



**DURHAM
COUNTY**

Board of Elections



EASY POLLWORKER LOGIN INSTRUCTIONS

DURHAM COUNTY BOARD OF ELECTIONS

120 E Parrish St, Durham, NC 27701

(919)560-0700

pollworkers@dconc.gov



ASSIGNMENTS AND TRAINING CLASS REGISTRATION

The screenshot shows the Durham County Elections website. At the top left is the Durham County Board of Elections logo. To its right, the text reads "Durham County Elections", "Phone : (919) 560-0700", and "Email : pollworkers@dconc.gov". Below this is a blue banner with the heading "General Instructions". The text under this heading says: "If you have already registered with us and have your login then please use this information to login on the right. If you wish to apply to be a then click the Apply button." Below this text is a button labeled "Apply" with a yellow envelope icon. To the right of the blue banner is a white box titled "Log In To Your Account". Inside this box are two input fields: "Enter your Easy Vote User ID." and "Enter your password". Below these fields is a "Log In" button with a yellow key icon. Below the blue banner is another section titled "Set/Forgot Password Reset Instructions". The text under this heading says: "If you need to setup your password for the first time or you have simply forgotten your password - you can easily reset it. If you have a cell phone attached to your account - a text message will be sent with a code for you to set/reset your password or if you don't have a cell phone attached to your account an email will be sent with the code." Below this text is a button labeled "Forgot/Set" with a yellow key icon. At the bottom of the page is a dark blue footer with white text that reads: "COPYRIGHT © 2014 - 2019 BY EASYVOTE SOLUTIONS, INC. ALL RIGHTS RESERVED. V4.5.1".

Online registration is available for all training classes. All current precinct officials may access the training schedule by visiting the below website and entering in the required username and password. For this election, use the following information to login:

Website: <https://durhamnc.easypollworker.com/secure/login.aspx>

Username: firstname.lastname (rebecca.troedsson)


****If this does not work, try firstnameinitial.lastname (r.troedsson)****

(Use your first and last name with a . in between. All fields are lowercase and hyphenated last names are combined without spaces.)

Password: election



1. Once you are logged in, verify that the election selected at the top of the page is the current upcoming election.



Durham County Elections
Phone : (919) 560-0700
Email : pollworkers@dconc.gov

Select an Election: ☒ 2019 October Municipal Primary

Latest News

Messages

Work Schedule

Required Classes

Scheduled Classes

News items and other announcements are displayed here. All important information about classes or so here. Click the row with the News item you wish to view and the details will be displayed at the bottom

Subject	From	Date	Message	Files
No data to display				

2. Use the task bar to view your work schedule. Your work schedule will include the Election Date, arrival time and approximate departure time, assigned polling location, and role at the precinct.

Select an Election: ☒ 2019 October Municipal Primary

Latest News

Messages

Work Schedule

Required Classes

Scheduled Classes

Documents

Print Full Schedule

Your work schedule is displayed here. If you are scheduled for a time that you cannot fulfil you click the Decline button to alert our staff to your issue. Click the Print button to get a paper copy of your schedule.

#	Date	Time In	Time Out	Location	Role	Contact Number
Decline	10/8/2019	5:30 AM	8:30 PM	41	Assistant	(555)555-5555



2a. If you are assigned to work one-stop, you will also see a full schedule of dates, times, location/s, and position for each day that you are assigned to work once the schedule becomes available. You will receive an email from the BOE once this is available.

Select an Election: 2019 October Municipal Primary

Latest News Messages Work Schedule Required Classes Scheduled Classes Documents My Pollworkers

Print Full Schedule Your work schedule is displayed here. If you are scheduled for a time that you cannot fulfil you click the Decline button to alert our staff to your issue. Click the Print button to get a paper copy of your schedule.

#	Date	Time In	Time Out	Location	Role	Contact Number
Decline	9/19/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	9/20/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	9/22/2019	11:00 AM	5:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	9/24/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	9/25/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	9/26/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	9/27/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	9/29/2019	11:00 AM	5:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	10/1/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	10/2/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	10/3/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	10/4/2019	1:15 PM	7:00 PM	ONE-STOP NORTH	Site Worker	(919) 599-4370
Decline	10/8/2019	5:30 AM	8:30 PM	23	Appointment Pending	(919) 599-4370

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3. Use the task bar to view your required training classes. These classes are determined by your role at the precinct. To register for a required training class, click on 'View Schedule' to select an available training class.

Select an Election: 2019 October Municipal Primary

Latest News Messages Work Schedule **Required Classes** Scheduled Classes Documents

This list contains the subjects in which you require training. These classes are not optional. Click the View Schedule button to view all of the available times. Be aware that class size is limited and you must reserve your seat in class as soon as possible.


#	Class Name	Contact Name	Phone
View Schedule	One-Stop Training	Erin Lewandowski	(919) 560-7025



4. Once you click on the 'View Schedule' button, a list of available training classes will generate. Please review the dates, times, and locations for each class prior to deciding. Click the 'Sign Up' button to the left of your selected training class to properly register.

#	Location	Schedule	Class Size	Seats Avail
Sign Up	Administration Building II	Administration Building II on Thu 09/12 at 02:00 PM until Thu 09/12 at 06:00 PM	30	30
Sign Up	Administration Building II	Administration Building II on Fri 09/13 at 09:00 AM until Fri 09/13 at 01:00 PM	30	30
Sign Up	Administration Building II	Administration Building II on Fri 09/13 at 02:30 PM until Fri 09/13 at 06:30 PM	30	30
Sign Up	Administration Building II	Administration Building II on Mon 09/16 at 09:30 AM until Mon 09/16 at 01:30 PM	30	30

5. Once you click on the 'Sign Up' button, a congratulations message will appear to let you know that you have successfully registered for the class. You may print your class schedule by clicking on the 'Print Schedule' button. To return to the main page, click on the 'Go To Home' button.

**Congratulations!**
You have been scheduled for this class session.

[Go To Home](#) [Print Schedule](#)

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TRAINING CLASS ASSIGNMENT CHANGES AND SCHEDULE PRINTING

1. You may change your scheduled training class information in advance by clicking on 'Scheduled Classes' on the main taskbar.


Select an Election: 2019 October Municipal Primary

Latest News Messages Work Schedule Required Classes **Scheduled Classes** Documents

This list contains the class sessions which you are attending. You may cancel your reservation and reschedule to attend a different session. Be sure to view the attached documents so that you can meet the requirements for the subject matter in which you are to be trained.

#	Class Date	Start Time	Class Name	Venue	Address	Room
Drop Docs Print	9/12/2019	02:00 PM	One-Stop Training	Administration Building II	201 E Main Street, Room 461	

2. Verify that you have selected the correct class that you wish to unregister from. Select the 'Drop Class' button to successfully unregister from the selected class.



Are you sure you want to remove yourself from this training session?

Training Session Details

Class Name: One-Stop Training

Location/Venue: Administration Building II

Instructor: Erin Contact Phone:

Start Date: 09/12/2019 Start Time: 2:00 PM End Time: 6:00 PM

Address: 201 E Main Street, Room 461

Building/Room:

1 of 30 Seats have been claimed

3.33%

Drop Class

Cancel Action

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Select an Election: 2019 October Municipal Primary

Latest News Messages Work Schedule Required Classes **Scheduled Classes** Documents

This list contains the class sessions which you are attending. You may cancel your reservation and reschedule to attend a different session. Be sure to view the attached documents so that you can meet the requirements for the subject matter in which you are to be trained.

#	Class Date	Start Time	Class Name	Venue	Address	Room
No data to display						

NOTE: You may view and print your scheduled training class information at any time by clicking on 'Scheduled Classes' on the main taskbar.

Select an Election: 2019 October Municipal Primary

Latest News Messages Work Schedule Required Classes **Scheduled Classes** Documents

This list contains the class sessions which you are attending. You may cancel your reservation and reschedule to attend a different session. Be sure to view the attached documents so that you can meet the requirements for the subject matter in which you are to be trained.

#	Class Date	Start Time	Class Name	Venue	Address	Room
Drop Docs Print	9/12/2019	02:00 PM	One-Stop Training	Administration Building II	201 E Main Street, Room 461	



CHIEF JUDGE SUPPLY PICKUP

1. When instructed by the Board of Elections, use the task bar to view your required classes. To register for your Supply Pickup when it becomes available, click on 'View Schedule' to select an available time slot.

Select an Election: ☒ 2019 October Municipal Primary

Latest News Messages Work Schedule **Required Classes** Scheduled Classes Documents My Pollworkers

This list contains the subjects in which you require training. These classes are not optional. Click the View Schedule button to view all of the available times. Be aware that class size is limited and you must reserve your seat in class as soon as possible.

#	Class Name	Contact Name	Phone
View Schedule	Supply Pickup	Erin Lewandowski	(919) 560-7025

2. A list of available time slots will generate. Please carefully review the dates, times, and location for each option prior to selecting. Click the 'Sign Up' button to the left of your choice to properly register.

Durham County Elections
Phone : (919) 560-0700
Email : pollworkers@dconc.gov

REBECCA TROEDSSON
 Profile Log Out

This class list below are the class session times that are available for the subject matter. Click the + beside the class name to expand the grid so that you can view the times. Keep in mind that class size is limited so choose your class session as soon as possible.

Subject Matter Details	#	Location	Schedule	Class Size	Seats Avail
Subject Name: Supply Pickup	Sign Up	BOE Warehouse	BOE Warehouse on Fri 10/04 at 09:00 AM until Fri 10/04 at 09:15 AM	1	1

3. Once you click on the 'Sign Up' button, a congratulations message will appear to let you know that you have successfully registered for the class. You may print your class schedule by clicking on the 'Print Schedule' button. To return to the main page, click on the 'Go To Home' button.


Congratulations!
You have been scheduled for this class session.

Go To Home **Print Schedule**



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CHIEF JUDGE CONTACT



Durham County Elections
Phone : (919) 560-0700
Email : pollworkers@dconc.gov

REBECCA TROEDSSON
 Profile  Log Out

Select an Election:  2019 October Municipal Primary

 Latest News  Messages  Work Schedule  Required Classes  Scheduled Classes  Documents  My Pollworkers

This list contains the subjects in which you require training. These classes are not optional. Click the View Schedule button to view all of the available times. Be aware that class size is limited and you must reserve your seat in class as soon as possible.

Use the task bar to view the precinct officials assigned to work with you on Election Day by clicking the 'My Pollworkers' tab when instructed by the Board of Elections. A contact number and email address are available for each person.

A second contact number may be available by clicking the view button. Do NOT update any voter information in this section.

You will use this information to begin contacting each precinct official to review the pre-election meeting and Election Day requirements.

Review the following:

1. Ensure that your direct report is aware that s/he is assigned to work at your precinct and provide the precinct address, start time, and approximate end time.
 - If you are unable to reach an assignee, after two attempts, please contact the Board of Elections immediately.
2. Ensure that your assignee attended required training (Assistants are required to attend "Assistants Training" and Chief Judges and Judges are required to attend "Judges Seminar" and "Judges Equipment" training.). If your assignee has not attended training and needs to attend a makeup session, please have him/her contact the Board of Elections at pollworkers@dconc.gov or 919-560-0250.



3. Inform your assignee that you will be contacting him/her with the time for the pre-election meeting once the Board of Elections provides the times for precinct delivery and setup. If you have established a time for your pre-election meeting, you may inform your assignee of that time. Contact information for primary contacts at your site will be provided as we finalize that information.
4. Be sure to also provide your assignee with details related to what s/he should bring to the polling place (ex. food, drinks, medications, jacket, business casual attire).
5. Provide your contact information in case your assignee has questions.



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