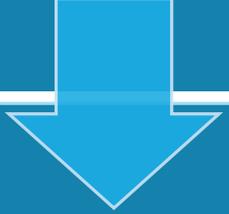
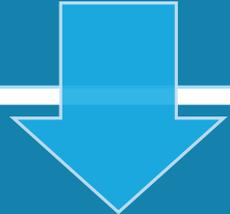


# To Create ROV Username/Password:

Click the “*First Time Logging In?*” link in “Login Information”.



Enter Information. Required fields are marked with a red asterisk.



Click the “*Submit*” button. The system will send your request to State Admin for approval.

Password must be between 8-26 characters long.

It must contain at least one character from three of these four character types:

- Uppercase alpha
- Lowercase alpha
- Numeric
- Special character

# State of Connecticut Division of Elections



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## Election Management System (EMS)

# Welcome

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## Your Trainers

- Linda Ford – PCC Technology
- Brad Stender – PCC Technology



## DENISE W. MERRILL

SECRETARY OF THE STATE  
CONNECTICUT

March 18, 2016

Dear Friends,

We are very excited to launch the much-anticipated Election Management System. This system will help all of us collect, compile and disseminate data more quickly and efficiently.

Connecticut's April 26 Presidential Preference Primary is a terrific opportunity to get familiar with the system. While we anticipate high turnout, even more voters are expected on Election Day, November 8.

I am asking all election officials begin using this system for the Presidential Preference Primary in preparation for the statewide implementation of the Election Management System in November.

Many of you have reviewed this exciting new system and given us advice on how to make it better. We are so grateful for your input.

The launch of the Election Management System is an exciting day for all of us who have the privilege of administering elections, expanding participation and serving the public in Connecticut.

Thank you for all you do.

Sincerely,

A handwritten signature in black ink that reads "Denise W. Merrill".

# Today's Training

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- 9:00am – 12:00pm
- Training Environment – You won't see anything that we do today in the live system.
- Ask Questions!

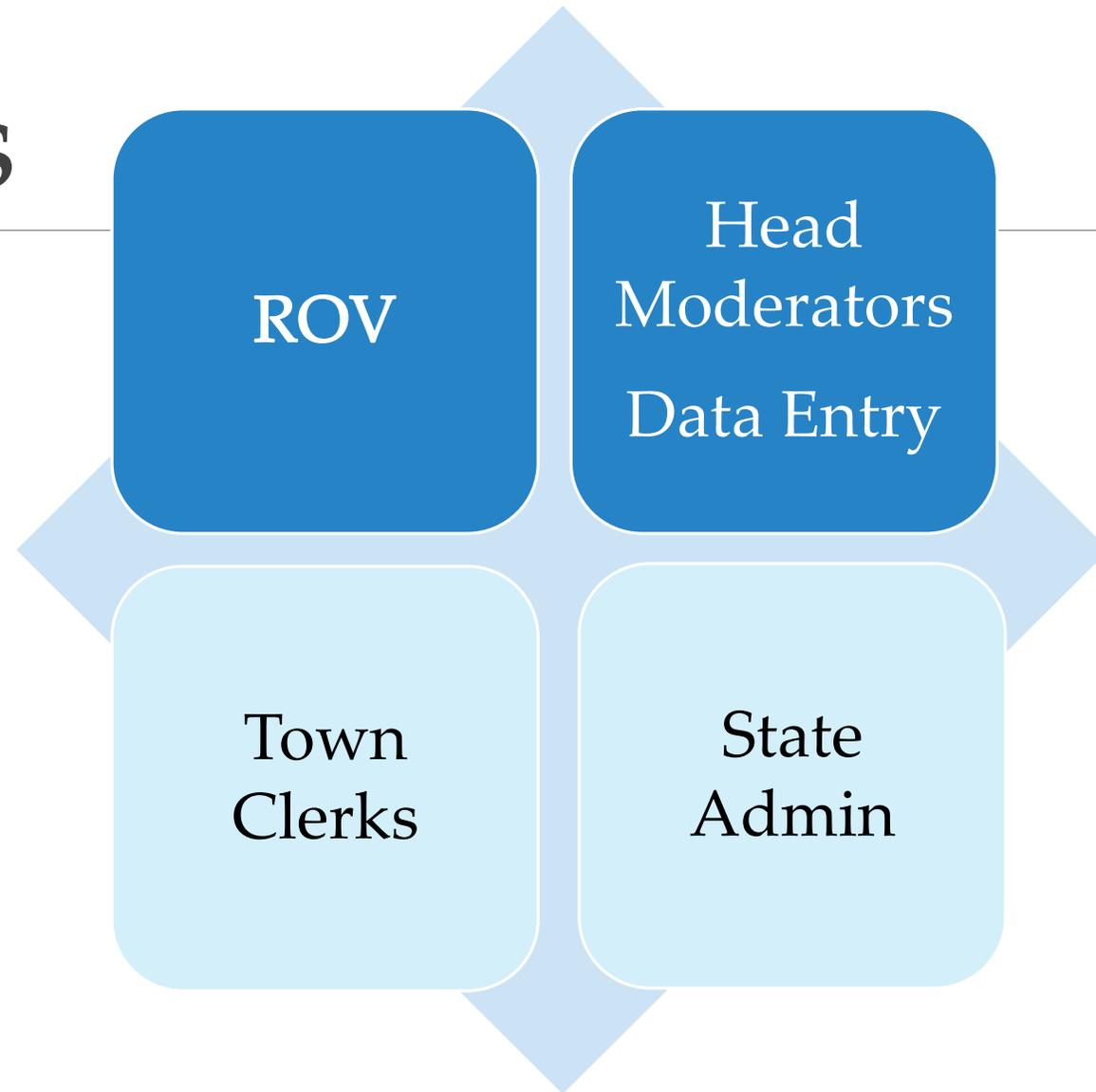
# Getting Started

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- Username and Password are required
- If prompted, always say “No” to remembering your password.
- User access is role-specific

# EMS Roles

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# Registrars

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## Before the Election

- Add Moderators as CT EMS Users
- Add and Maintain Polling Places
- Manage Polling Place Inventory
- Assign Polling Places to Election
- Certification of Ballot Ordered

# Registrars

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## Election Results

- View Head Moderator's Return
- View Stats
- View Questions Results

# Registrars

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## Reports

- 22 Reports
- Easy to Request
- PDF or Excel
- Download or Print

# Head Moderators

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## Election Results

- Enter Candidate Results
- Submit Head Moderator Return
- Enter and Submit Stats
- Enter and Submit Questions Results

# Data Entry User

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## Election Results

- Enter Candidate Results
- Enter Stats
- Enter Questions Results

# Town Clerks

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## Before the Election

- Notification of # of Electors and Polling Places
- Affidavit of Absentee Ballot
- Certification of Ballot Ordered

# Town Clerks

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## Municipal Elections

- Party Ranking
- Create Offices
- Assign Offices to an Election
- Add Candidates
- Add Questions to an Election

# State Admin

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## State and Federal Elections

- Manage Party Ranking
- Set up Offices
- Set up Elections
- Add Candidates
- Add Questions
- Accept Results from HM

# State Admin

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## Manage CT EMS

- Maintain Users – Town Clerks and Registrars
- Approve Municipal Office Requests
- Manage Public Reporting Site

# Share Feedback on CT EMS

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- Suggestions to improve system's functionality
- Fill out evaluation form today
- Email to state next week, next month