

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)

Persons who DO NOT register for training via on-line LMS will not receive credit for training!

2022 Mandatory In-Person and Webinar – State and Regional Training Schedule

County	Date	Time	Location
SBE/Raleigh	03/08	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	03/10	1:00 – 5:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	03/17	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	03/22	9:00 - 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	03/31	1:00 – 5:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	04/07	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	04/11	1:00 – 5:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	04/21	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	04/26	1:00 – 5:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	05/05	1:00 – 5:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	05/10	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	05/19	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	06/02	1:00 – 5:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	06/16	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	06/30	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)

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>.

Complete instructions for registering and accessing the training website are included on the next page.

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 a CF Remote Software Training:

Email your request to helprequest.SBOE@ncsbe.gov - someone will contact you to schedule a session.

How to Register & Complete Mandatory Compliance Training (on-line & in-person)

New account users must wait 24–72 hours after creating a user LMS account before all training opportunities will be available for registration. This is a system constraint with no exception.



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, EE Code (CF-Elections), Category (Associated State Agency), Association (Elections) and Password** (password requirements: upper & lowercase letters, alpha and numeric characters, must be 8-20 characters, cannot have leading or trailing spaces and cannot be the same as Username, User ID or email address). Click **Login**

* First Name:

* Last Name:

* Email Address:

* Phone:

* User ID:

EE Code (Enter code if provided one)

* Category:

* Association:

* Passwords must contain both upper and lower case letters.
 * Passwords must contain alpha and numeric characters.
 * Passwords must be 8 - 20 characters.
 * Passwords cannot have leading or trailing spaces.
 * Passwords cannot be the same as the Username, User ID, or email address.

* New password

* Confirm password

Already a user? [Login here](#)
 Return to Browsing? [Click here](#)

4. From the welcome page, search for training in the upper right corner. Enter the word "Campaign" and click the magnifying glass symbol.
5. You should see multiple training options in your list. Click on the training title of your preference (NCSBE Campaign Finance Mandatory Compliance Training), either the classroom or online session. The classroom session has a calendar symbol in red. The online session has a computer screen.
6. If a **classroom session** is selected, you will be taken to the next screen to **REQUEST** the session you would like to attend. The system may not immediately provide you with a listing of session dates to select from. If this happens, **log-out** and **wait (24-72 hours) to log-in**, the dates should then appear.
7. 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:	
NCBOE - Second County Name:	
NCSBE - Third Committee Candidate Name:	
NCSBE - Third County Name:	

8. 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 currently no audio for the on-line training.**

Online Course Troubleshooting Notes:

 - 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.
9. 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 email helprequest.SBOE@ncsbe.gov or visit website at: <http://www.ncsbe.gov/Campaign-Finance>