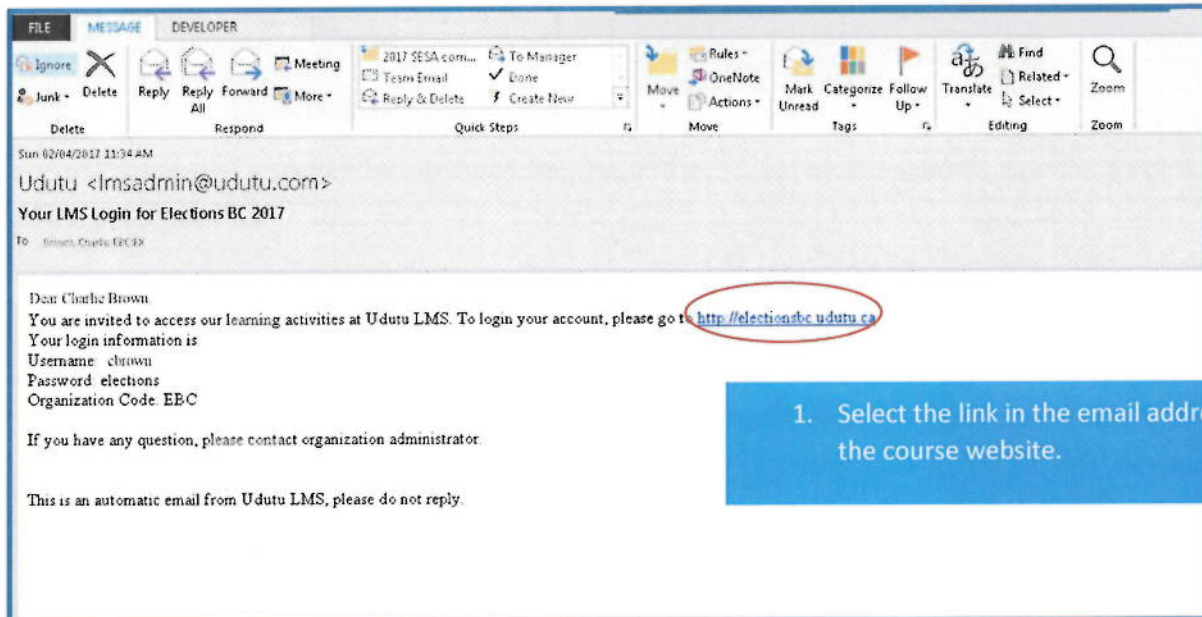


## Step 1: Receiving enrollment email from the Learning Management System (LMS)

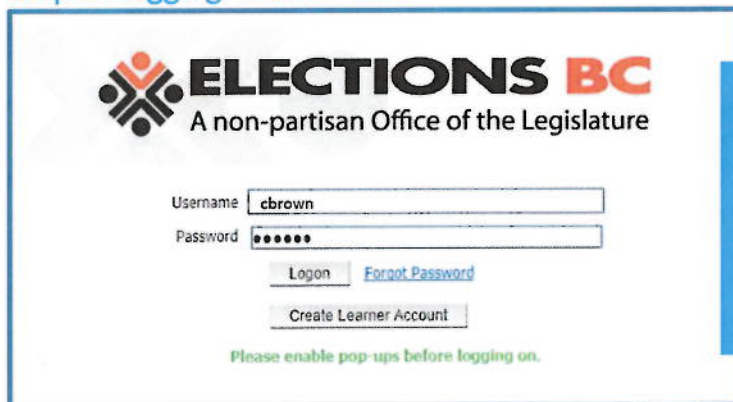
When you are enrolled in the Election Official Training eLearning course by your district electoral office, you will receive an automatic email from the Udutu LMS.



1. Select the link in the email address to access the course website.

Note: If you do not receive this email in your Inbox, please check your Junk e-mail folder.

## Step 2: Logging into the LMS



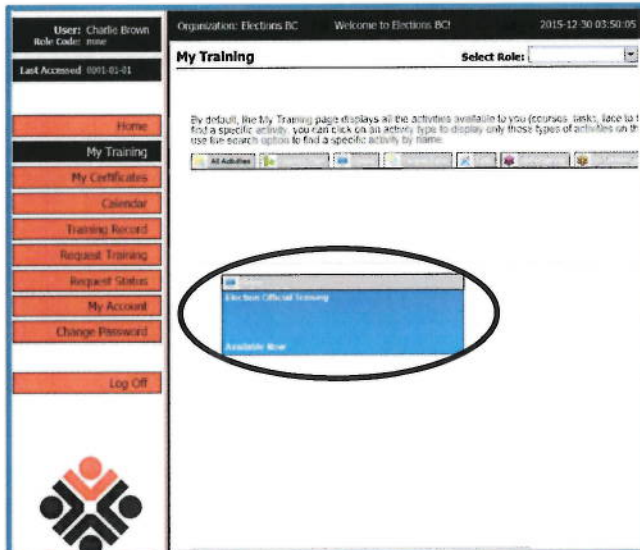
1. Enter your username and password
2. Select Logon button. If you have difficulty logging on, ensure you have enabled pop-ups, then try again.

## Step 3: Launching the course

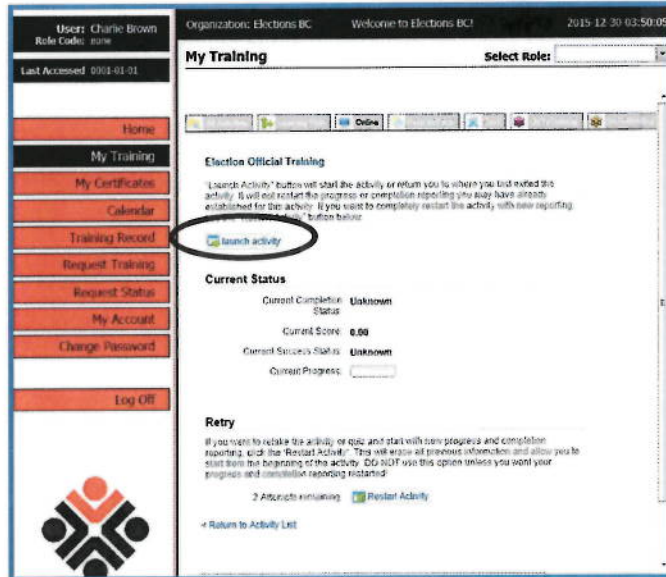
This is the home page in the LMS for the Election Official Training Online course.



1. Select My Training in the left menu bar.



2. On the My Training page, select Election Official Training in the middle of the screen.



3. Select the launch activity button.



This is the first slide of your Election Official Training online course.

4. Go through the modules in the order they are presented.
5. When you have completed the course, select the Exit button on the top menu bar. You will return to the My Training page. Your Current Status should be Completed.
6. Select the Log Off button at the bottom of the left menu bar.