

# 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)

### 2018 Mandatory In-Person – State and Regional Training Schedule

County	Date	Time	Location
State/Raleigh	5/22	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	6/5	9:00 - 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	6/14	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	7/10	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	7/26	9:00 - 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	8/14	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	8/29	9:00 - 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	9/12	9:00 - 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	9/27	9:00 - 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	10/9	9:00 - 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	10/25	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	11/15	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	12/4	9:00 - 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh

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

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

**To register for 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**.

NCSBE - NC State Board of Elections Details	
Full Name:	
Email:	
Phone Number:	
Address:	
NCSBE - First Committee Candidate Name:	
NCSBE - First County Name:	
NCSBE - Second Committee Candidate Name:	
NCSBE - Second County Name:	
NCSBE - Third Committee Candidate Name:	
NCSBE - Third County Name:	

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: [lmssupport@nc.gov](mailto:lmssupport@nc.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!**