

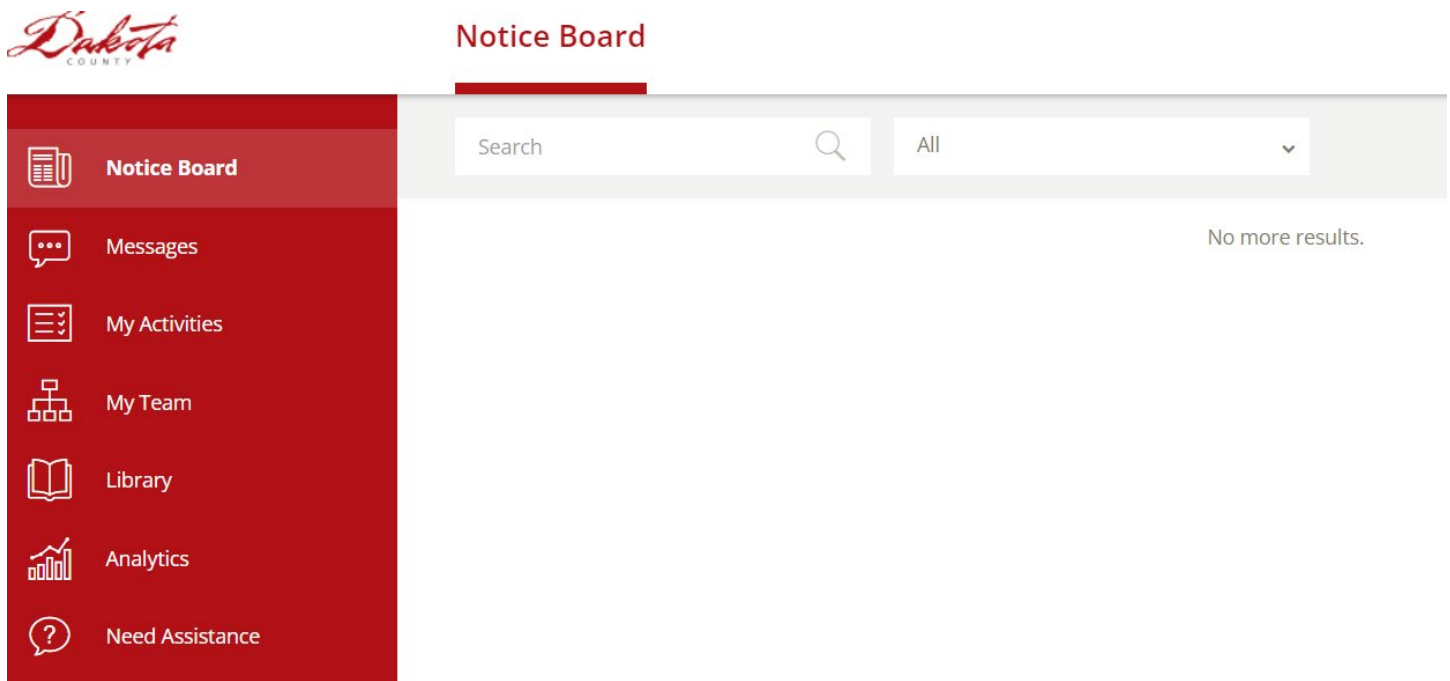
iTacit Learning Management System – Online Election Judge Training Log-in Directions

An email was sent out to you from Dakota County with a temporary password for the online election judge training course through iTacit.

The website address for the training is <https://dakotacountyelections.itacit.com>.

Once you log-in, you will be directed to change your password. Once changed, you will need to log-in again with your new password.

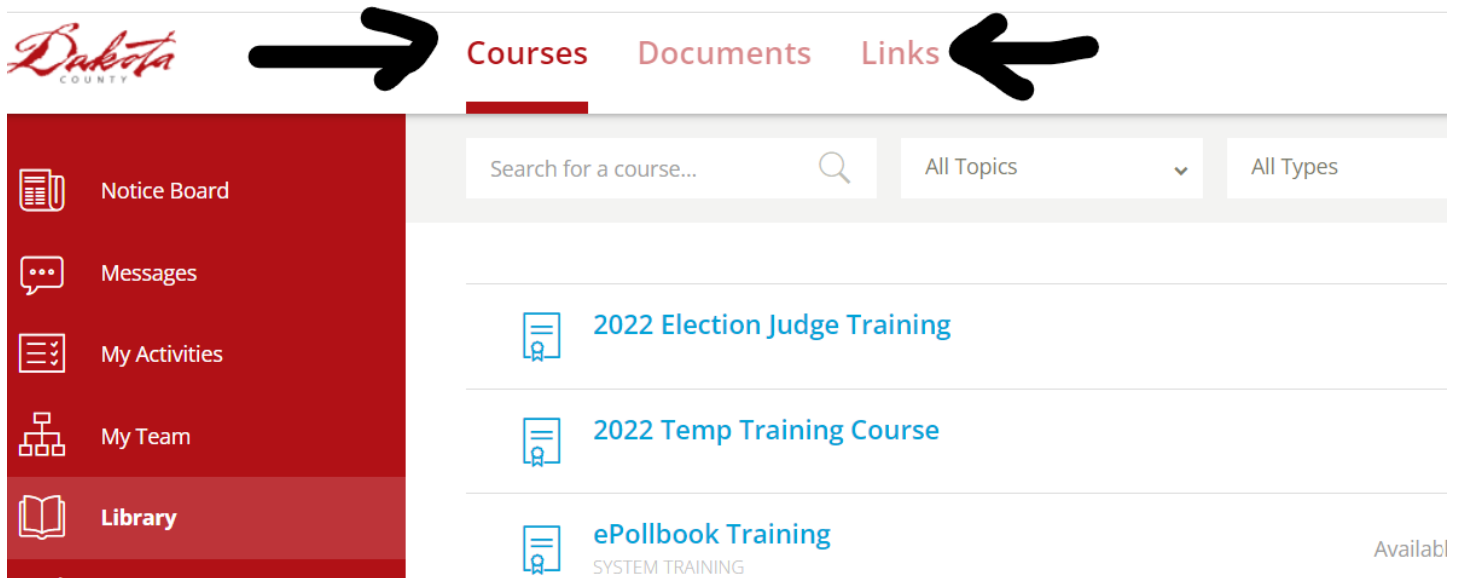
A pop-up screen will appear informing you the election judge training has been assigned to you. You can X out of this screen. The following screen will appear:



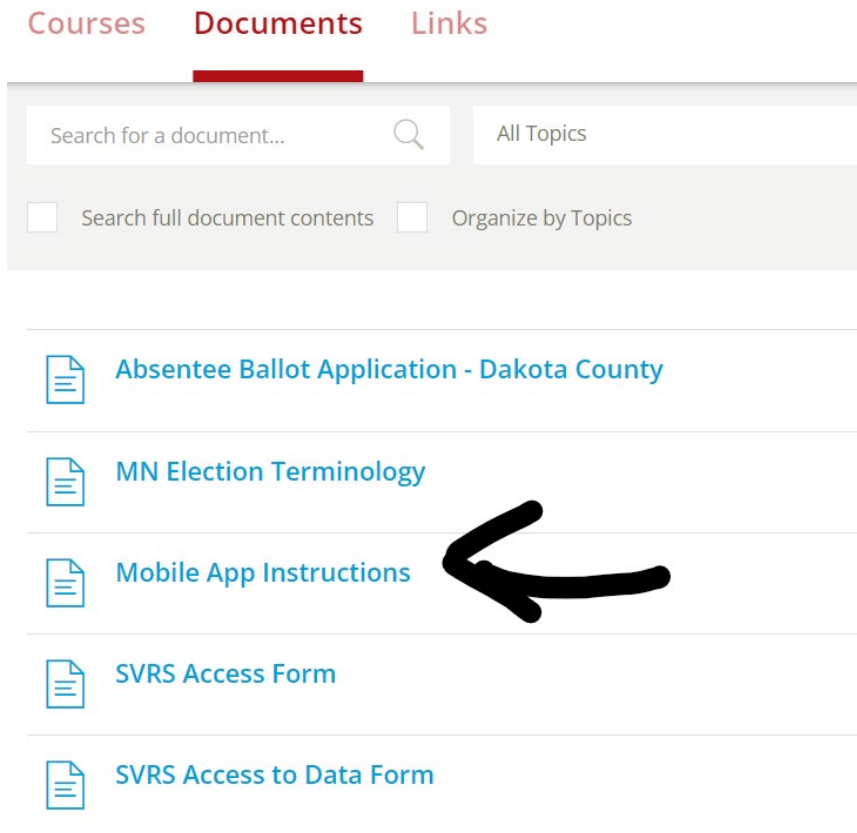
This is your home screen.

Training can be found under “My Activities”. You can start and stop the training as many times as you want if you don’t want to complete it all at one time. Once completed, a short survey will pop-up. When that is complete, you can print or save your certificate. Your clerk will be notified of your training completion. No need to provide them with a copy of your certificate. They have access to print them off if they need a copy. You will have access to this website/training for the next two years. This gives you the opportunity to review the training at any time.

Under the tab “Library” you will see three tabs across the top of the screen. See below:



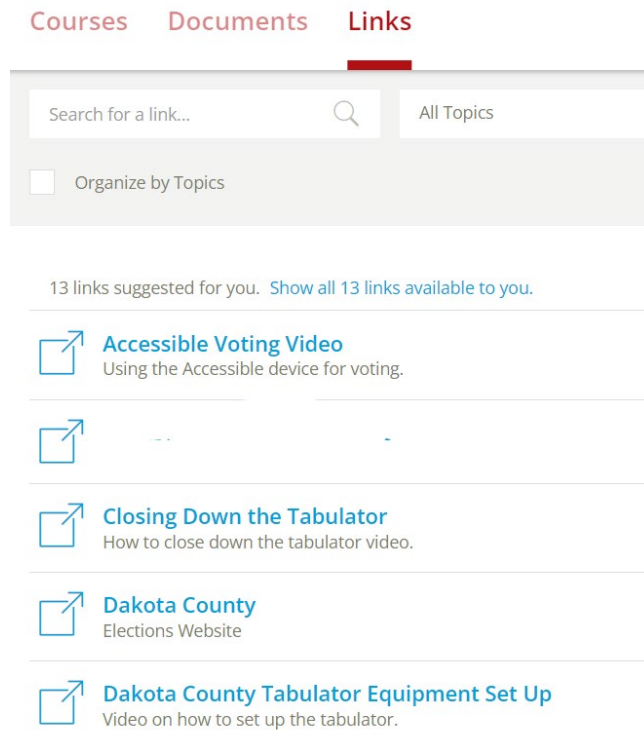
Under “Courses” you will find any trainings that will be assigned to you, Under “Documents” will have the new Polling Place Reference Guide along with any other documents, forms, instructions, etc. we feel will be beneficial to you. See below:



These documents can be printed from this site if you wanted a paper copy.

Included in your documents will be instructions to download an app to your phone if you so choose. The app allows you to complete the training on your phone, iPad, or notebook. Along with completing or reviewing the training or documents, you will be able to receive notifications of any updates we add to iTacit or reminders throughout the day on Election Day to complete certain tasks with tabulator or ePollbooks.

Under the tab “Links” you will find links to “How to” videos on setting up the tabulators, setting up and using the Accessible device and closing down the tabulator. We will also be adding videos on the ePollbooks and other videos we feel will be beneficial to your training. These videos can be used if needed on Election Day to help set up or close down the equipment.



The “Notice Board” or home page is where you will see any notices sent by Dakota County or even your clerk as reminders. You will be able to reply or like the notice.

The Message page is the same as sending or receiving an email. This is another way the County or your clerk to send a message to you.

