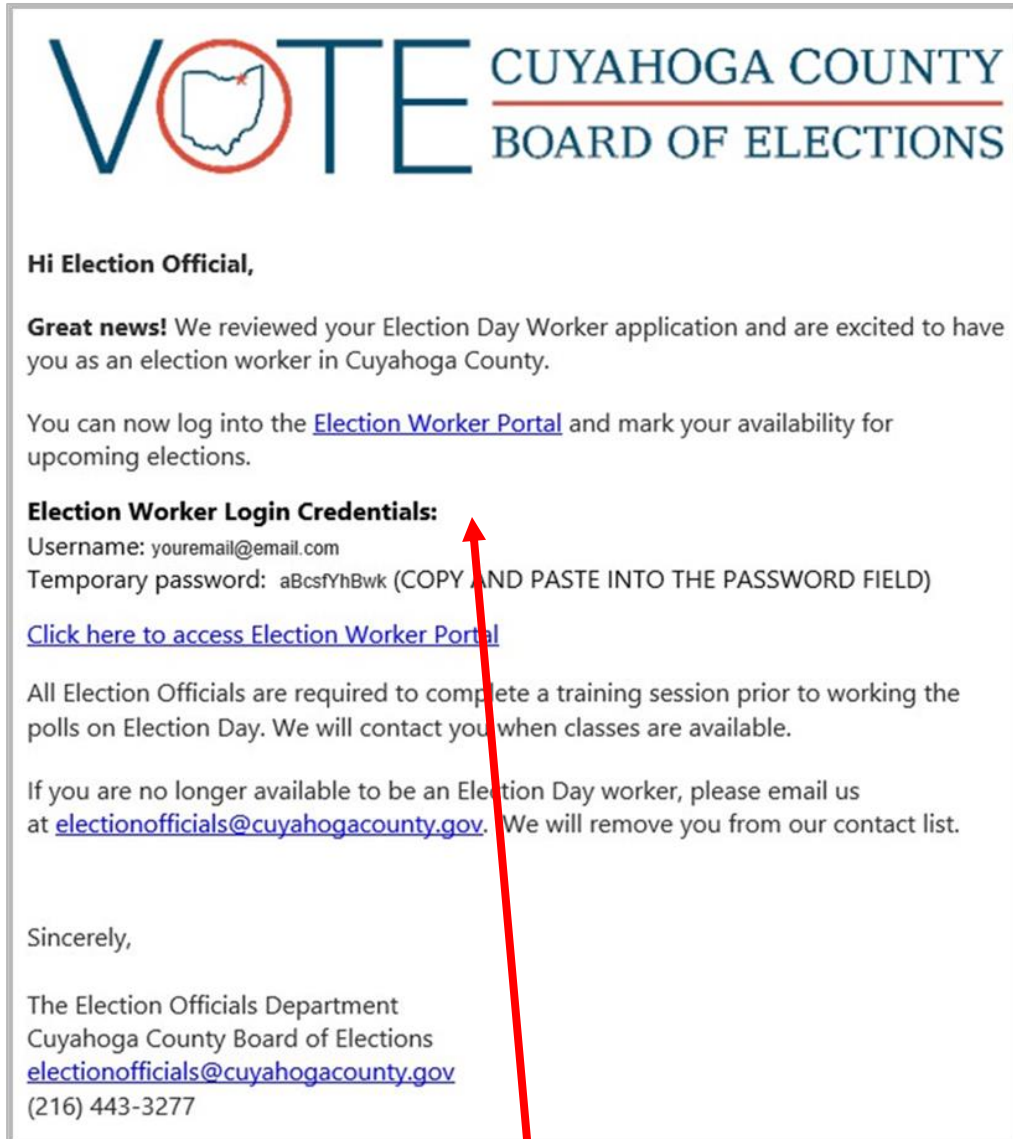


ENROLL IN AN IN-PERSON TRAINING SESSION

Follow the steps below to enroll in an In-Person Training Session for your Election Day Position.

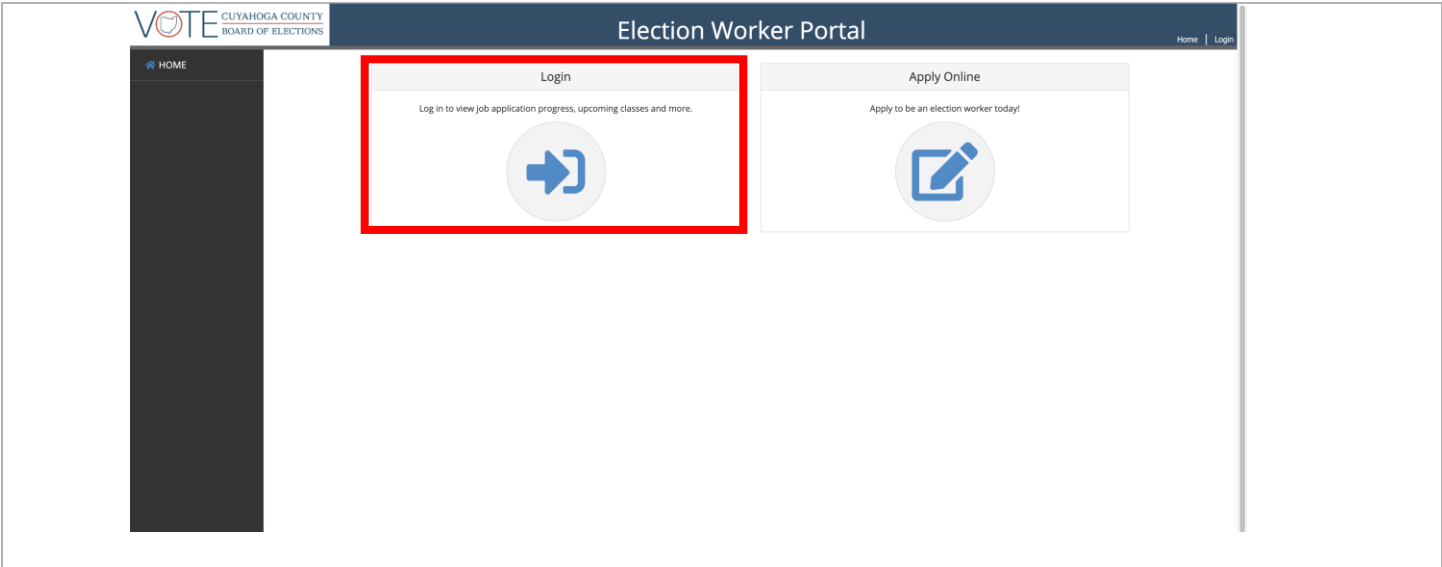
Acceptance Email and Accessing Election Worker Portal

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.

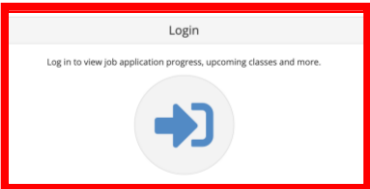


Click on the link to the Election Worker Portal.

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.

Schedule an In-Person Training Class

Click on the **Sign Up for Classes** icon or click **Class Sign Up** under the My Classes drop-down on the left-hand side menu.

HOME

APPLICATION +

MY CLASSES x

My Class Schedule

Class Sign Up

My Class History

SCHEDULE +

AVAILABILITY +

SETTINGS +

ONLINE COURSES +

LOGOUT

My Applications

View the status of any job applications you have submitted.

1 2 3

Sign Up for Classes

Sign up for upcoming training classes.

My Class History

View your training class history.

My Class Schedule

View your upcoming training classes.

My Availability

View and change work availability.

My Full Schedule

View your current schedule for Election Day, Non-Election Day, and Training Classes.

A list of available classes for your job title will be listed on the screen.

HOME

APPLICATION +

MY CLASSES +

SCHEDULE +

AVAILABILITY +

SETTINGS +

ONLINE COURSES +

LOGOUT

Class Sign Up

Location Class Type City Date Time

SEARCH CLEAR

Upcoming Classes		
PEO: PRECINCT ELECTION OFFICIAL Grace Church 7393 Pearl Rd. MIDDLEBURG HTS. OH 44130	THURSDAY, APRIL 22, 2021 2:00 PM	Enroll in Class
PEO: PRECINCT ELECTION OFFICIAL Grace Church 7393 Pearl Rd. MIDDLEBURG HTS. OH 44130	THURSDAY, APRIL 22, 2021 6:00 PM	Enroll in Class
PEO: PRECINCT ELECTION OFFICIAL Harvard Training Center 2501 Harvard Ave. CLEVELAND, OH 44105	FRIDAY, APRIL 23, 2021 10:00 AM	Enroll in Class

Page 2 of 2 (13 items) 1 2

NOTE: You can see more available classes by using the page navigation buttons at the bottom of the screen. You can also search classes by Location, City, Date, and Time by using the drop-down filter menus at the top of the screen.

To sign up for a class, click “Enroll in Class.”

Upcoming Classes			
☰	PEO: PRECINCT ELECTION OFFICIAL Grace Church 7393 Pearl Rd. MIDDLEBURG HTS, OH 44130	THURSDAY, APRIL 22, 2021 2:00 PM	Enroll in Class
	PEO: PRECINCT ELECTION OFFICIAL Grace Church 7393 Pearl Rd. MIDDLEBURG HTS, OH 44130	THURSDAY, APRIL 22, 2021 6:00 PM	Enroll in Class
	PEO: PRECINCT ELECTION OFFICIAL Harvard Training Center 2501 Harvard Ave. CLEVELAND, OH 44105	FRIDAY, APRIL 23, 2021 10:00 AM	Enroll in Class

Page 2 of 2 (13 items)



Class Details

To see the class details for your enrolled sessions, click on the **MY CLASSES** tab in the left menu to expand the list, then click on **My Class Schedule**.

The screenshot shows the 'Election Worker Portal' header. On the left is a navigation menu with 'MY CLASSES' highlighted in a red box. The main content area is titled 'Class Sign Up' and lists several upcoming classes:

Upcoming Classes		
Harvard Training Center*		
VLM: HARVARD TRAINING CENTER* 2501 Harvard Ave. CLEVELAND, OH 44105	MONDAY, OCTOBER 12, 2020 11:30 AM	Enroll in Class
VLM: HARVARD TRAINING CENTER* 2501 Harvard Ave. CLEVELAND, OH 44105	THURSDAY, OCTOBER 15, 2020 11:30 AM	Enroll in Class
Rocky River Memorial Hall*		
VLM: ROCKY RIVER MEMORIAL HALL* 21016 Hilliard Blvd. ROCKY RIVER, OH 44116	WEDNESDAY, OCTOBER 7, 2020 1:00 PM	Withdraw from Class
Westlake Porter Library*		
VLM: WESTLAKE PORTER LIBRARY* 27333 Center Ridge Rd. WESTLAKE, OH 44145	MONDAY, OCTOBER 12, 2020 5:30 PM	Enroll in Class
Grace Church*		
VLM: GRACE CHURCH* 7393 Pearl Rd. MIDDLEBURG HTS, OH 44130	THURSDAY, OCTOBER 15, 2020 11:00 AM	Enroll in Class
Fairfield Inn - Brooklyn		

Page 1 of 4 (34 items)

This is a close-up of the navigation menu from the previous screenshot. The 'MY CLASSES' item is highlighted with a red box. Below it, the sub-menu items 'My Class Schedule', 'Class Sign Up', and 'My Class History' are visible.

Your class details will appear.

The screenshot shows the 'Election Worker Portal' header. On the left is a navigation menu with 'MY CLASSES' highlighted in a red box. The main content area is titled 'My Class Schedule' and shows details for the 'Rocky River Memorial Hall*' class:

Upcoming Classes		
Rocky River Memorial Hall*		
VLM: ROCKY RIVER MEMORIAL HALL* 21016 Hilliard Blvd. ROCKY RIVER, OH 44116	WEDNESDAY, OCTOBER 7, 2020 1:00 PM	TRAINER(S) No trainers assigned Withdraw from Class