

In order to sign up for training Clerks must go to www.galvestonvotes.org and click on the Poll Worker Access button.



This will take the worker to the following screen on his or her computer:

Next, the worker will need to click the "Apply" button and complete the sign up form [IF YOU HAVE ALREADY APPLIED OR IF OUR OFFICE HAS ALREADY ADDED YOUR INFORMATION (i.e., for some of the Judges) YOU WILL NOT NEED TO REAPPLY.]

Including your Cell phone number and email address are critical to the process.

Once this form is completed, click the "Submit" button.

Once we receive your application we will verify that you are a registered voter in Galveston County. After this has been done we will approve you application and you will receive a text message confirming same.

We will then assign you a User ID and a temporary Password.

Once you have been assigned (hired) to work at a specific Vote Center you will be sent an email with both your User ID and temporary Password. Once you receive this email you should go on line to the Poll Worker Access page, log in, and click on the Required Classes Tab.

The screenshot shows the Galveston County Elections website interface. At the top left is the American flag logo. To its right is the text "Galveston County Elections" with contact information: "Phone Number: (409) 770-5108" and "Email Address:". On the top right, the user name "Wendi Suzie Que" is displayed, along with "Profile" and "Log Out" buttons. Below the header, there is a "Select an Election:" dropdown menu set to "2016 General Election". A navigation bar contains several tabs: "Latest News", "Messages", "Work Schedule", "Required Classes" (which is active), "Scheduled Classes", "Documents", and "My Poll Workers". Below the navigation bar, a text block states: "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." Below this text is a table with the following data:

#	Class Name	Contact Name	Phone
View Schedule	JUDGES/ALTERNATE JUDGES	Bill Sargent	(409) 770-5108

Then click on "View Schedule" and select the poll worker training class you wish to attend and click on the Sign Up button.

The screenshot shows the Galveston County Elections website interface with the "View Schedule" page for the "JUDGES/ALTERNATE JUDGES" class. The header and navigation are identical to the previous screenshot. Below the header, a text block states: "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." Below this text is a table with the following data:

#	Location	Schedule	Class Size	Seats Avail
Sign Up	LEAGUE CITY CIVIC CENTER #1	1 day(s) on 09/13/2016 at 5:30 PM until 9:30 PM	16	8
Sign Up	GALVESTON JUSTICE CENTER #1	1 day(s) on 09/29/2016 at 1:00 PM until 5:00 PM	16	15
Sign Up	GALVESTON COUNTY JUSTICE CENTER #2	1 day(s) on 09/30/2016 at 8:00 AM until 12:00 PM	16	13
Sign Up	GALVESTON COUNTY JUSTICE CENTER #3	1 day(s) on 10/04/2016 at 1:00 PM until 5:00 PM	16	11
Sign Up	GALVESTON COUNTY JUSTICE CENTER #4	1 day(s) on 10/04/2016 at 5:30 PM until 9:30 PM	16	16

On the left side of the table, there is a "Subject Matter Details" panel with the following information:

- Subject Name: JUDGES/ALTERNATE JUDGES
- Person to Contact: Bill Sargent
- Contact Person Phone: (409) 770-5108
- [Return](#) button

If you have done this successfully you can return to the previous page and click on the Scheduled Classes tab and verify that you have been assigned to a class.

We **Highly Recommend** you change your temporary password. The instructions for doing so are shown on the next page.

CHANGING YOUR TEMPORARY PASSWORD (Highly Recommended)

Galveston County Elections
Phone Number: (409) 770-5108
Email Address:

General Instructions
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 Poll Worker then click the Apply button.

To submit your application click here ->

Forgotten Password Reset Instructions
If you have forgotten your password you can easily reset it. You must have access to the cell phone that you provided us when you registered. Click the Forgot button and a text message will be sent to you with a code that will allow you to reset your password.

Enter your User Id in the Login section and click here ->

Login To Your Account

UserID:*
ENTER YOUR USER ID
UserID is a required field

Password:*

THEN CLICK THE "FORGOT" BUTTON

Start by entering your User ID, then click on the "Forgot" button.

The Election Management Tool

Enter your USER ID Then click on "Forgot"

Please enter your new password

Enter the code sent to your cell phone in the code entry text box, then type in the password you wish to use for the account.

Code Entry:*
62518

Password:*

Verify Password:*

A text message or email will be sent to you with a security code. Enter it And your new password. Then click Save.

Do this if you want to reset your password. (RECOMMENDED)

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