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

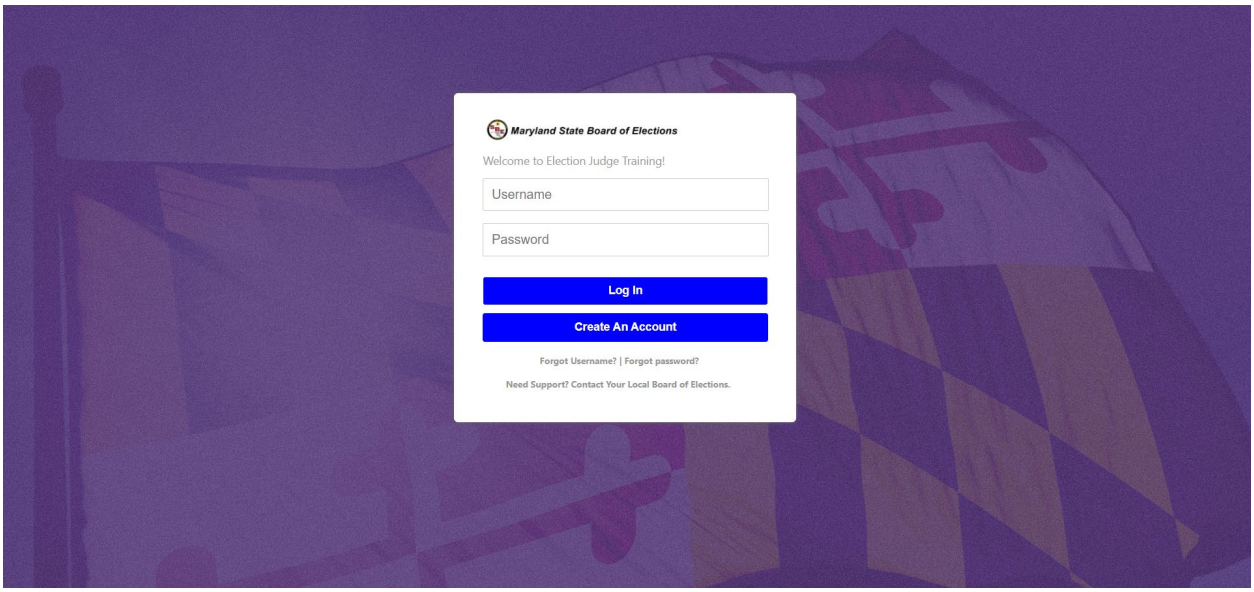
Thank you for choosing to serve Baltimore as an Election Judge and congratulations for choosing online training!

New First Time User Access

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

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

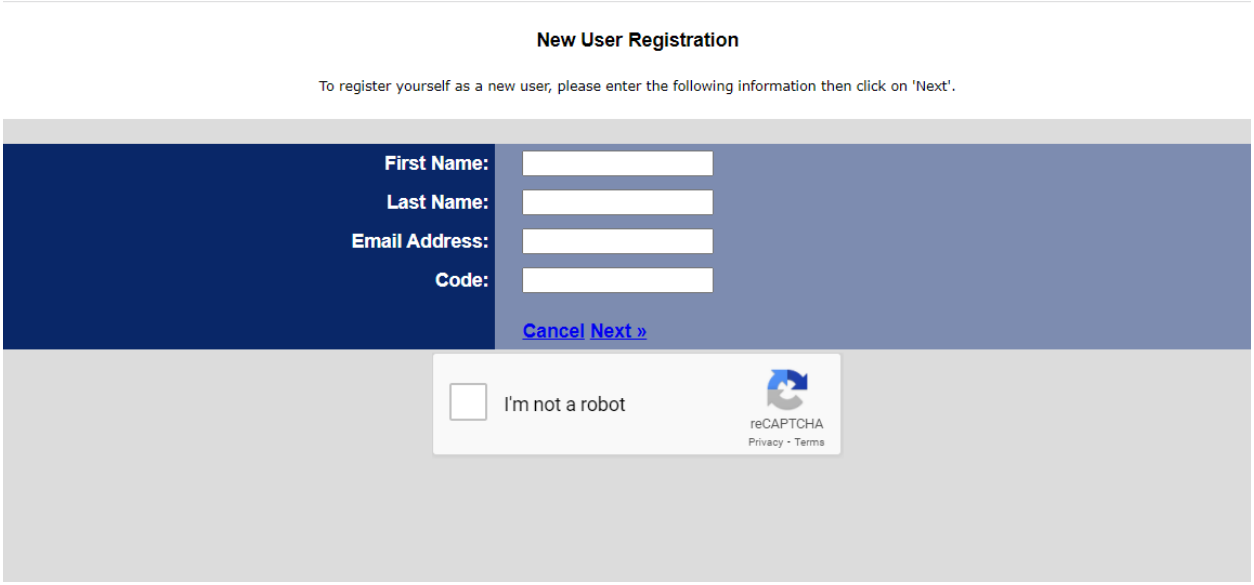
It will take you here:



First time users will need to create an Account:

Select Create an Account:

A new page will open that looks like this:



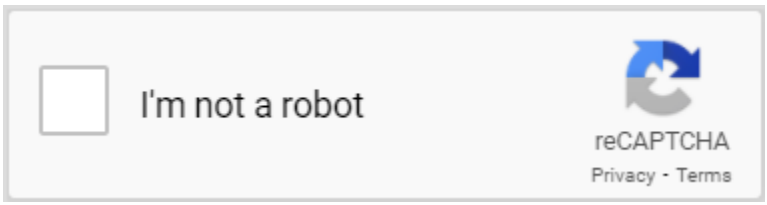
Complete the fields.

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.

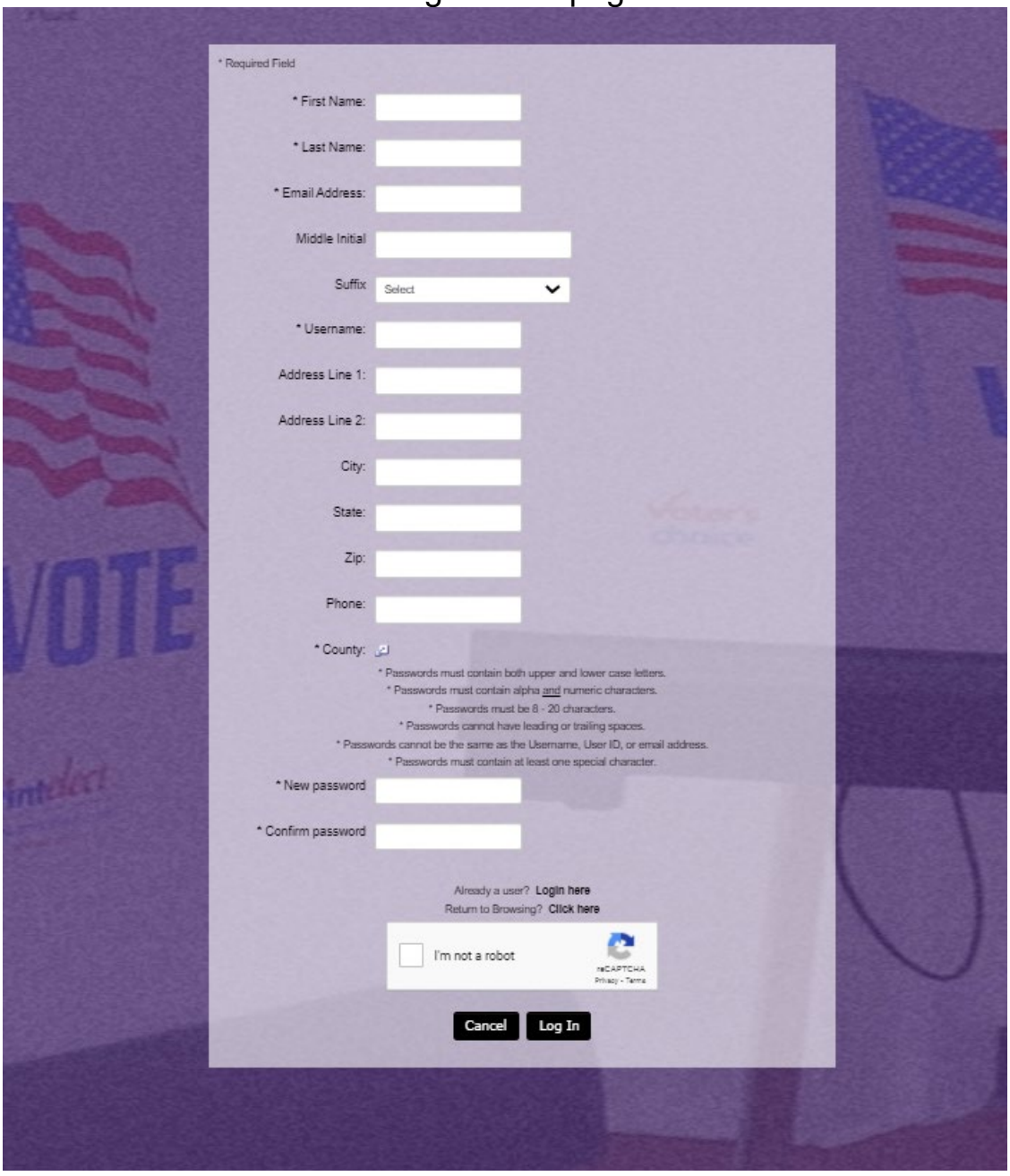
Enter the code: **elections2022**

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



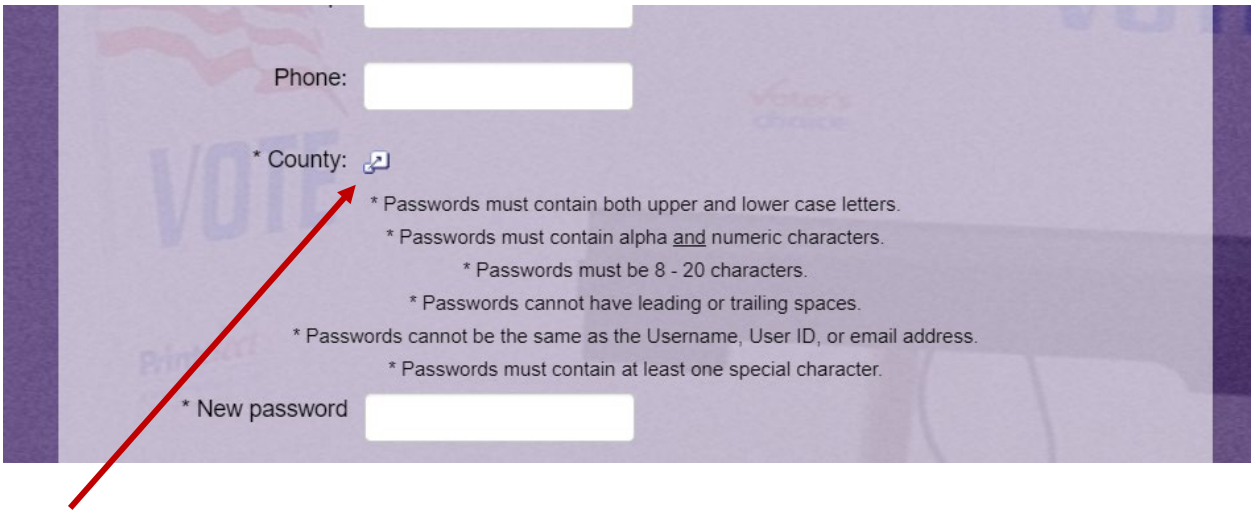
Follow the instructions to select boxes that contain pictures. Select OK/SAVE.

You will be directed to the registration page:



Complete the fields.

Use your email address as your username.



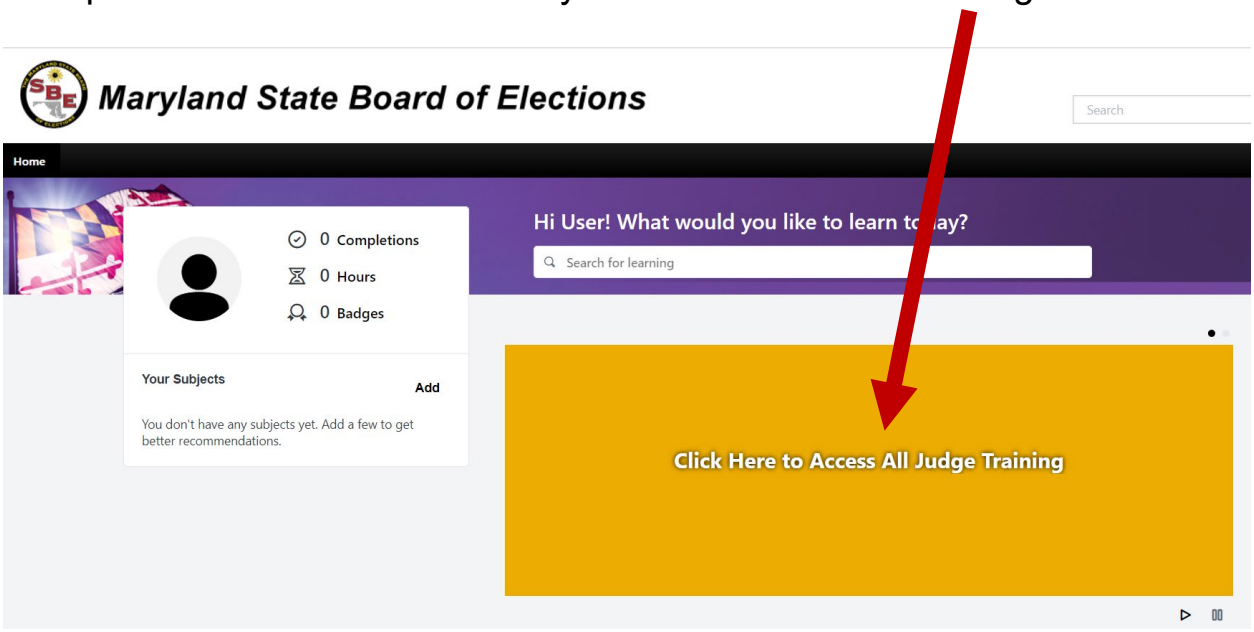
Select the icon behind the county to open a list of counties.

Select Baltimore City.

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

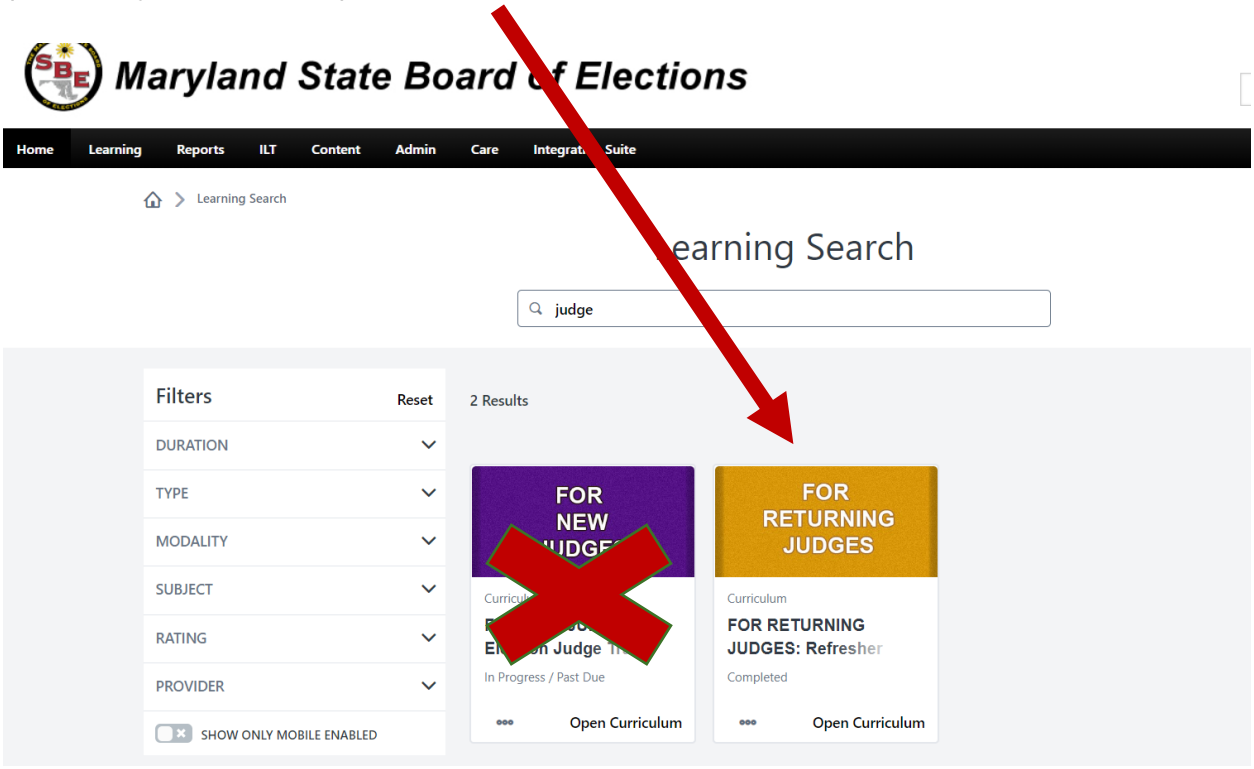
Accessing Training

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

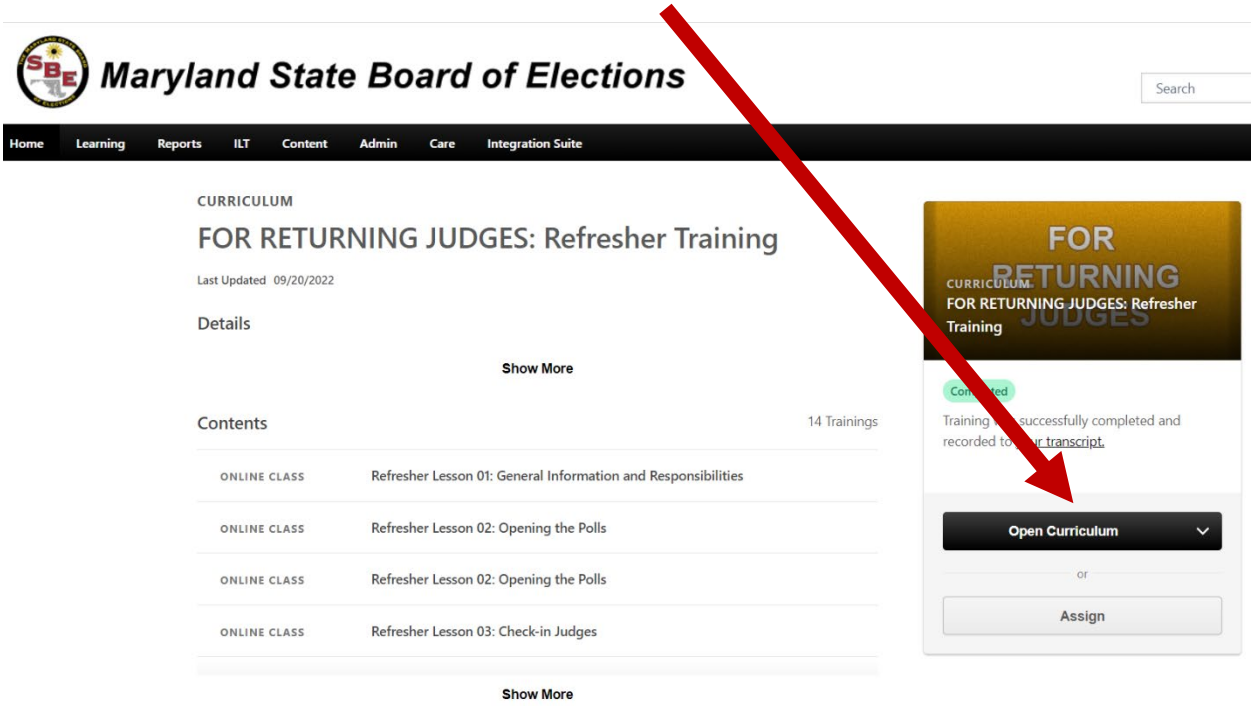


All Baltimore Judges:

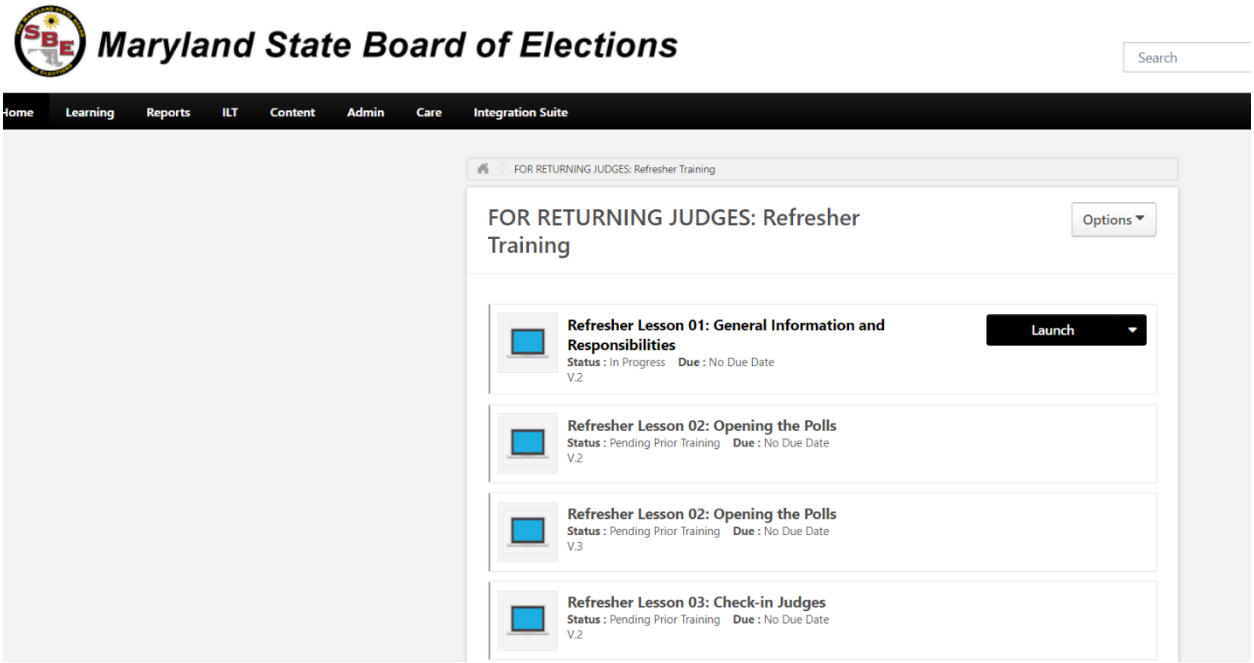
Select **For Returning Judges**
(even if you are new)



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

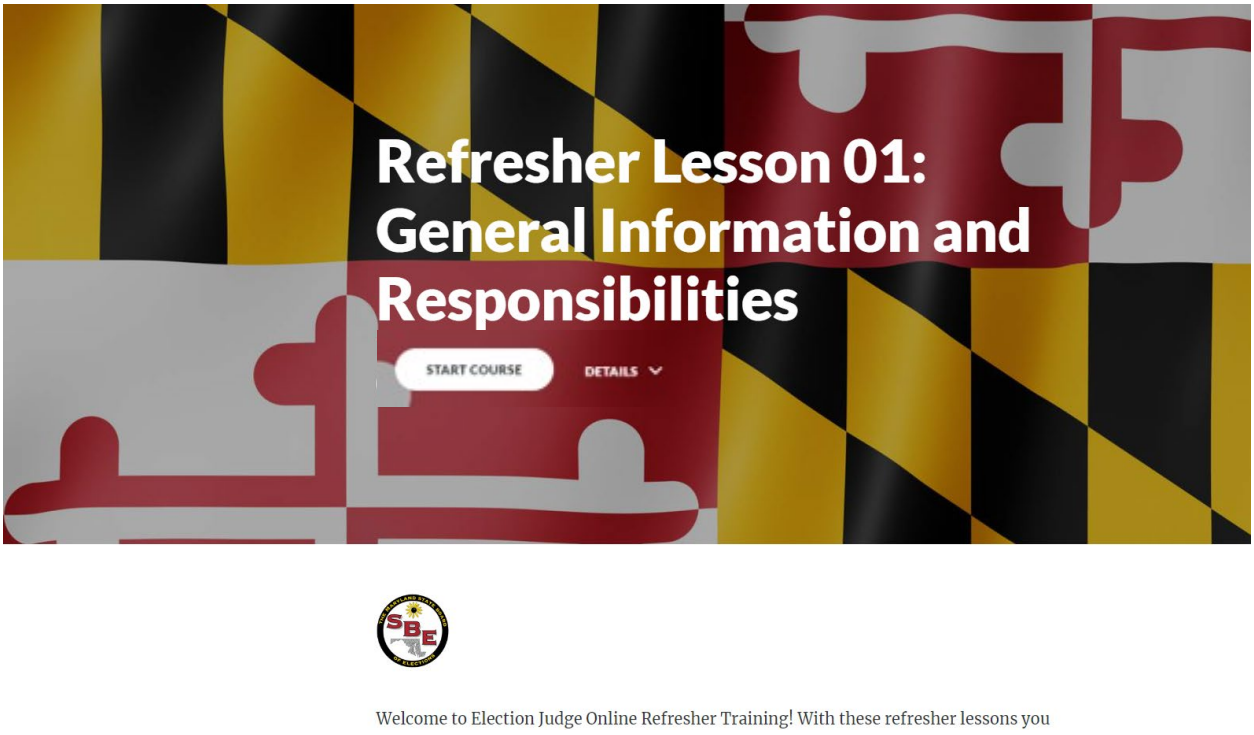


A new page will open listing the lessons for the user to complete.

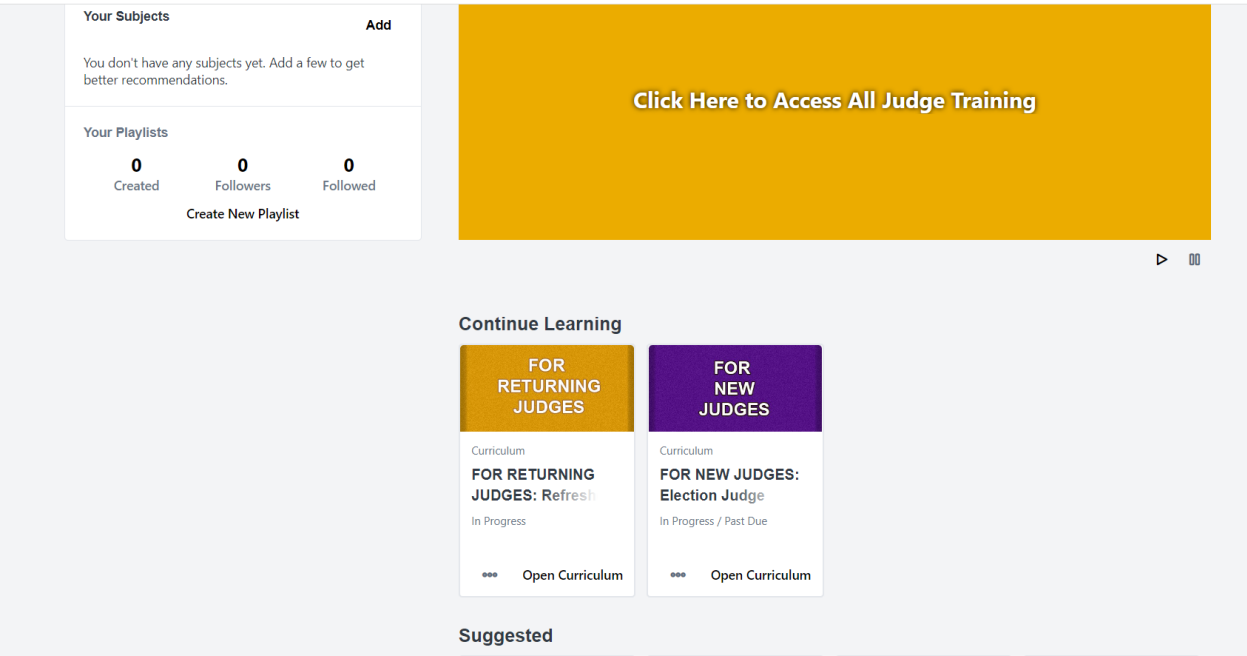


Select the word **Launch**:

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.

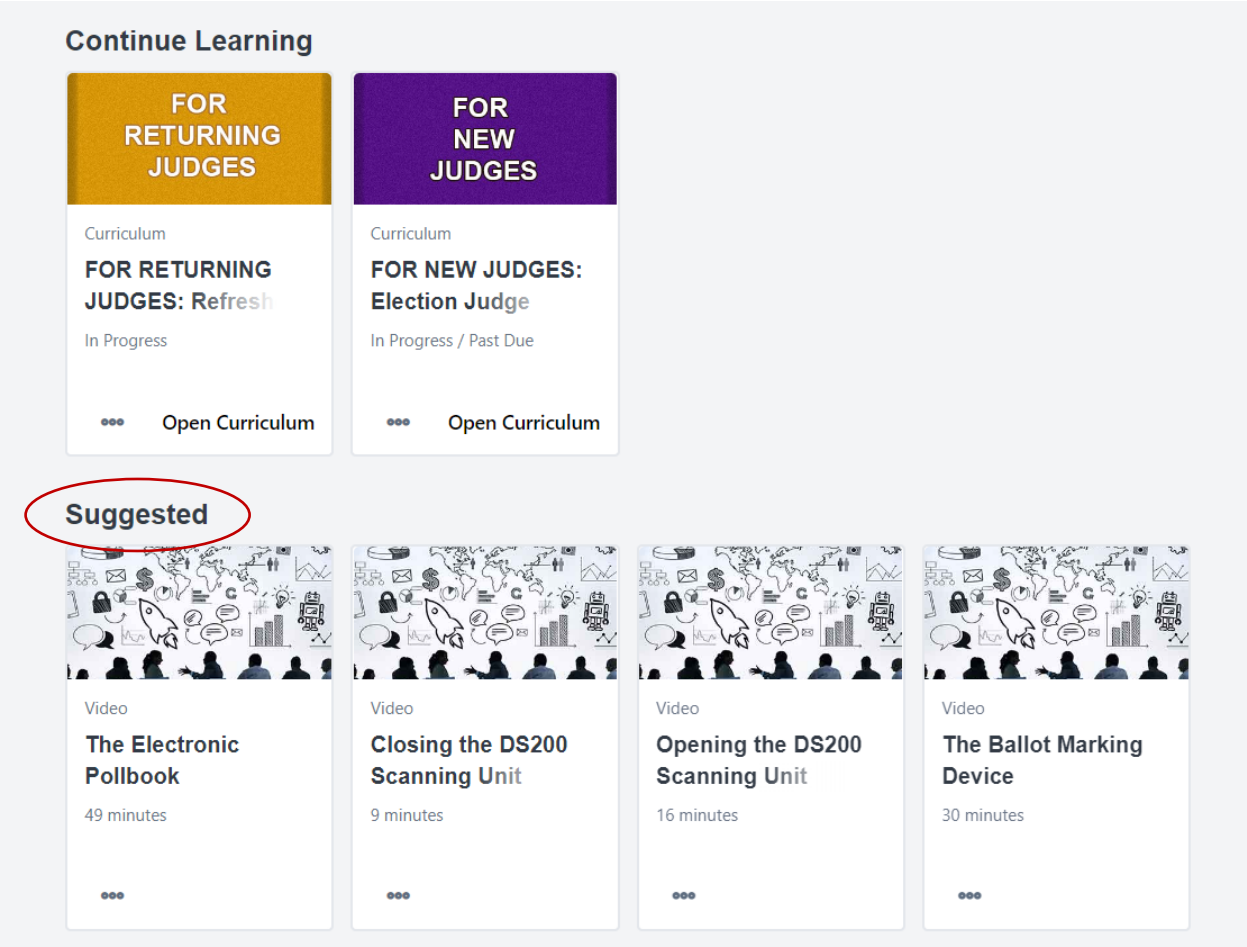


Back on the landing page, you will notice additional ways to access or return to in progress or training courses that have not been accessed previously:



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:**

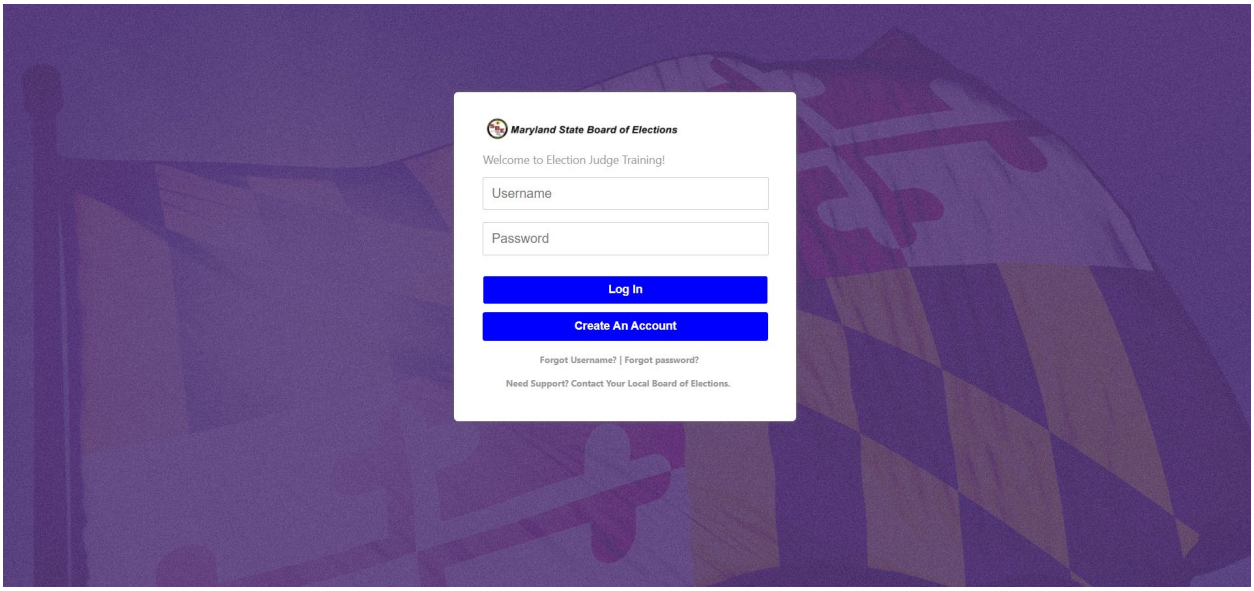


Accessing the Portal (Registered User)

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

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

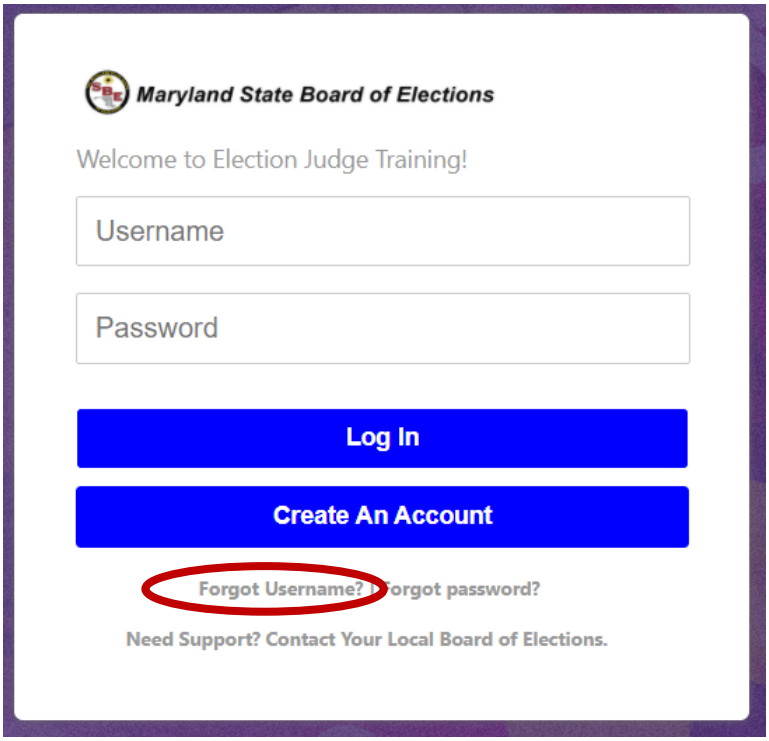
It will take you here:



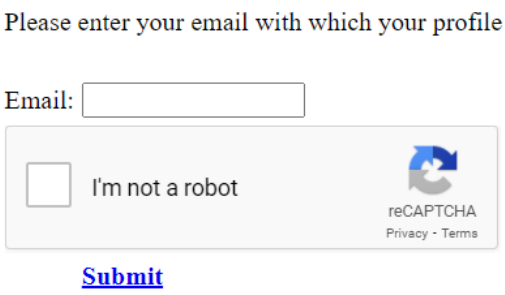
Enter your username and password.

Forgotten Username

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

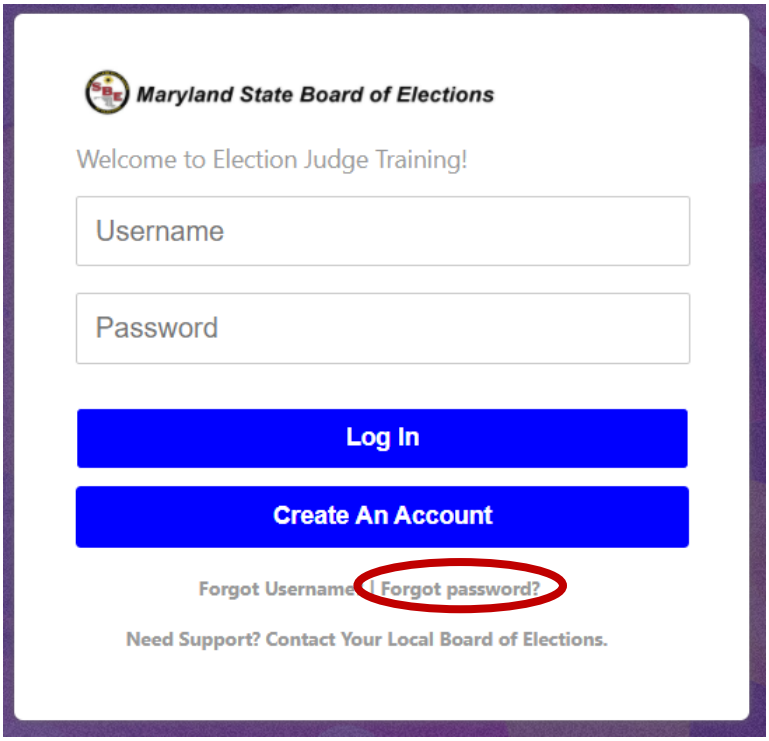


Enter the email address that you used when you registered. Check the box in front of **I'm not a robot** and check any photos you are asked to check. You will receive an email that will provide the username.

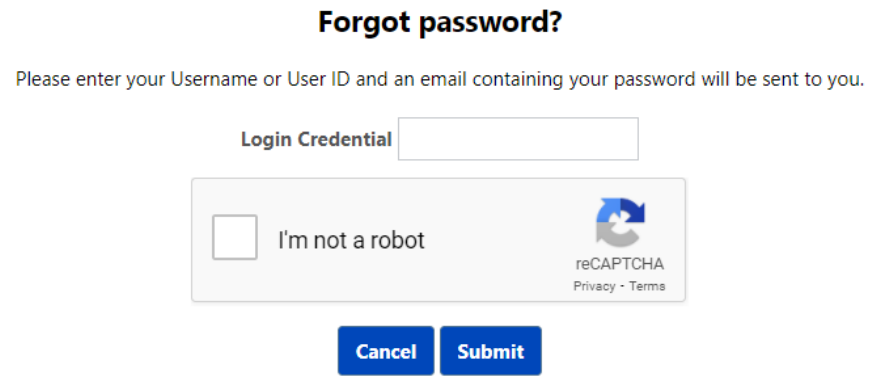


Forgotten Password

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.



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