

WISCONSIN ELECTIONS COMMISSION

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DATE: November 27, 2018

TO: Wisconsin County Clerks
Milwaukee County Election Commission
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
All WisVote Users

FROM: Meagan Wolfe
Interim Administrator

Michelle R. Hawley
WisVote Training Officer

SUBJECT: Compliance with WisVote Access Policy

This is a friendly reminder that all current and new WisVote users must comply with the new WisVote Access Policy by completing the following three requirements:

1. Completing the Securing WisVote training series, which is a collection of six learning modules available on our electronic Learning Center (www.electiontraining.gab.wi.gov) platform (duration of completion approximately 85 minutes);
2. Electronically acknowledging and accepting the terms and conditions of our new WisVote User Agreement; and
3. Electronically acknowledging and accepting the terms and conditions of our updated WisVote Confidentiality Agreement.

We request that all current WisVote users who have not already completed the new requirements do so no later than **December 31, 2018**.

All new users must complete the Securing WisVote training series, in addition to all other required training associated with their access level, before they will be provided WisVote login credentials. New users will be prompted to acknowledge and accept the terms of the updated User and Confidentiality Agreements on their initial login to the WisVote system. For your reference, we have included two checklists that outline the new requirements with this communication, one related to the process for existing WisVote users and one for new users.

Thank you to those of you who have already completed this process. As always, we thank everyone for your continuous support and contributions in helping keep Wisconsin elections safe! Should you have any questions or concerns, please feel free to contact our Help Desk at 608-261-2028 or via email at elections@wi.gov.

New WisVote Access Policy Checklist for Current WisVote Users

Important Notes:

- New WisVote Access Policy - effective Monday, July 23, 2018.
- Compliance is required for all current WisVote users prior to the November General Election.

Tasks to Complete for Current WisVote Users	Details
<input type="checkbox"/> Complete Securing WisVote Series	<p>Before accessing the training, please note that this series is best viewed using the Internet Explorer browser.</p> <p>The six-part series (duration of completion approximately 85 minutes) is located on the WEC Learning Center website. To access the Learning Center website, go to www.electiontraining.gab.wi.gov, and click the “Log In” button located in the top right corner of the screen. Enter your Username and Password:</p> <p>Username = same as your WisVote login (minus the svrs\ prefix) Password = if you don’t recall, first try the “Forgotten your username and password?” link and follow the instructions on the screen. If this does not work (users must have an email address associated with their account for this function to work) contact the Wisconsin Elections Commission’s Help Desk at elections@wi.gov.</p> <p>The training is located under the Election Security Awareness tile. Click on the title of the tile which will take you to the next page where you will find a series of modules each containing a video for viewing, and two modules containing some additional attachments for your reference.</p> <ol style="list-style-type: none"> 1) Security Awareness Attachment: Personal Computer Security Checklist 2) WisVote Access Policy Attachments: WisVote User and Confidentiality Agreements (for your reference, these are copies of the new agreements effective and available on WisVote on July 23, 2018. To electronically sign these documents, click the “I agree” buttons when prompted with each agreement in WisVote. As a result of the electronic acceptance, we will no longer require signed hard copies of these documents.) 3) Phishing Facts 4) Password Protocols 5) Browsing Safely 6) Computer Safeguards <p>Upon completion of this security series, email the Wisconsin Elections Commission’s Help Desk at elections@wi.gov so we may update your records.</p>

	<p>Please note that this training is approved for clerk training hours. If you submit your hours through WisVote, please use the “Security Training” description option. For users who submit training hours via paper, please list “WisVote Security Training” the description field.</p> <p>Completion of this training is required by all WisVote Users regardless of a user’s access level.</p>
<p><input type="checkbox"/> Electronically acknowledge and accept terms of new WisVote User Agreement</p>	<p>Effective Monday, July 23, 2018, WisVote users will see this user agreement, in electronic format, when logging into WisVote. To acknowledge and accept the terms of the new WisVote User Agreement, click the “I agree” button.</p> <p>Important note: A condition of accepting the terms of this user agreement is the completion of the Securing WisVote Series (listed above). If this training series is not completed, click the “Skip for now” button until you meet the terms of this specific condition. You should only see the agreement screen one time per session (each time you log into WisVote) until they are accepted.</p> <p>Please also note that if you click the “Skip for now” button, you will <u>not</u> be prompted to agree to the terms and conditions of the WisVote Confidentiality Agreement.</p>
<p><input type="checkbox"/> Electronically acknowledge and accept terms of updated WisVote Confidentiality Agreement</p>	<p>Effective Monday, July 23, 2018, WisVote users will see this agreement, in electronic format, when logging into WisVote and only after agreeing to the terms and conditions of the WisVote User Agreement.</p> <p>To acknowledge and accept the terms of the updated WisVote Confidentiality Agreement, click the “I agree” button.</p>

New WisVote Access Policy Checklist for New WisVote Users

Important Notes:

- New WisVote Access Policy - effective Monday, July 23, 2018.
- New WisVote Users are required to complete the Securing WisVote Series (and all other required training related to the user's access level) prior to being given access to WisVote.

Tasks to Complete for New WisVote Users	Details
<input type="checkbox"/> Clerk to submit Request to Add Authorized User(s) in the Learning Center	<p>When a county or municipality adds new staff, the clerk will complete a Request to Add Authorized User(s) in the Wisconsin Elections Commission's Learning Center. The new user will be required to complete the Securing WisVote Series (referenced below) and all other required training related to the user's WisVote access level.</p> <p>This completed form shall be returned to the Wisconsin Elections Commission's Help Desk via email at elections@wi.gov. Upon receipt, a login and password will be issued for the Learning Center to allow for the new user to complete training.</p>
<input type="checkbox"/> Complete Securing WisVote Series	<p>Before accessing the training, please note that this series is best viewed using the Internet Explorer browser.</p> <p>The six-part series (duration of completion approximately 85 minutes) is located on the WEC Learning Center website. To access the Learning Center website, go to www.electiontraining.gab.wi.gov, and click the "Log In" button located in the top right corner of the screen. Enter your Username and Password:</p> <p>Username = same as your WisVote login (minus the svrs\ prefix) Password = if you don't recall, first try the "Forgotten your username and password?" link and follow the instructions on the screen. If this does not work (users must have an email address associated with their account for this function to work) contact the Wisconsin Elections Commission's Help Desk at elections@wi.gov.</p> <p>The training is located under the Election Security Awareness tile. Click on the title of the tile which will take you to the next page where you will find a series of modules each containing a video for viewing, and two modules containing some additional attachments for your reference.</p>

	<p>1) Security Awareness Attachment: Personal Computer Security Checklist</p> <p>2) WisVote Access Policy Attachments: WisVote User and Confidentiality Agreements (for your reference, these are copies of the new agreements effective and available on WisVote on July 23, 2018. To electronically sign these documents, click the “I agree” buttons when prompted with each agreement in WisVote. As a result of the electronic acceptance, we will no longer require signed hard copies of these documents.)</p> <p>3) Phishing Facts</p> <p>4) Password Protocols</p> <p>5) Browsing Safely</p> <p>6) Computer Safeguards</p> <p>Please note that this training is approved for clerk training hours. If you submit your hours through WisVote, please use the “Security Training” option located under Course Description. For users who submit training hours via paper, please list “WisVote Security Training” the description field.</p> <p>Completion of this training is required by all WisVote Users regardless of a user’s access level.</p>
<p><input type="checkbox"/> Clerk to submit appropriate Access Certification document and notification of Securing WisVote Series completion</p>	<p>When the new user has completed all required training related to the user’s WisVote Access Level AND the Securing WisVote Series, an email shall be sent to the Wisconsin Elections Commission’s Help Desk at elections@wi.gov. The email should state that the Securing WisVote Series was completed and should also contain the appropriate Access Certification document as an attachment.</p>
<p><input type="checkbox"/> Electronically acknowledge and accept terms of new WisVote User Agreement</p>	<p>After completing the Securing WisVote Series (referenced above) and all other required training related to the user’s access level), a login and password will be issued by the Wisconsin Elections Commission’s Help Desk via email with a request to the user to change his/her password.</p> <p>When logging into WisVote for the first time, WisVote users will see this user agreement, in electronic format. To acknowledge and accept the terms of the new WisVote User Agreement, click the “I agree” button.</p> <p>Please also note that if the “Skip for now” button is clicked, you will <u>not</u> be prompted to agree to the terms and conditions of the WisVote Confidentiality Agreement.</p>

Electronically acknowledge and accept terms of updated **WisVote Confidentiality Agreement**

Effective Monday, July 23, 2018, WisVote users will see this agreement, in electronic format, when logging into WisVote and only after agreeing to the terms and conditions of the WisVote User Agreement.

To acknowledge and accept the terms of the updated WisVote Confidentiality Agreement, click the "I agree" button.