

# Mandatory Compliance Training

For NC Candidate, Party & Referendum Committee Treasurers

(This training is not for PACs or IE Committees\*)

(Training is required once every four years for all NC Treasurers including those under the \$1,000 threshold)

## 2020 Mandatory In-Person – State and Regional Training Schedule

County	Date	Time	Location
Burke	01/06	9:00 - 1:00	Burke County Board of Elections - 2128 S. Sterling St. , Morganton, NC
Buncombe	01/07	9:00 - 1:00	Buncombe County Board of Elections - 77 McDowell Street, Asheville, NC
Clay	01/08	9:00 – 1:00	Clay County DSS Building - 119 Courthouse Drive, Hayesville, NC 28904
Jackson	01/09	9:00 – 1:00	Jackson County Board of Elections - 876 Skyland Drive, Sylva, NC 28779
Mecklenburg	01/13	9:00 – 1:00	Mecklenburg County Board of Elections 741 Kenilworth Drive, Charlotte, NC
Gaston	01/14	9:00 – 1:00	Gaston County Board of Elections – 410 W. Franklin Blvd, Ste. 50, Gastonia, NC
Alamance	01/15	9:00 – 1:00	Mebane Arts Center – 622 Corregidor St., Mebane, NC
Wilkes	01/21	9:00 – 1:00	TBD
Davie	01/22	9:00 – 1:00	Davie County Public Library - 371 N. Main St., Mocksville, NC
Randolph	01/23	9:00 – 1:00	Randolph County Board of Elections – 1457 N. Fayetteville St., Asheboro, NC
SBE/Raleigh	01/28	9:00 – 1:00	State Board of Elections – Dobbs Building. 430 N Salisbury St, Training Room #3220, Raleigh
Cabarrus	02/05	9:00 – 1:00	Cabarrus County Board of Elections – 369 Church St. N., Concord, NC

Click on the following link <http://www.ncsbe.gov/Campaign-Finance/training>.

**Complete instructions for registering and accessing the training website are included on the next page. The following are helpful tips to remember when attempting to register or complete the training.**

The system may not immediately provide you with a listing of session dates to select from. If this happens, log-out and wait until the next day to log-in, the dates should appear. Some users experience an issue with launching the online training in the Google Chrome browser. If you experience this issue, log out of the training website and use another internet browser to access the

**To register for a Mandatory Compliance Training session listed above or online training:**

training. This online course currently does NOT contain audio.

**Attendees arriving more than 15 minutes after the session begins may not receive credit & will need to re-schedule.**

**The SBE reserves the right to cancel any session due to low registration, weather or other unforeseen reasons. Only attendees that pre-register will be notified of any possible cancellation.**

**To register for a Software Training in Raleigh or via phone:**


Email your request to [campaign.reporting@ncsbe.gov](mailto:campaign.reporting@ncsbe.gov) - one of our trainers will contact you to schedule a session.

\*PAC's and IE Committees should visit [www.ncsbe.gov/Campaign-Finance/training](http://www.ncsbe.gov/Campaign-Finance/training) for their specialized schedule.



## How to Register & Complete Mandatory Compliance Training (on-line & in-person)



1. To access the training registration, type this link: <https://ncgov.csod.com/> in your Internet browser address bar.
2. To create an account, click "**Register – Click here to create account**" link.
3. Complete all \*required fields to create your new account. **First/Last Name, Email Address, User ID and Password** are **required fields**. Click **Login (Recommended User ID is first initial followed by last name)**  
(Password requirements: 8-20 characters, upper & lower case, alpha & numeric).
4. Click on the **VOTE** icon for your training: 
5. If you are unable to locate the **VOTE** icon indicated above, Search for the course by training title or keyword(s). Type 'Elect'.
6. Click on the training title of your preference, **classroom** or **online**.
7. If a **classroom session** is selected, you will be taken to the next screen to **REQUEST** the session you would like to attend. **Troubleshooting:** The system may not immediately provide you with a listing of session dates to select from. If this happens, **log-out** and **wait until the next day to log-in**, the dates should then appear.
8. You will be prompted to complete a short form for reporting purposes. **Full Name, Phone Number, Address,** and **Email Address** are **required fields**. All other fields should be completed **if they apply**. Click on **SUBMIT**.

9. If **online training** is selected, you will be taken to the next screen, select **REQUEST**.
  - Select **REGISTER**. (The system will process your registration.)
  - Select **LAUNCH**. The course will proceed to load in a new window.
  - There is no audio for the on-line training and you will periodically be required to **test your knowledge**.

### Online Course Troubleshooting Notes:

- Do Not use Google Chrome as your web browser - Internet Explorer or Firefox will work for most users.
  - Ensure all slides are viewed and the last slide plays out automatically.
  - If you experience problems with the course launching, please ensure your browser pop-up blocker is turned off for this site. You may also get prompted to update or enable Adobe Flash Player, which is required.
10. If you need to return to the course or after you have completed the course (either on-line or in-person) you will use

the user ID & password that you created to log back in to view and print your certificate from the transcript page.

For additional assistance please email [campaign.reporting@ncsbe.gov](mailto:campaign.reporting@ncsbe.gov) or visit website at:  
<http://www.ncsbe.gov/Campaign-Finance>

**Persons that do not register for training via this on-line LMS will not receive credit for training!**