



Request to Add Authorized Users in The Learning Center (TLC)

Policy. The Wisconsin Elections Commission (WEC) is charged with the security and accountability of the data in the WisVote system. As such, WEC does not permit untrained users to have access to the WisVote system. When a county or municipality adds new staff, the clerk, or authorized designee, will complete this request and submit it to the Elections Help Desk. New users are required to complete the **Securing WisVote** training series AND all other required training related to their WisVote access level, if applicable. Upon receipt of this request, a login and password will be issued to The Learning Center (TLC) to allow for the new user to complete training. The following is required:

1) **Securing WisVote:** A series of electronic learning modules located under the **Election Security Awareness** tile in TLC. All WisVote users are required to complete this training regardless of user's access level. This specific training may also be made available and accessed by individuals identified by the clerk, or authorized designee, who do not require WisVote access and still wish to participate in this cyber security educational opportunity.

AND

(for users who require WisVote access)

WisVote training, if applicable, associated with **one** of these access levels:

- a. **Clerk:** access certification developed to train new staff in the complete WisVote system application as a convenient replacement of the two day in-person training class, using online interactive training modules and webinars. This access level allows users to perform all WisVote functions, including printing poll books, mapping, and other election administration duties.
- b. **Data Entry:** access certification developed to train new staff in the entry of voter registration applications, absentee ballot applications, and voter participation using the online interactive training modules developed for this purpose. This access level will not allow users to merge voters, print poll books, or other election administration duties, unless the user completes the full WisVote system training.
- c. **WEDC Entry:** this role does not require additional WisVote training; however, the clerk, or authorized designee, must still provide this request to ensure users receive the correct WisVote permissions. These users can view their municipal data and Election Reconciliation information in WisVote, but only have the ability to modify or edit Inspectors' Statement and EDR Postcard data.
- d. **Read Only:** this role does not require additional WisVote training; however, the clerk, or authorized designee, must still provide this request to ensure users receive the correct WisVote permissions. These users can view their municipal data in WisVote, but will not have the ability to add, delete, or modify data in WisVote.

Once new users complete the Securing WisVote training series **AND** all required training related to their WisVote Access Level, if applicable, an email shall be sent to the Elections 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, if applicable, as an attachment. Upon receipt, WEC staff will issue a WisVote username and password.

When logging into WisVote for the first time, new users will see the WisVote User Agreement and the WisVote Confidentiality Agreement, in electronic format. To acknowledge and accept the terms of these agreements, the user will click the “I agree” button when prompted with each agreement.

The WEC requires that the clerk, or authorized designee, agree to the following stipulations. The clerk, or authorized designee, agrees that he/she:

- will certify (at completion) that the applicable users listed below have taken the required training for “Clerk” or “Data Entry” access as specified in The Learning Center (TLC);
- will provide supervision of all applicable users listed below while they are working in WisVote;
- will take responsibility for the quality of all data entered into WisVote, if applicable, by those users listed below; and
- understands that all WisVote users are subject to, and must acknowledge and accept, the terms and conditions of both the WisVote User and the WisVote Confidentiality Agreements.

Full Name	Requested WisVote Access Level (Clerk, Data Entry, WEDC, Read Only, or Not Applicable)	Phone Number	Email Address (Please include a unique address for each user. This will allow for TLC future support.)	Start Date

Request

I request that the above person(s) be provided access to The Learning Center (TLC).

I agree to the above stipulations.

Name of Clerk/Designee: _____

Signature of Clerk/Designee: _____ Date: _____

Name of Municipality/County: _____ HINDI: _____