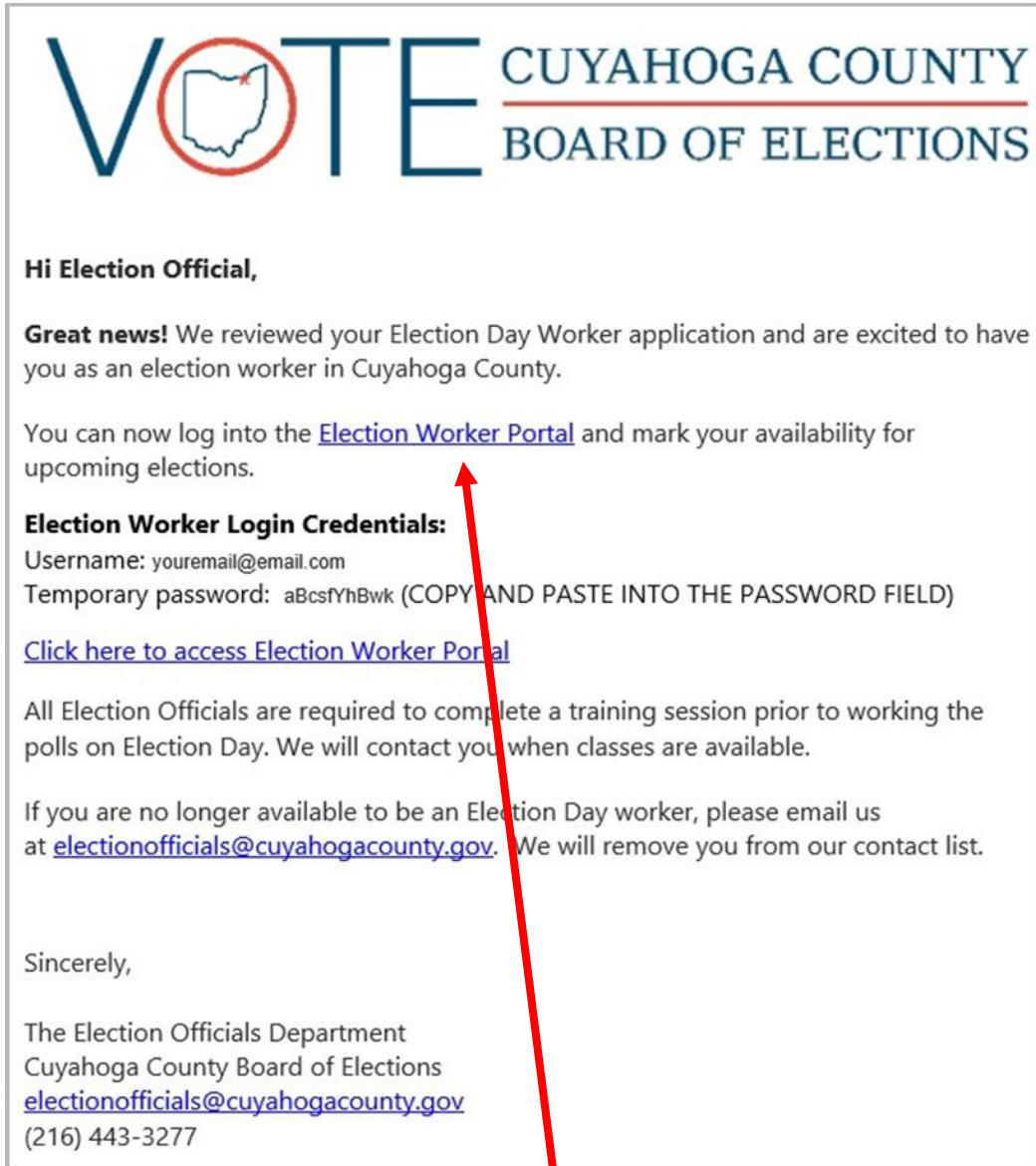


ACCESS TO ONLINE TRAINING COURSES

Follow the steps below to access your Online Training Course for your Election Day Position.

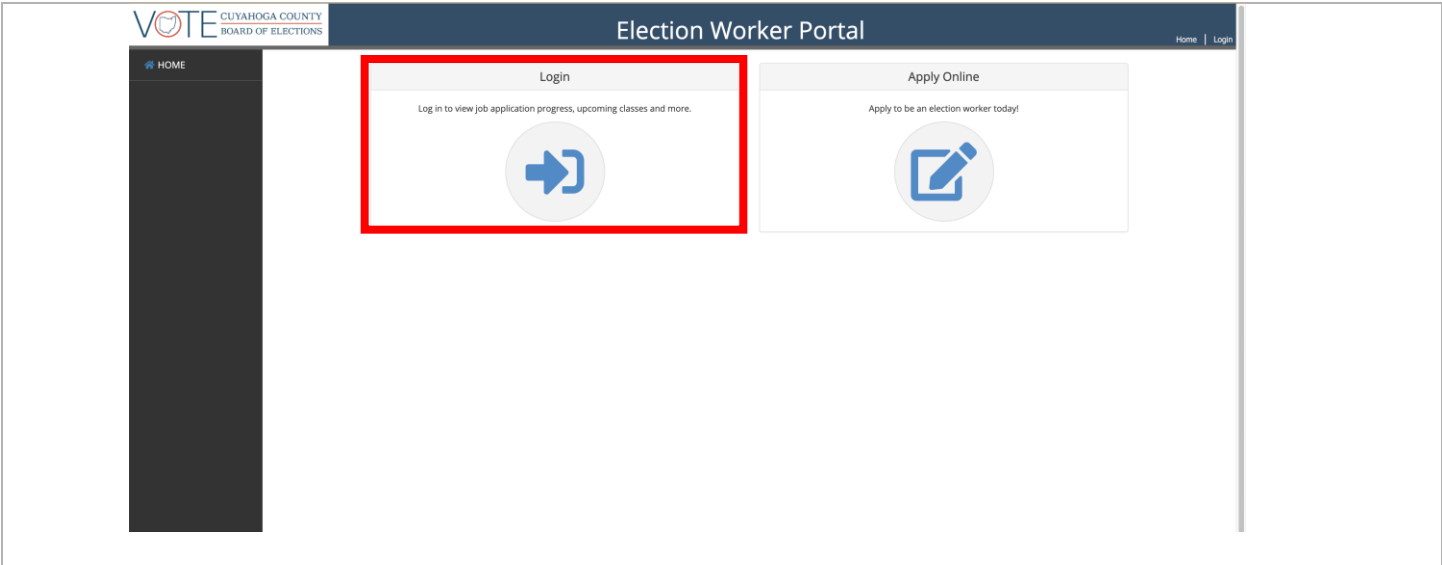
Acceptance Email and Accessing Election Worker Portal

Once your online application has been accepted by the Cuyahoga County Board of Elections, you will receive an email with instructions on how to access the Election Worker Portal.

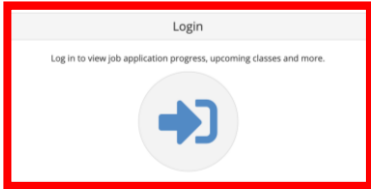


Click on the link to the Election Worker Portal.

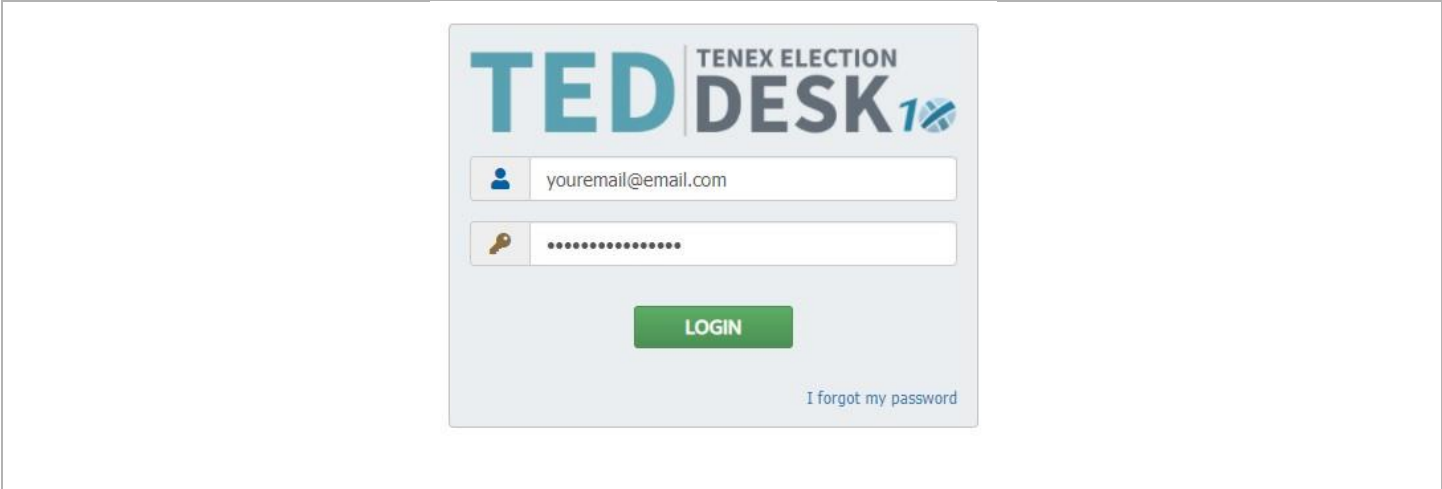
You will be redirected to the Election Worker Portal login screen.



Click the **Login** icon.



You will be redirected to the Tenex Election Desk (TED) login screen.

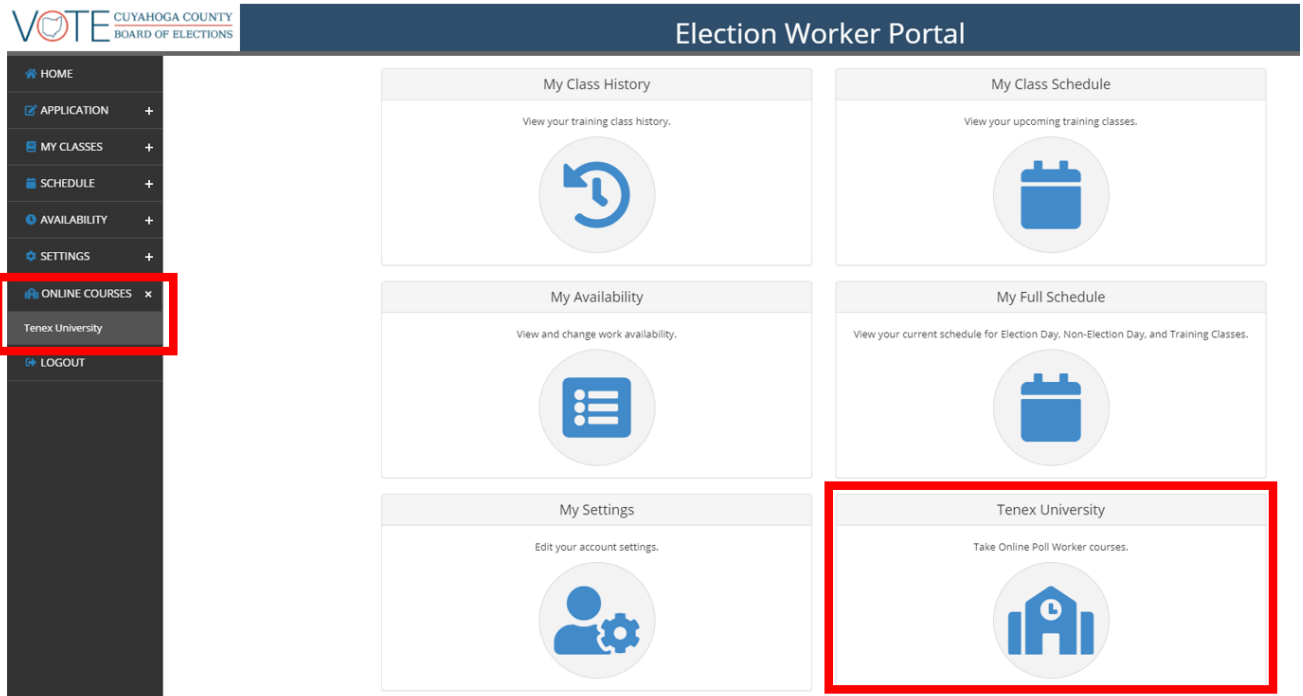


Enter your username and password. If you do not remember your password or have not set one up, click “I forgot my password.” You will receive an email with instructions on resetting your password.

Once you have logged into the Tenex Election Worker Portal, you will be taken to the main Home page.

Online Courses

To begin your online training, click on the **Tenex University** icon in the bottom right corner of the Home page or click on **Tenex University** from the Online Courses drop-down in the left-hand side menu.



You will then be redirected to the **Tenex University Dashboard**. You are required to complete the course with your Election Day position in the title. However, there are other courses that may appear in the Tenex University Dashboard that you can take for extra practice.

