

# Precinct Atlas – Self Guided Training

**Computer Set-up** – When you come in, the laptops will be broken down into the way they will come to you on Election Day morning. All of the components needed will be stacked on top of the laptop and you will need to plug everything in and start the computer. The first section in your Precinct Atlas Training Manual will walk you through this process.

**\*\*Don't let the set up get you flustered. Realize that there are only 4 components to deal with: The power for the computer, the power for the printer, the cable connecting the computer and the printer, and the mouse. The computer is labeled on top where everything plugs in, and the power bricks are labeled with which unit they belong to.**

To Log on to Windows:

- User name: **voter**
- Password: **\*\*\*\*\***
- Make sure you are logging on to: 3-ELECTIONS\_\_ (this computer)

To Log on to Precinct Atlas:

- user name: **worker** (\*this should already be entered in the program)
- Password: **\*\*\*\*\*** (\*this should already be entered in the program)
- Select Precinct IC25 - (IC25 Helen Lemme School) –IC25
- Precinct Election Official Initials: Enter your initials
- Select Laptop Designation: Master

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**Scenarios** – Below is the list of training scenarios which we worked through in the class. They are listed first by the type of voter they are (regular, inactive, EDR, etc.) and then the voter's name is in parenthesis. Any special information you may need will be listed under the voter's name.

## **REMEMBER TO READ AND FOLLOW THE SCREEN!!**

- 1 – Regular voter (LaVonna Gaunt)
- 2 – Regular voter (Jerry Mitchell)
- 3 – Regular Voter (Michael Cunningham)
- 4 – Absentee voter (Helen E. Griffin)
  - She has her ballot with her to surrender
- 5 – Voter in the Wrong precinct (Deanna K. Molina)
  - The voter will leave the precinct to go to her correct precinct
- 6 – Challenged Voter (Richard T. Rogers)
  - You as the PEO will be the one challenging Mr. Rogers, so you will enter your own information on the “challenger information” screens
  - Challenge reason – voter not a resident in the precinct

- 7 – New address (Mark A. Hamilton)
- Voter is moving into your precinct
  - Mark's Date of Birth is 05/03/1965
  - **REMEMBER:** When searching for an address, **Less is Best** – use just house number and part of the street name
- 8 – Name Change (Karla Kay Kelly)
- Her maiden name was Cook. This is the name she is registered under.
- 9 – Absentee voter (Marian C. Cretzmeyer)
- She does not have her absentee ballot to surrender.
  - She insists on voting provisional.
- 10 – Inactive status (John D. Hill)
- Needs to present a photo ID. His ID is on the full page sheet at the end of your Eligibility Slip packet.
  - the voter also needs assistance.
- 11 – Inactive status (Alexzandra Caldwell)
- She does not have identification to cure her Inactive Status, so she must use EDR procedures with an Attester.
  - The attester is Martha Kafer.
- 12 – Election Day Registration (Judy Doe)
- Needs to show proof of Identity and Residence (photo ID)
  - Remember you have to click “Register New Voter” to start the EDR process.
  - John is not Judy.
- 13 – Election Day Registration (George Washington)
- He presents a photo ID and a separate proof of residence
  - Address is 205 Cayman St
- 14 – Election Day Registration (Robert Todd Lincoln)
- He does not have ID, so he will need an attester. Pretend he has verbally provided you with the information below.
  - Address is 2917 E Washington St.
  - Last 4 digits of his Social Security Number are 1234
  - DOB 09-21-1941
  - Republican
  - First attester is Martha Kafer (search for KAF, M)
  - Second attester is Lucy G. Landon (search for LAN, L)
  - Third attester is Judy Doe (search for DOE, J)
- 15 – Regular Voter who needs assistance (Pamela Adams)
- This voter needs assistance.
- 16 – Regular Voter (Thomas Adams)

## Conclusions

- The program will walk you through any process – Remember to **READ THE SCREENS!!**
- Less is best in searches
- You may want to practice changing a spool of labels before you leave, just to have the practice.