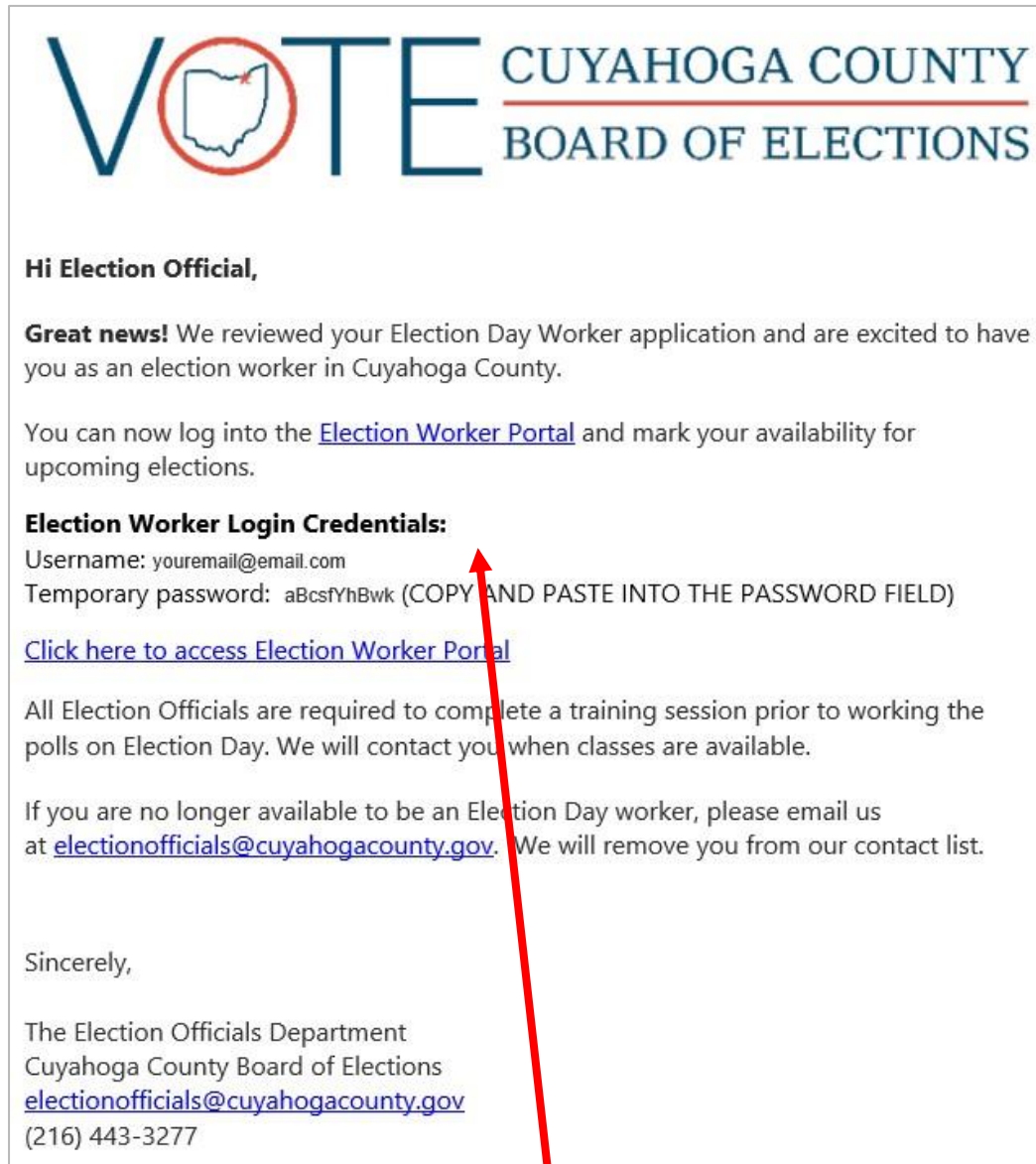


MARK AVAILABILITY FOR UPCOMING ELECTIONS

Follow the steps below to mark yourself as available to work in upcoming elections.

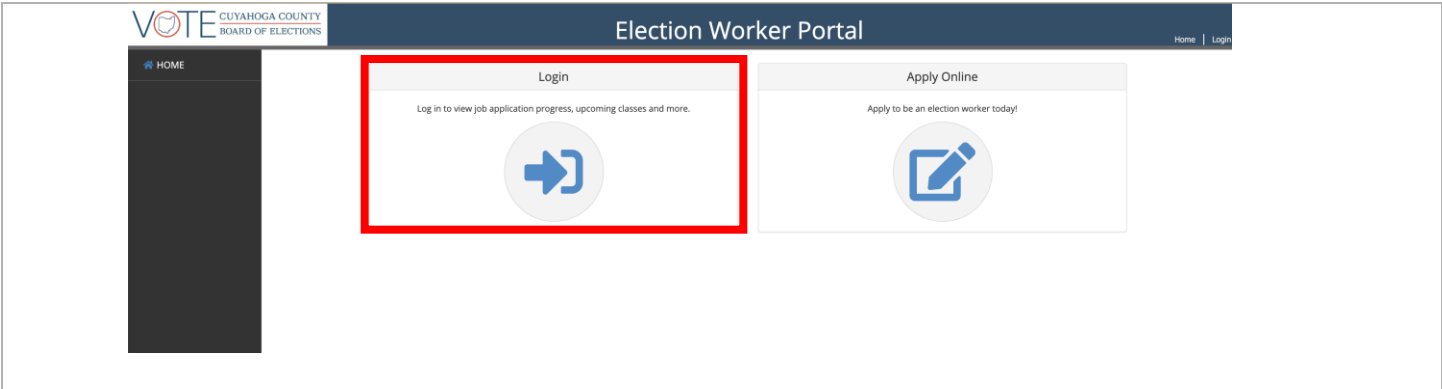
Acceptance Email and Accessing Election Worker Portal

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.

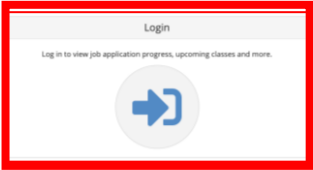


Click on the link to the Election Worker Portal.

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



Click the **Login** Icon.

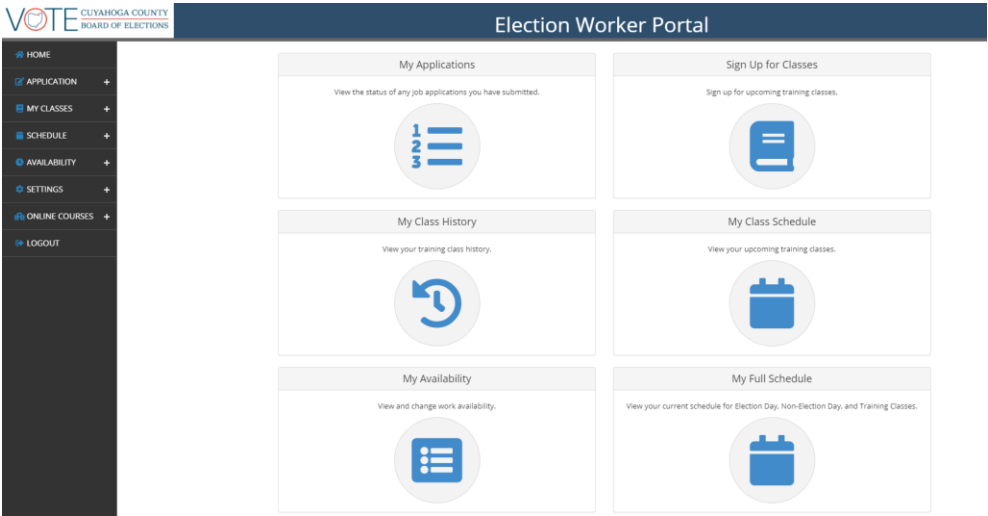


You will be redirected to the Tenex Election Desk (TED) login screen.



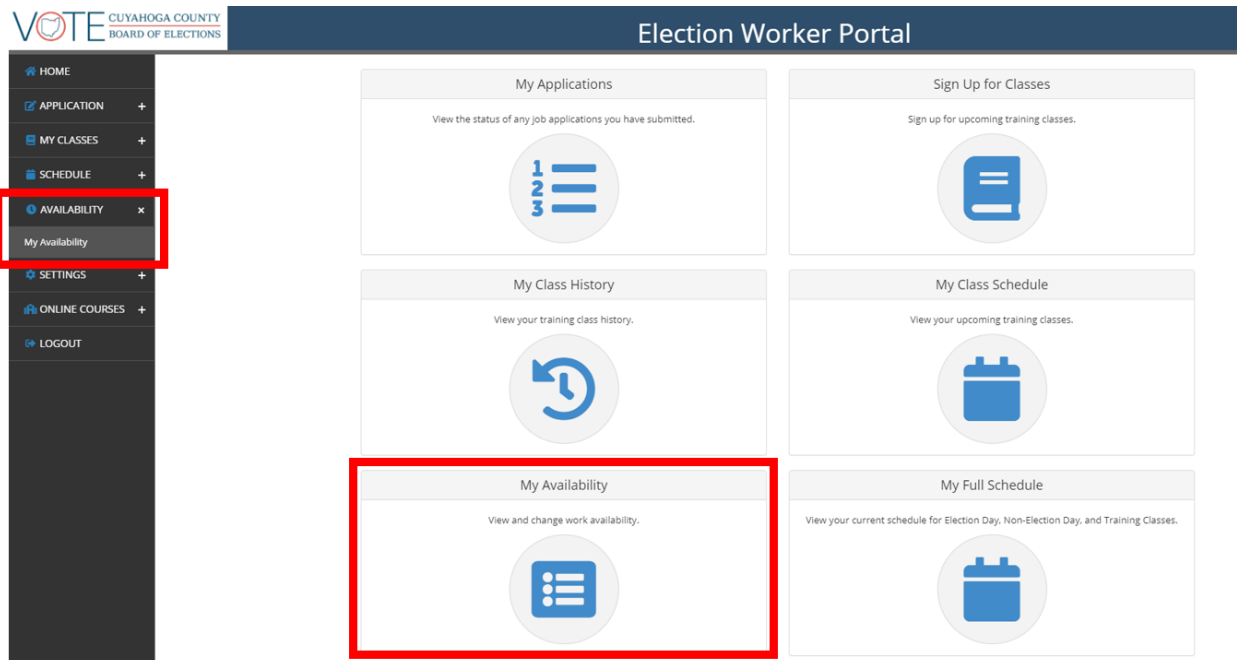
Enter your username and password. If you do not remember your password or have not set one up, click "I forgot my password." You will receive an email with instructions on resetting your password.

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

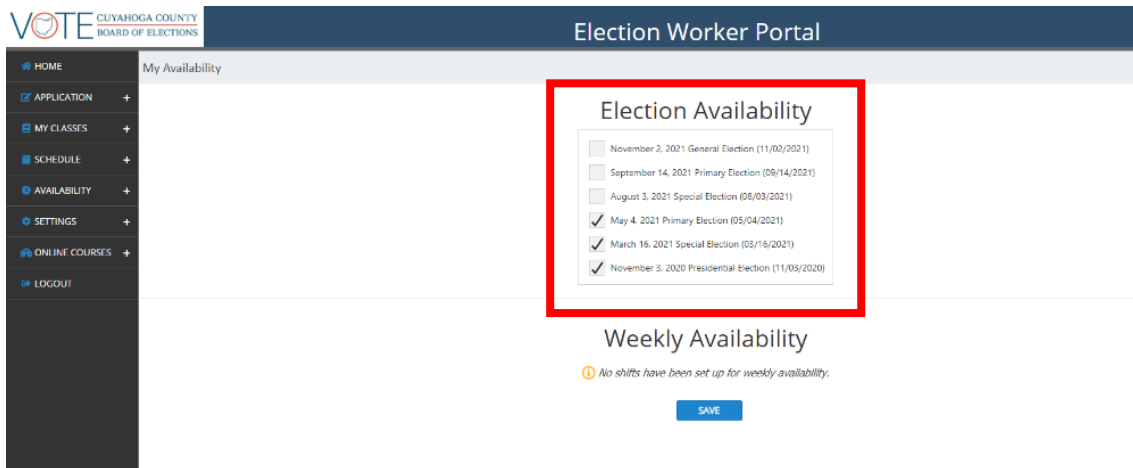


Mark your Availability for Upcoming Elections

Click on the **My Availability** Icon or the **My Availability** option from the Availability drop-down on the left-hand side menu.



A checklist of election dates will appear under Election Availability.



Check the boxes next to the dates of the elections that you **ARE** available to work.
Uncheck dates that you are **NOT** available to work.
Click the blue **Save** button.