

Mandatory Compliance Training

For NC Political Action Committee (PAC) Treasurers

(This training is not for Candidate, Party & Referendum Committees or Independent Expenditure PACs, IE Entities & Electioneering Communications*)

Training is required once every four years for all NC Treasurers

2019 Mandatory In-Person – State Training Schedule

This session is only for NC Political Action Committees (PACs)

County	Date	Time	Location
State/Raleigh	01/29	9:00-1:00	Dobbs Bldg. – SBE Training Room 3220 – 430 Salisbury St., Raleigh NC 27603
State/Raleigh	05/15	9:00-1:00	Dobbs Bldg. – SBE Training Room 3220 – 430 Salisbury St., Raleigh NC 27603

We currently plan to offer the session listed above each quarter in-person in Raleigh. We will update our website when other dates are announced.

To register for a Mandatory Compliance Training session listed above:

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 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 training. This 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 Software Training in Raleigh or via phone:

Email your request to campaign.reporting@ncsbe.gov - one of our trainers will contact you to schedule a session.

*Candidate, Party & Referendum Committees or Independent Expenditure PACs, IE Entities & Electioneering Communications should visit 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 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!