

BALTIMORE CITY BOARD OF ELECTIONS ELECTION JUDGE REFRESHER ONLINE TRAINING

Quick Reference Guide

Frequently Sought Solutions

Common Scenarios for County System Administrators and Users

Revised 10.27.22

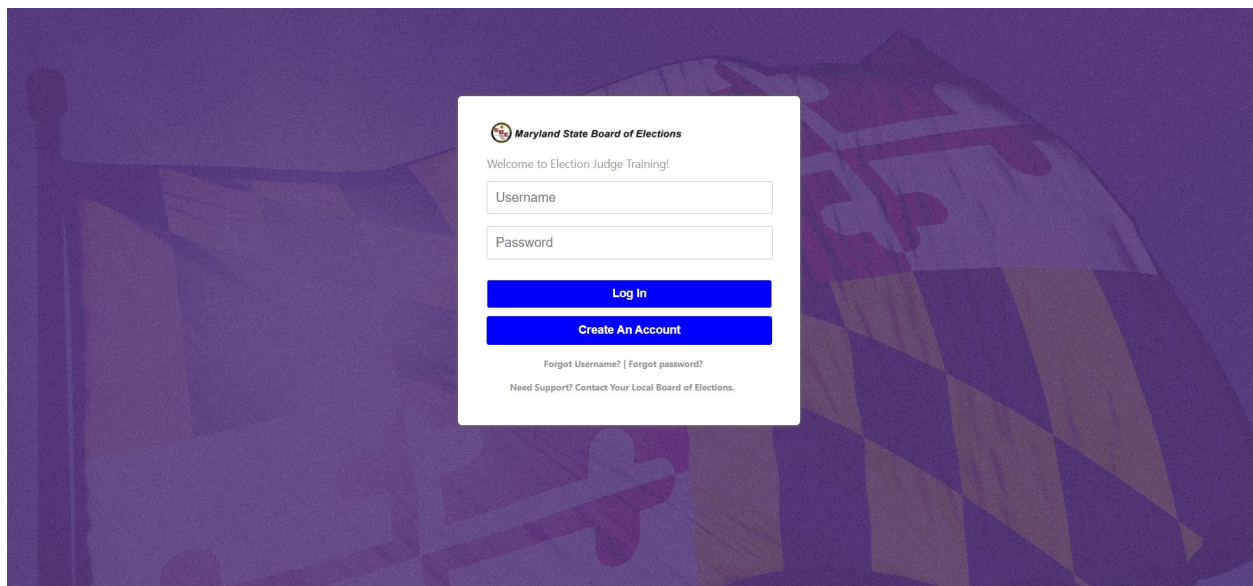
Thank you for choosing to serve Baltimore as an Election Judge and congratulations for choosing online training!

New First Time User Access

To begin your online training, you will go to/select this link:

<https://elections-maryland.csod.com/>

It will take you here:



First time users will need to create an Account:

Select Create an Account:


Create An Account

A new page will open that looks like this:

New User Registration
To register yourself as a new user, please enter the following information then click on 'Next'.

First Name:
Last Name:
Email Address:
Code:

[Cancel](#) [Next »](#)

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms


Complete the fields.

Enter your **first and last names**. (It is a best practice to use same name that you gave when you completed your application to work as an Election Judge.)

Enter your **email address**.

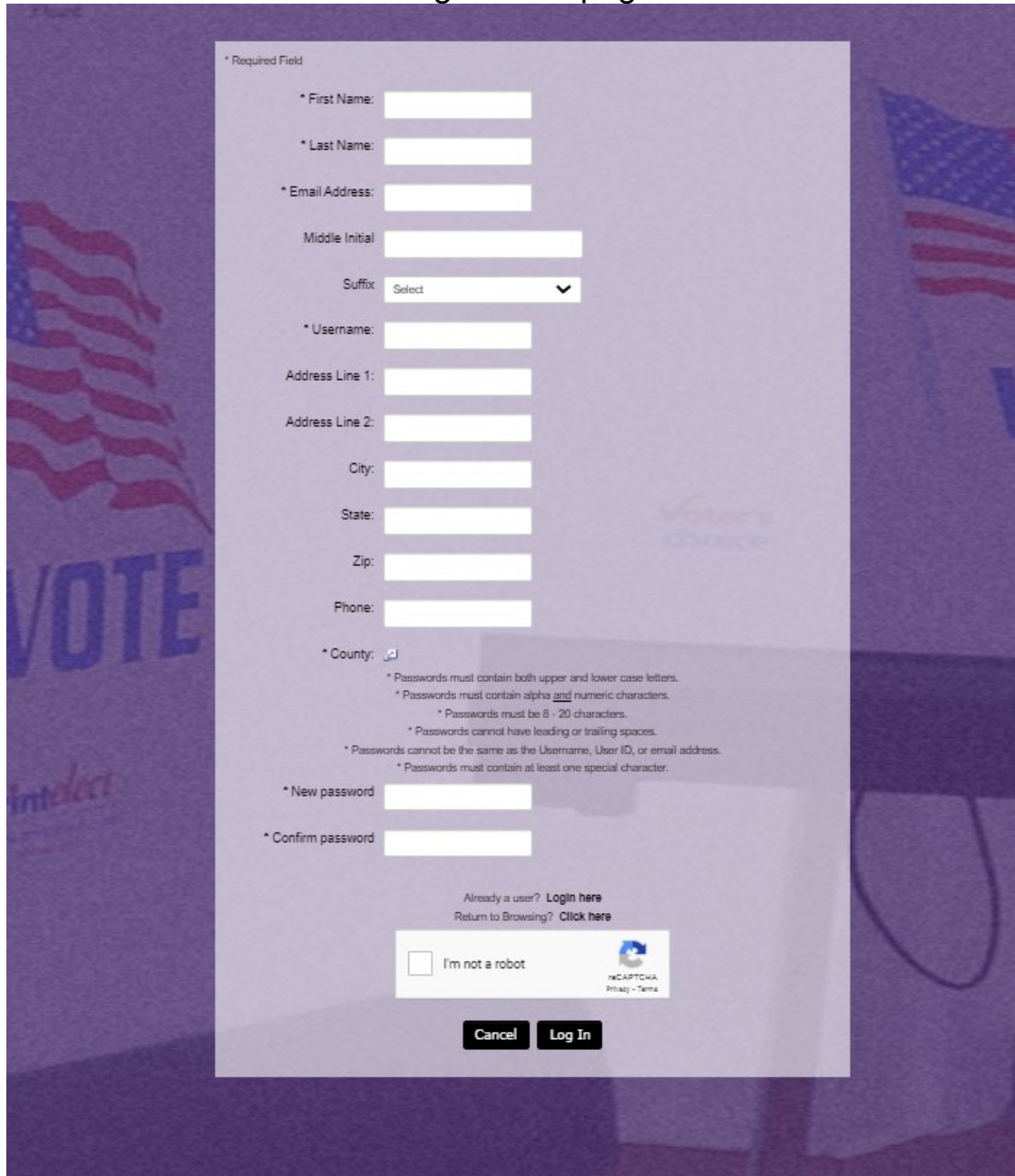
Enter the code: **elections2022**

Click in the box here that you are not a robot:

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

Follow the instructions to select boxes that contain pictures. Select OK/SAVE.

You will be directed to the registration page:



* Required Field

* First Name:

* Last Name:

* Email Address:

Middle Initial:

Suffix: ▼

* Username:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:


* County:

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords must be 8 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.
* Passwords must contain at least one special character.

* New password:

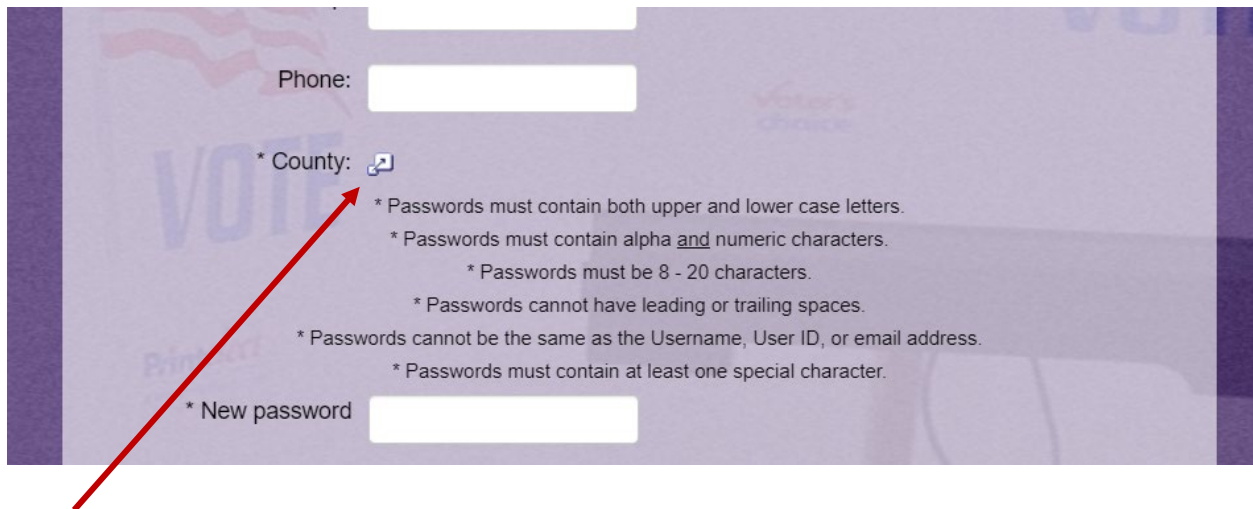
* Confirm password:

Already a user? [Login here](#)
Return to Browsing? [Click here](#)


☐ I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

Complete the fields.

Use your email address as your username.



Phone:

* County: 

- * Passwords must contain both upper and lower case letters.
- * Passwords must contain alpha and numeric characters.
- * Passwords must be 8 - 20 characters.
- * Passwords cannot have leading or trailing spaces.
- * Passwords cannot be the same as the Username, User ID, or email address.
- * Passwords must contain at least one special character.

* New password

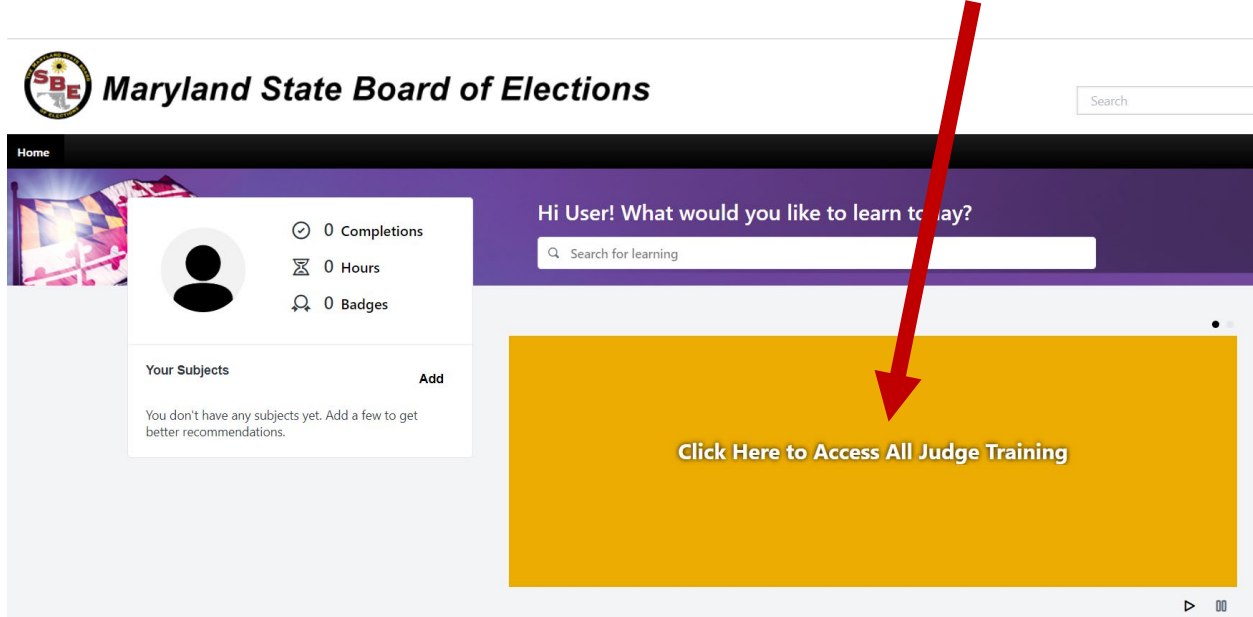
Select the icon behind the county to open a list of counties.

Select **Baltimore City**.

Create a password. Check the box in front of **I'm not a robot** and select **Log In**.

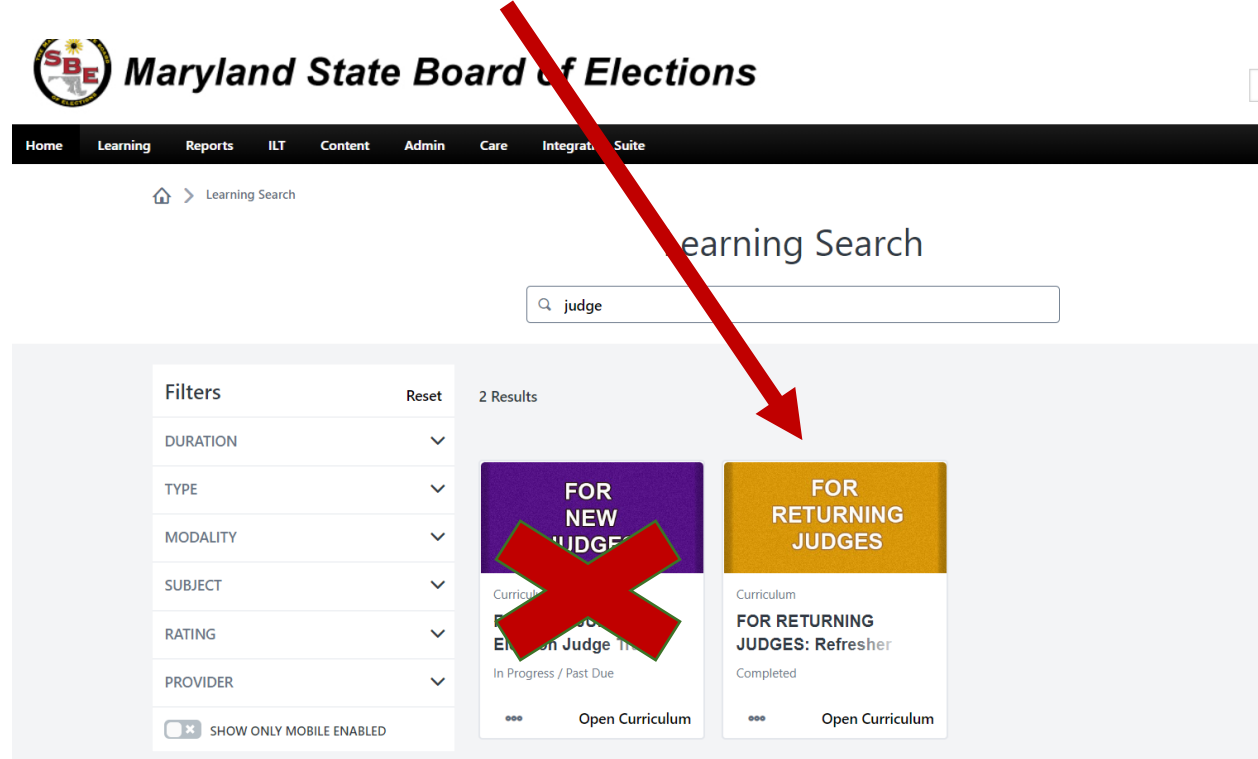
Accessing Training

The landing page of the Maryland State Board of Elections Online Training will open. The user will select the yellow box to access training:



All Baltimore Judges:

Select **For Returning Judges**
(even if you are new)



Maryland State Board of Elections

Home Learning Reports ILT Content Admin Care Integration Suite

Learning Search

Search: judge

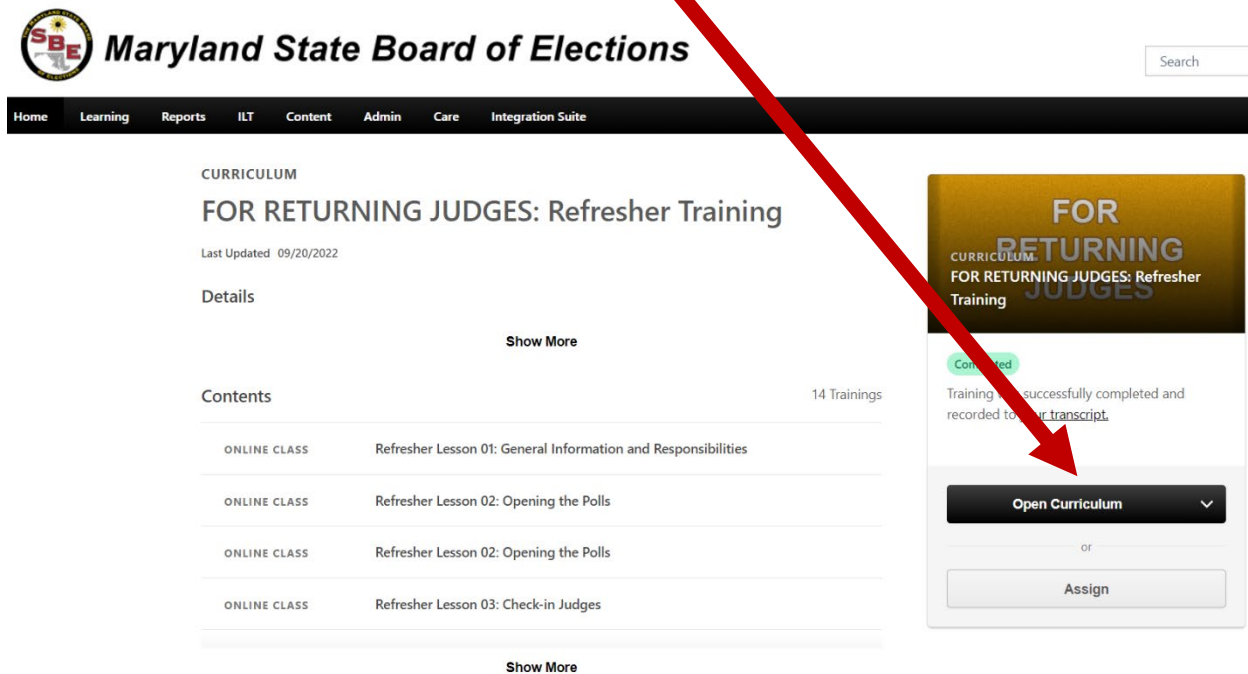
2 Results

Filters	Reset
DURATION	▼
TYPE	▼
MODALITY	▼
SUBJECT	▼
RATING	▼
PROVIDER	▼
<input type="checkbox"/> SHOW ONLY MOBILE ENABLED	

FOR NEW JUDGES
Curriculum
FOR NEW JUDGES
Election Judge Training
In Progress / Past Due
... Open Curriculum

FOR RETURNING JUDGES
Curriculum
FOR RETURNING JUDGES: Refresher
Completed
... Open Curriculum

The page will open, select **Open Curriculum**:



Maryland State Board of Elections

Home Learning Reports ILT Content Admin Care Integration Suite

CURRICULUM

FOR RETURNING JUDGES: Refresher Training

Last Updated 09/20/2022

Details

Show More

Contents 14 Trainings

ONLINE CLASS	Refresher Lesson 01: General Information and Responsibilities
ONLINE CLASS	Refresher Lesson 02: Opening the Polls
ONLINE CLASS	Refresher Lesson 02: Opening the Polls
ONLINE CLASS	Refresher Lesson 03: Check-in Judges

Show More

FOR RETURNING JUDGES: Refresher Training

CURRICULUM

Completed

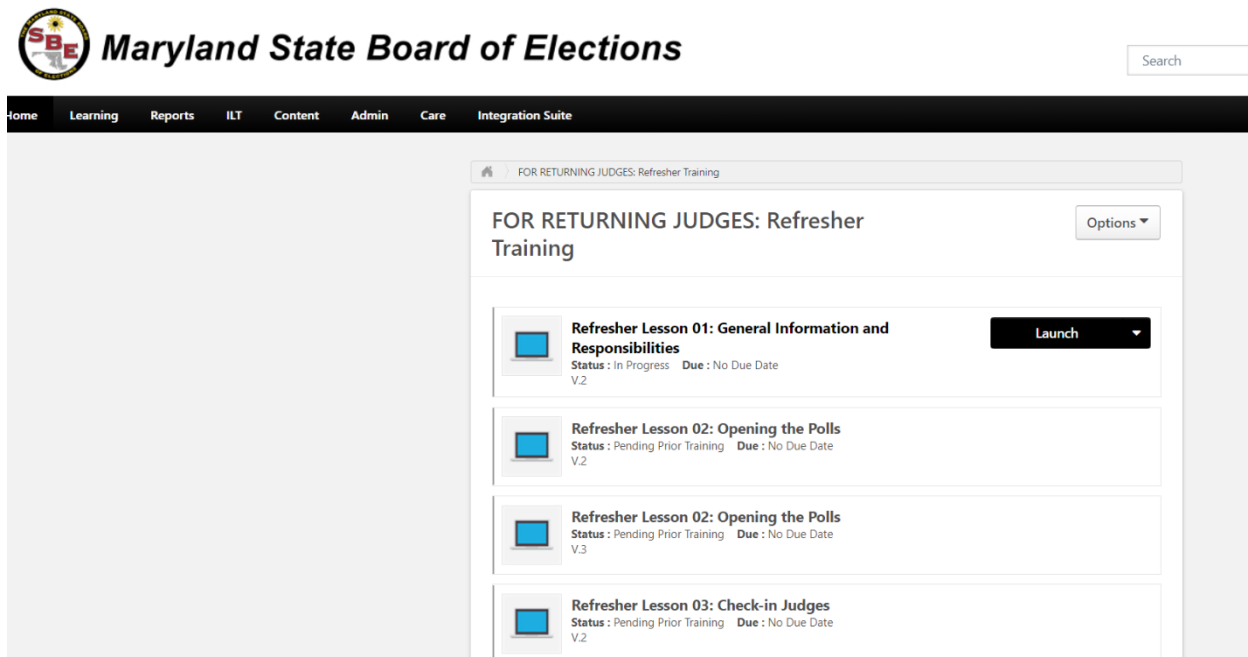
Training successfully completed and recorded to your transcript.

Open Curriculum

or

Assign

A new page will open listing the lessons for the user to complete.



Maryland State Board of Elections

Home Learning Reports ILT Content Admin Care Integration Suite

FOR RETURNING JUDGES: Refresher Training

Options

Refresher Lesson 01: General Information and Responsibilities

Status : In Progress Due : No Due Date

V.2

Launch

Refresher Lesson 02: Opening the Polls

Status : Pending Prior Training Due : No Due Date

V.2

Refresher Lesson 02: Opening the Polls

Status : Pending Prior Training Due : No Due Date

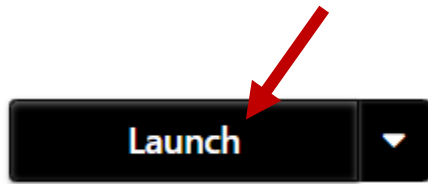
V.3

Refresher Lesson 03: Check-in Judges

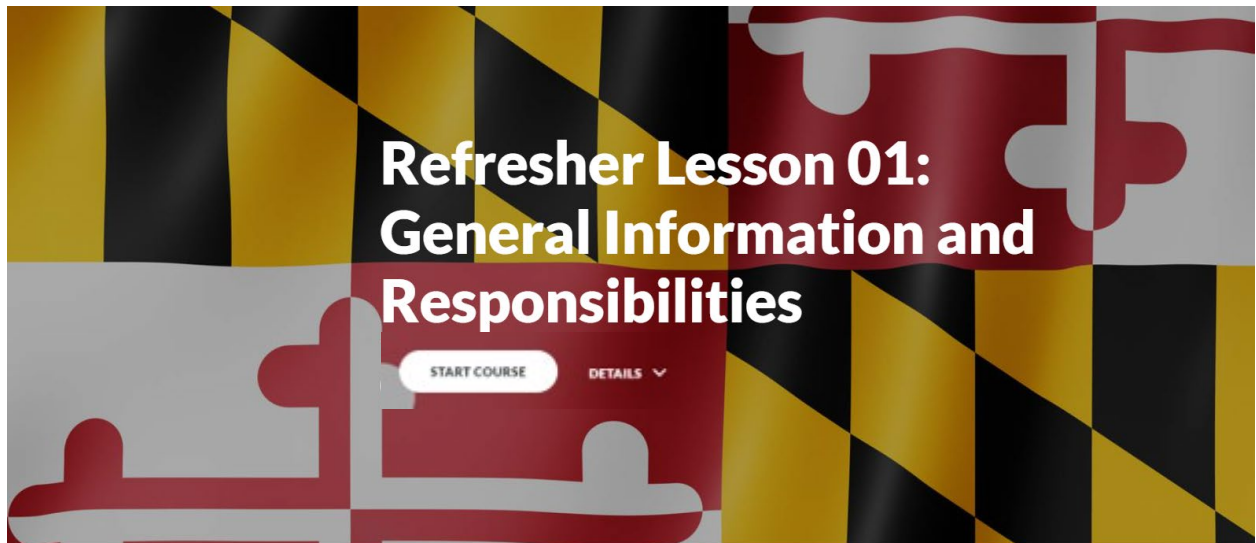
Status : Pending Prior Training Due : No Due Date

V.2

Select the word **Launch**:



The lesson will open. Read the instructions. Begin the course by selecting the **START COURSE** button. Complete Chapter 1 and repeat for the remaining chapters.



Welcome to Election Judge Online Refresher Training! With these refresher lessons you

Back on the landing page, you will notice additional ways to access or return to in progress or training courses that have not been accessed previously:

The screenshot displays a user interface for judge training. On the left, a sidebar contains two sections: 'Your Subjects' with an 'Add' button and a message 'You don't have any subjects yet. Add a few to get better recommendations.', and 'Your Playlists' showing 0 Created, 0 Followers, and 0 Followed, with a 'Create New Playlist' button. To the right of the sidebar is a large orange button labeled 'Click Here to Access All Judge Training'. Below this, the 'Continue Learning' section features two curriculum cards. The first card, 'FOR RETURNING JUDGES', shows 'Curriculum', 'FOR RETURNING JUDGES: Refresh', 'In Progress', and an 'Open Curriculum' button. The second card, 'FOR NEW JUDGES', shows 'Curriculum', 'FOR NEW JUDGES: Election Judge', 'In Progress / Past Due', and an 'Open Curriculum' button. At the bottom, the 'Suggested' section is partially visible.

You can access the training again or the other helpful topics.

There is also a helpful video reference library (not required) about election equipment under **Suggested**:

The screenshot displays a user interface for continuing education. It is divided into two main sections: 'Continue Learning' and 'Suggested'.

Continue Learning

- FOR RETURNING JUDGES** (Orange header)
 - Curriculum
 - FOR RETURNING JUDGES: Refresh**
 - In Progress
 - Open Curriculum
- FOR NEW JUDGES** (Purple header)
 - Curriculum
 - FOR NEW JUDGES: Election Judge**
 - In Progress / Past Due
 - Open Curriculum

Suggested (Circled in red)

- The Electronic Pollbook** (Video, 49 minutes)
- Closing the DS200 Scanning Unit** (Video, 9 minutes)
- Opening the DS200 Scanning Unit** (Video, 16 minutes)
- The Ballot Marking Device** (Video, 30 minutes)

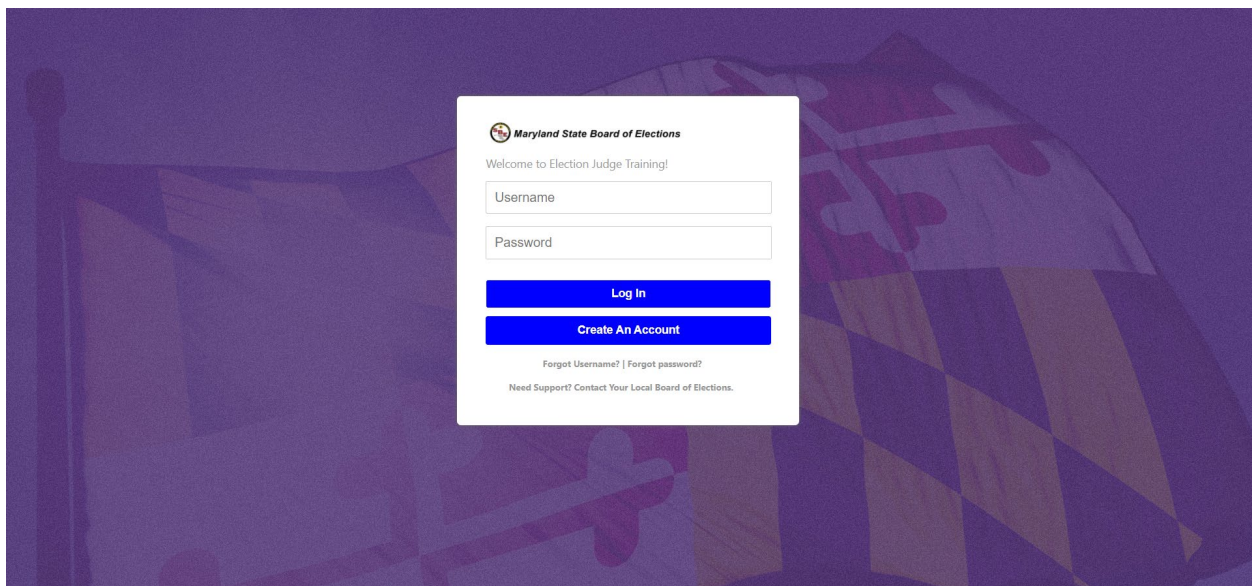
Each video card features a header image with various icons related to elections and a row of silhouettes at the bottom.

Accessing the Portal (Registered User)

If you are accessing the portal any other time after you register, you will go to/select this link:

<https://elections-maryland.csod.com/>

It will take you here:



Maryland State Board of Elections

Welcome to Election Judge Training!

Username

Password

Log In

Create An Account

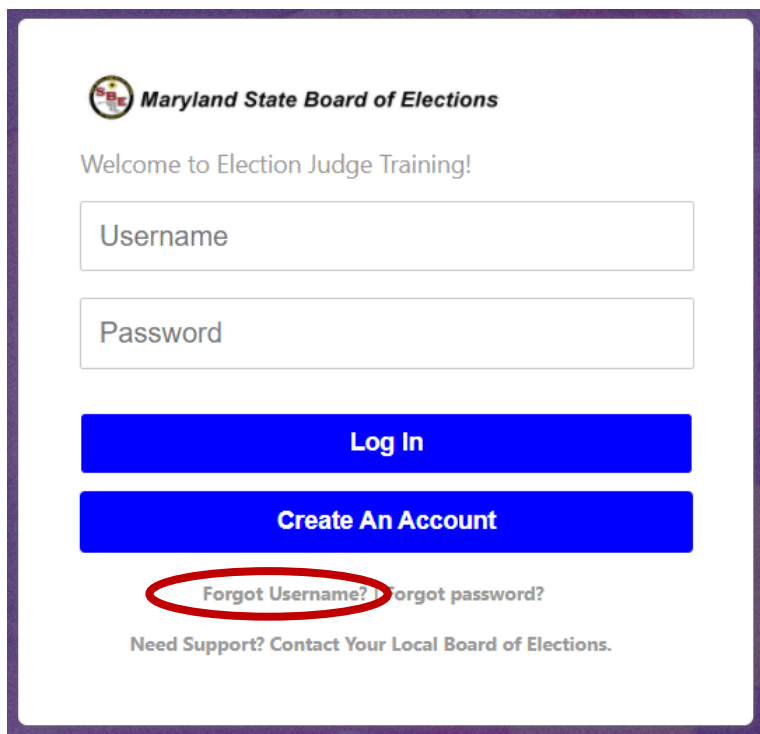
[Forgot Username?](#) | [Forgot password?](#)


Need Support? Contact Your Local Board of Elections.

Enter your username and password.

Forgotten Username

Your username should be the email that you registered with. However, if that does not work, select **Forgot Username**.



 **Maryland State Board of Elections**

Welcome to Election Judge Training!

Username

Password

Log In

Create An Account

Forgot Username? Forgot password?


Need Support? Contact Your Local Board of Elections.

Enter the email address that you used when you registered. Check the box in front of **I'm not a robot** and check any photos you are asked to check. You will receive an email that will provide the username.

Please enter your email with which your profile was created.

Email:

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

[Submit](#)

Forgotten Password

Select **Forgot Password**.


Enter the username where it says **Login Credential**. Check box in front of **I'm not a robot** and follow instructions. You will receive an email containing your password.

Forgot password?

Please enter your Username or User ID and an email containing your password will be sent to you.

Login Credential

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

If you need assistance, call the Baltimore City Board of Elections.