

State of Wisconsin \ Government Accountability Board

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DATE: October 16, 2015

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michael Haas, Elections Division Administrator
Michael Nelson, SVRS/WisVote Training Officer

SUBJECT: WisVote Update #3 – Training

This is the third in a series of clerk communications to keep Wisconsin Election Officials informed about the modernized SVRS system now known as WisVote. This update will focus on the G.A.B.'s training approach for WisVote deployment for current users of SVRS and for new users of WisVote.

For New Users:

- In-person training is required for new users of WisVote ***who are currently not users of SVRS.***
- For the immediate future, in-person training will be limited to jurisdictions that will be without a trained WisVote user on the go live date in January.
- The first in-person trainings will be offered in mid-January with specific dates to be announced in the mid November WisVote Update.
- To help the G.A.B with scheduling new user training sessions and dates, please indicate your needs by completing the G.A.B training survey at <https://gabapps.wi.gov/survey/SitePages/Home.aspx> by November 13.

For Current SVRS Users:

The G.A.B. will be using three methods to train current SVRS users on the new WisVote system. All three methods will use online delivery for users to access at their convenience. There are no certification requirements for current SVRS users as all users will have their current access levels on the WisVote go live date in January.

1. Recorded Webinars/Demonstrations:
 - i. Each will be an overview and demonstration of each management area.
 - ii. Topics: Introduction and General Overview, Voter Management, Election Management, Absentee Management
 - iii. Webinars/Demonstrations will be available online by early December
2. Interactive Tutorials:
 - i. Short tutorials covering most WisVote tasks will be available by early December.
 - ii. Each tutorial will use a hands-on approach.
 - iii. Task Examples: Enter a GAB-131, Enter an Absentee Application, Set up a special election, etc.

3. WisVote Manual:

- i. The WisVote manual will be similar to the SVRS manual with chapters and step by step procedures to accomplish each task.
- ii. Users may choose to print the manual from the online .pdf version.
- iii. The manual will be available online by early December.

We acknowledge the proposed training schedule is during a busy period with nomination papers due, tax bills, budgets and the holidays approaching. We want to thank each of you for your understanding and patience during the transition to WisVote.