

Online Training Notification Letter

This letter is a notification of online training. The Online Training Notification Letter includes instructions for logging into the web-based training system and provides steps for completing training units.

**1 Elections Office, City of Circle Pines
Sandy Byron, Elections Administrator**

Circle Pines City Hall
423 Windy Pine Drive
Circle Pines, MN 55014
(763)294-8603
elections@circle.pines.mn.us



February 15, 2021

3 { Richard Strom
4354 Pinewood Blvd
Circle Pines, MN 55014


Dear Richard Strom,

4 { All election workers are required by law to attend training prior to serving in an election. In order to make this training more accessible and convenient, Anoka County has provided web-based online training that can be completed at your convenience from any computer or mobile device with a modern internet browser.

Training Courses

You have been registered for the following online training courses:

Election Worker Training - Online

- 1. Jurisdiction Name and Address** — From the main menu, select System Administration...System Settings...Jurisdictions. Locate your jurisdiction and click “edit.” Information for the letterhead is generated from the following field(s): Jurisdiction Name, Election Official, Department, Building, Address, Work Phone, and Email Address. *Note: If you desire additional changes to your jurisdiction’s letterhead, please contact the Modus Elections customer support team at support@ModusElections.com. A customer service representative will be happy to personally assist and help to ensure that the letterhead is configured properly to meet the needs of your jurisdiction.*
- 2. Jurisdiction Logo** — From the main menu, select System Administration...System Settings...Jurisdictions. Locate your jurisdiction and click “edit.” Upload or remove logo.
- 3. Election Worker Name and Address** — From the main menu, select Election Worker...Manage Workers. Locate worker in the Manage Workers list and click “edit.” Information is generated from the following field(s): Name and Mailing Address. *Note: The Modus system allows you to select how election workers’ names appear in certain letters and reports (for example, replacing first names with nicknames). To change worker name format, select System Administration...System Settings...Configuration Options. Locate “Worker name format for communications” in list and select preferred name format from the drop-down.*
- 4. Letter Introduction** — This is an editable text area in the Worker Online Training Notification Letter. From the main menu, select Election Workers...Training...Worker Training Communications...Online Training Notification Letter. Click the  button and use the Report Section drop-down list to select “Letter Intro (for Notification).”

Dear Richard Strom,

All election workers are required by law to attend training prior to serving in an election. In order to make this training more accessible and convenient, Anoka County has provided web-based online training that can be completed at your convenience from any computer or mobile device with a modern internet browser.

Training Courses

5 { You have been registered for the following online training courses:

6 Election Worker Training - Online

Deadline

7 { It is important that you complete this training in a timely manner. Note that if you do not complete all training courses and exercises on or before the date listed below, you may not be qualified to serve as an election judge. Please complete all online trainings by:





8 Tuesday, July 27, 2021

Instructions

9 { Included with this letter is a page containing simple instructions for logging in to the online training.

Questions and Additional Help

10 { All trainings are required by law. We hope that you will be able to take advantage of the convenience of the online training provided. If you are unable to complete these trainings online, it is important that you let us know so that you can be scheduled to attend election worker training in person. Please let me know as soon as possible to ensure you meet the training requirements for your position as an election worker.

5. **Training Courses Intro Paragraph** — This is an editable text area in the Worker Online Training Notification Letter. From the main menu, select Election Workers...Training...Worker Training Communications...Online Training Notification Letter. Click the  button and use the Report Section drop-down list to select “Training Courses Intro Paragraph.”
6. **Training Type** — From the main menu, select System Administration...Election Worker Settings...Training...Edit Training Types. Locate the training type from the list and click “edit” (right-hand column). Information is generated from the following field(s): Training Type. *Note: If training is offered by the county, and you are coordinating workers for a local jurisdiction, then the county is responsible for defining training types, and you will only be able to view the details of a training class.*
7. **Deadline Intro Paragraph** — This is an editable text area in the Worker Online Training Notification Letter. From the main menu, select Election Workers...Training...Worker Training Communications...Online Training Notification Letter. Click the  button and use the Report Section drop-down list to select “Deadline Intro Paragraph.”
8. **Training Deadline** — From the main menu, select Election Workers...Training...Worker Training Communications...Online Training Notification Letter. Information is generated from the following field(s): Training Deadline.
9. **Login Instructions** — This is an editable text area in the Worker Online Training Notification Letter. From the main menu, select Election Workers...Training...Worker Training Communications...Online Training Notification Letter. Click the  button and use the Report Section drop-down list to select “Login Instructions.”
10. **Questions and Additional Help** — This is an editable text area in the Worker Online Training Notification Letter. From the main menu, select Election Workers...Training...Worker Training Communications...Online Training Notification Letter. Click the  button and use the Report Section drop-down list to select “Questions and Additional Help.”

Deadline

It is important that you complete this training in a timely manner. Note that if you do not complete all training courses and exercises on or before the date listed below, you may not be qualified to serve as an election judge. Please complete all online trainings by:

Tuesday, July 27, 2021

Instructions

Included with this letter is a page containing simple instructions for logging in to the online training.

Questions and Additional Help

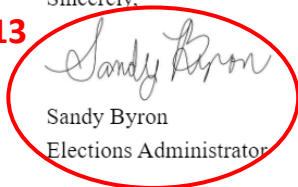
All trainings are required by law. We hope that you will be able to take advantage of the convenience of the online training provided. If you are unable to complete these trainings online, it is important that you let us know so that you can be scheduled to attend election worker training in person. Please let me know as soon as possible to ensure you meet the training requirements for your position as an election worker.

11 { Sandy Byron, Elections Administrator
elections@circle.pines.mn.gov
763-208-4573




12 { Thank you for serving your country and your community as an election worker!

Sincerely,

13



Sandy Byron
Elections Administrator

- 11. Contact Information** — This is an editable text area in the Worker Online Training Notification Letter. From the main menu, select Election Workers...Training...Worker Training Communications...Online Training Notification Letter. Click the  button and use the Report Section drop-down list to select “Questions Contact Info.”
- 12. Closing Paragraph** — This is an editable text area in the Worker Online Training Notification Letter. From the main menu, select Election Workers...Training...Worker Training Communications...Online Training Notification Letter. Click the  button and use the Report Section drop-down list to select “Closing Paragraph.”
- 13. Signature** — The signature can be changed in the Worker Online Training Notification Letter. From the main menu, select Election Workers...Training...Worker Training Communications...Online Training Notification Letter. Click the  button and use the Letter Signature drop-down list to select a name. *Note: To upload a signature image for a name in the list, select System Administration...Users and System Access...User Administration. Find the correct user name in list and click “edit.” Upload signature.*