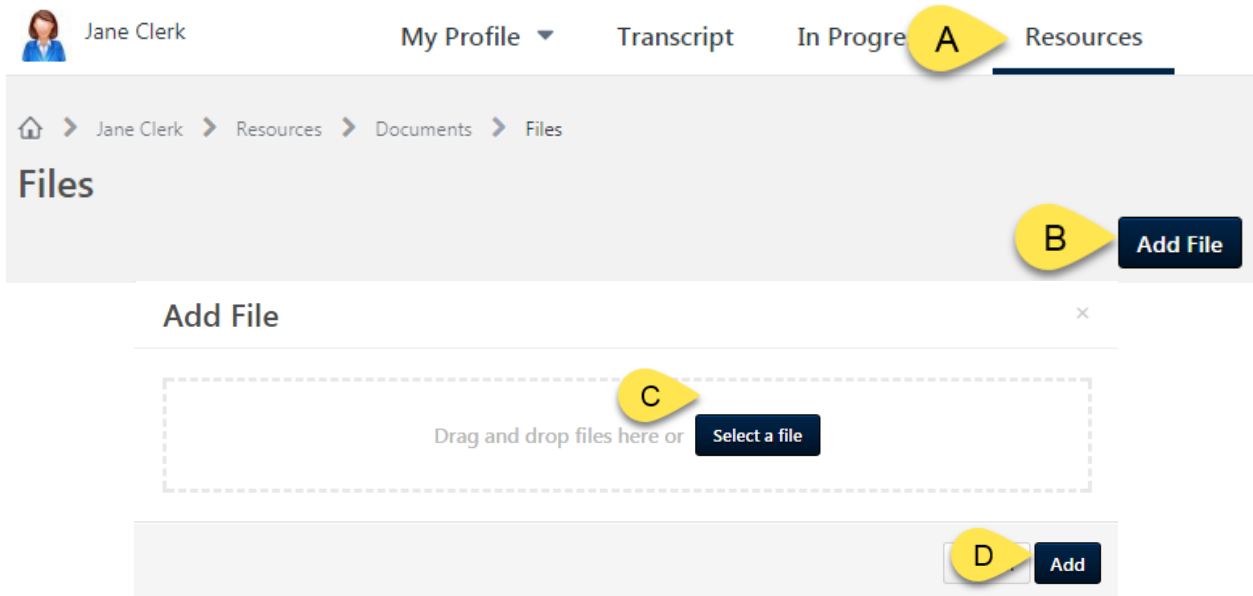
- A. Locate the desired file
- B. Click the **Arrow Button** to display the drop down menu
- C. Click **Delete**



## ADD / UPLOAD FILES

In order to share files with the Bureau of Elections, you can upload items.

- A. In your profile, under Resources, go to the desired folder ([see instructions above](#))
- B. Click the **Add File** Button
- C. Click the **Select a File** to open your computer's Windows Explorer and find your file or
  - a. if you have your computer's Explorer folder already open you drag and drop files into the **Add File box**
- D. Click **Add**



- E. The uploaded file will be displayed
- F. **Notify your BOE contact** (whoever asked you to upload the file) that the file is now available (this is not an automated process) For instance:
  - a. **Voting System Grants / Receipt Acceptance Forms** – [electionselearning@michigan.gov](mailto:electionselearning@michigan.gov)
  - b. **QVF/Data** – [electiondata@michigan.gov](mailto:electiondata@michigan.gov)
  - c. **Miscellaneous** – [electionselearning@michigan.gov](mailto:electionselearning@michigan.gov)
- G. Repeat to add additional files

Additional [Help Documents can be found at this link](#) or by using the *Browse by Subject Box* in the Elections eLearning Center.

If you have questions please call 844-564-8683 or 517-373-0065 or email [electionselearning@michigan.gov](mailto:electionselearning@michigan.gov)