



# WISVOTE

## Data Entry Access Certification

**\*\*The training plan outlined below can be customized by the clerk depending on the entity tasks you need to perform in WisVote\*\***

### **Introduction (Required)**

- Intro: Wisconsin Election Training – TLC
- Client Access Licenses
- WisVote Login & Permissions
- Multi-Factor Authentication -FIDO Key
- Navigating WisVote

### **Voter Management**

- Voter Management Overview
- Voter Registration
- Registration List Alerts
- DMV Checks

### **Post-Election Activities**

- Post-Election Overview
- Record Votes
- Election Day Registration

### **Address Management**

- Address Overview
- Create an Address
- Edit an Existing Address
- Address Functions on Voter Screens
- Districts/Mapping Overview

### **Absentee Voting**

- Absentee Voting Overview
- Add an Absentee Application
- Absentee Administration
- In-Person Absentee Voting
- Generate Absentee Labels
- Record Returned Ballots
- Add a Care Facility

### **Security Training (All Six Videos Required)**

- Complete Security Series (6 videos)

**I have completed the training curriculum listed above. I am requesting Data Entry access in WisVote.**

Name of Municipality/County: \_\_\_\_\_ HINDI: \_\_\_\_\_

Name of User: \_\_\_\_\_

Signature of Clerk or Authorized Designee: \_\_\_\_\_ Date: \_\_\_\_\_