1.1 Accessing WisVote

WisVote is a web-based voter registration application system that is accessed directly from an internet browser. The Internet Explorer browser is fully supported by the system and is the recommended browser. Accessing WisVote through other browsers may affect the functionality. However, using Chrome as a secondary browser may be beneficial to troubleshooting. Windows 10's Edge Browser is not validated. Users of Windows 10 system still have Internet Explorer. WisVote Credentials are required to access the WisVote system. **WisVote URL**: https://wisvote.wi.gov

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License Information

WisVote is different from the former voter registration system, SVRS in that it utilizes what are called Device Client Access Licenses (CALs). The Device CALs are assigned to a device, such as a workstation or laptop, rather than a WisVote user. This makes certification easier as the only files that are needed for a device to use WisVote are the fonts necessary for scanning the barcodes in your poll book.

The Wisconsin Elections Commission has purchased Device CALs at the rate of approximately $250 for each device statewide. To minimize this cost, we ask that WisVote users work on only one computer as the Device CALs will be purchased and assigned to the device.

WisVote Certification and Permissions

In January 2016, the SVRS Provider/Relier relationships and access roles transferred to WisVote. Clerks that have attended SVRS training were automatically assigned the "clerk" role in WisVote and data entry staff continued to have a "data entry" role. A "read only" role was created for users that had "view only" access in SVRS.

WisVote User Roles

- **Data Entry**: this role requires limited training in the general certification program. Users will be certified to enter voter registration applications, record voter participation and track absentee ballots.
- **Clerk:** this role requires complete training in the certification program. Users will receive training on almost all topics related to administering an election. Absentee training is optional
- **Read Only:** this role requires no training but the user must sign a Confidentiality Agreement and the clerk must submit a Request to Add Authorized Users Agreement in order to obtain the correct permissions. Users can view their municipal data in WisVote, but will not have the ability to add, delete or modify information in WisVote

New WisVote Users

New WisVote users will receive WisVote credentials by following our online training and certification program.

1. **Request WisVote Learning Center Access**
   Send an email to elections@wi.gov requesting WisVote Learning Center access for you and/or your staff. The email should be sent at least one business day before access to WisVote is needed and must contain, at a minimum, each staff person's first and last name.

2. **Take WisVote Learning Center Training**
   Log into the WisVote Learning Center and follow the appropriate curriculum checklist. To receive a data entry, data entry + absentee or clerk access role in WisVote, each user must view the demonstration overviews and interactive tutorials listed in the selected curriculum.

3. **Certify Training is Complete and receive WisVote Credentials**
   Fax or email a completed and signed copy of the appropriate WisVote Learning Center Curriculum Checklist and Request to Add Authorized Users form and WisVote Confidentiality Agreement to (608) 267-0500 or elections@wi.gov. Each user must submit a Confidentiality Agreement. The forms are available on both the agency and WisVote Learning Center website.

   Upon receipt of these forms, the Elections Help Desk will create a WisVote user account for you and/or your staff and email you their login credentials.

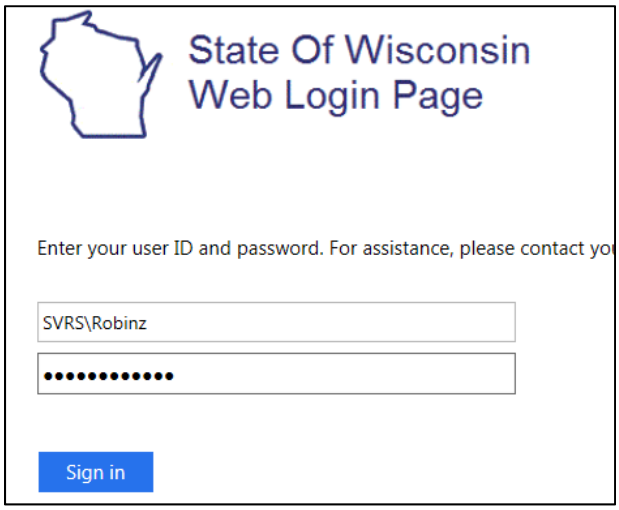
Log In to WisVote

Once a new user has completed the WisVote Certification process, a username and temporary password will be issued.

1. Open the **WisVote URL**: https://wisvote.wi.gov in Internet Explorer

2. Enter the Username and Password
   Note: You must enter "SVRS\" before your username in order to access WisVote

   Username: SVRS\username
   Password: password

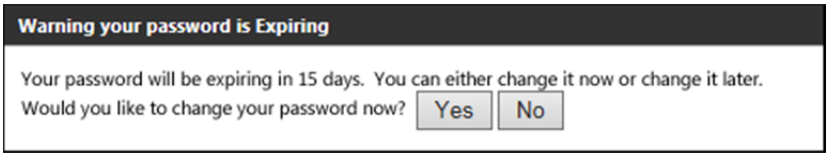


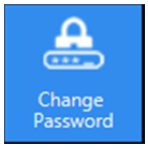
Password Details

After the fourth consecutive failed login attempt your account will be locked. After 20 minutes, the account will automatically unlock and you will get another four tries to login. All new users will be prompted to change the temporary password received with their WisVote credentials the first time login to WisVote.

Your WisVote password will expire every 60 days. The system will not let you repeat the last eight passwords. Fifteen days before the password expires, the Elections Help Desk will send an email to remind you that your password will be expiring soon. A password expiration notification will also show on the banner of the Easy Navigate page.

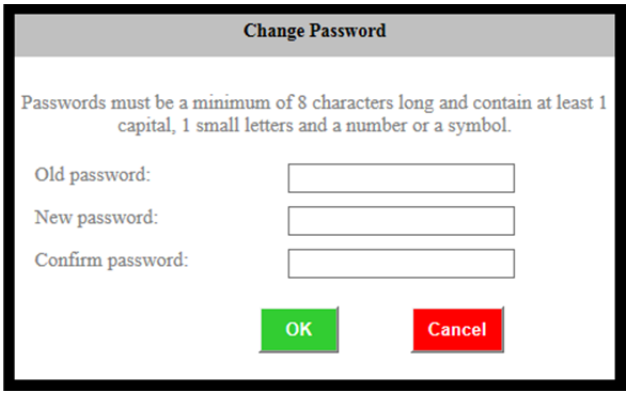
Further emails reminders and WisVote notices will be sent on the tenth, fifth, fourth, third, second and day before your password expires. Select the Yes button to access the Change Password tile. You can change your password at any time by accessing the Change Password tile located on the Easy Navigate page.





To change your password:

1. Enter the current password or the temporary password provided by the Help Desk
2. Enter the new password
3. Confirm the password, click OK



Password Requirements

- Passwords must be at least 8 characters in length
- Passwords cannot include the first or last name of the user
- Passwords cannot be the same as the username
- Passwords must contain 3 of the following 4 complexity requirements:
  - Uppercase characters
  - Lowercase characters
  - Numbers
  - Symbols found on the keyboard (such as !, %, #)
    Note: The at sign (@) and period (.) are not permitted characters in a password

For help, contact the Elections Help Desk: 608-261-2028 or Elections@wi.gov.