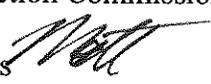




DELBERT HOSEMANN
Secretary of State

TO: Circuit Clerks
County Election Commissioner Chairs

FROM: Matt Grubbs 
Director of Elections Administration/HAVA Administrator

DATE: January 6, 2012

SUBJECT: SEMS Basic Training 2012

The Secretary of State's office invites you to attend one of the "SEMS Basic" training sessions listed on the attached pre-registration form. To reserve seating, each participant should complete and submit the attached pre-registration form. *Please pre-register for the session you wish to attend; space is limited.* The training sessions can accommodate one (1) participant from the Circuit Clerk's office and one (1) participant from the Election Commission for each county. Please coordinate with your members to determine who will attend. Only 12 places will be available at each session, so the sooner you register, the more likely you will be able to attend the session of your choice. *Please see the attached syllabus for specific details regarding the course.*

The materials that you will need to bring with you to the class will be placed on the Secretary of State's secure website by January 20th, 2012. The dates for the SEMS Basic Sessions are as follows:

January 31, 2012
February 2, 2012
February 7, 2012
February 8, 2012
February 9, 2012

The time for each session is 9:00 a.m. to 4:00 p.m. with a break for lunch and the sessions will be held in the Ladner Training Room at The Secretary of State's Office, 401 Mississippi Street, Jackson, MS. Please fax or mail your completed registration form by January 27th, 2012 to:

Lindsay Leonard
MS Secretary of State's Office
Post Office Box 136
Jackson, MS 39205-0136
Lindsay.Leonard@sos.ms.gov
Phone: 601-359-6687
Fax: 601-359-1499 or Fax #2: 601-359-5019

If you have any questions or need assistance, please feel free to contact Matt Grubbs at 601-359-6582 or Lindsay Leonard at 601-359-6687. We look forward to seeing you at the training.



DELBERT HOSEMANN
Secretary of State
PRE-REGISTRATION FORM
"SEMS Basic" Session

Please fill out one form for each training participant. The training sessions can accommodate one (1) participant from the Circuit Clerk's Office and one (1) participant from the Election Commission in each county. Seating is limited!

Please Print

NAME: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ SECONDARY PHONE: _____
COUNTY: _____
EMAIL ADDRESS: _____

CHECK ONE OF THE FOLLOWING THAT DESCRIBES YOUR POSITION/TITLE IN ELECTIONS:

County Circuit Clerk
 County Deputy Clerk
 County Election Commission Chair
 County Election Commission Member
 OTHER (Please specify) _____

PLEASE CHECK THE BLANK BY THE TRAINING SESSION YOU PLAN TO ATTEND:

January 31, 2012 from 9 am – 4 pm
Secretary of State's Office, Ladner Training Room, 401 Mississippi Street, Jackson
 February 2, 2012 from 9 am – 4 pm
Secretary of State's Office, Ladner Training Room, 401 Mississippi Street, Jackson
 February 7, 2012 from 9 am – 4 pm
Secretary of State's Office, Ladner Training Room, 401 Mississippi Street, Jackson
 February 8, 2012 from 9 am – 4 pm
Secretary of State's Office, Ladner Training Room, 401 Mississippi Street, Jackson
 February 9, 2012 from 9 am – 4 pm
Secretary of State's Office, Ladner Training Room, 401 Mississippi Street, Jackson

Please fax/mail your completed registration form by January 27th, 2012 to the attention of:

Lindsay Leonard
MS Secretary of State's Office
401 Mississippi Street
Jackson, MS 39205
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Phone: 601-359-6687
Fax: 601-359-1499 or Fax#2: 601-359-5019



DELBERT HOSEMANN
Secretary of State

**Syllabus for SEMS Basic Class
Scheduled for January 31 and Feb 2,7,8,9, 2012**

Class Sessions: 1 day - 9:00 a.m. – 4:30 p.m.

The class will include a combination of hands-on training, PowerPoint presentations, instructions, and exercises that will be practiced by each participant.

Topics of the session will include:

Section 1: Accessing SEMS

- 1.1 Live (Production) Program
- 1.2 Test (Practice) Program
- 1.3 Accessing and Using On-line Help

Section 2: SEMS Program Main Menu

- 2.1. Quick Voter Search
- 2.2. Advanced Search
- 2.3. Reporting from Voter Search
- 2.4. Saving a Search as a Query
- 2.5. Running a Saved Search
- 2.6. Printing Search Results
- 2.7. Saving to the Hard Drive

Section 3: SEMS Reports and Labels

- 3.1. Producing a Report
- 3.2. Printing a Voter Movement Report – VR-001
- 3.3. Printing the Report
- 3.4. Printing a Registrant Activity Report – VR-007

Section 4: Duplicate Voters in SEMS

- 4.1. Identifying Potential Duplicates
- 4.2. Merge Messages and Reports
- 4.3. Process Messages

Section 5: Processing State Agency Matches in SEMS

- 5.1. Date of Upload
- 5.2. Department of Health (DOH) Potential Duplicates
- 5.3. Accessing State Agency Options
- 5.4. Administrative Office of Court (AOC) Potential Matches

Section 6: Producing Confirmation/Notification Cards in SEMS

- 6.1. Printing Voter Notification Cards From the Voter Record
- 6.2. Print Voter Confirmation Cards for a Group of Voters
- 6.3. Samples of the VNC
- 6.4. Adjusting Printer Settings for Voter Notification Cards

Section 8: Processing Confirmation/Notification Cards in SEMS

- 8.1. Confirmation Cards Returned by Voter With no Change
- 8.2. Confirmation Cards Returned by the Voter With Address Changes

8.3. Confirmation Cards Returned Marked “Undeliverable” by the Postal Service

8.4. Confirmation Cards not Returned

**Other Topics: Guidelines for Voter Roll Maintenance
Absentee Ballot Processing**

Materials: SEMS Basic documentation - (bring a copy with you to class)

Located on the Secretary of State’s secure site: <https://www.sos.ms.gov/electftp>

Please call if you need assistance accessing these materials.

Additional Details: Location— Mississippi Secretary of State’s Office

401 Mississippi Street, Jackson 39205

Parking— PERS Parking Garage - President Street (see map)

Class size— 12 students