



DELBERT HOSEMANN
Secretary of State

TO: Circuit Clerks and Election Commissioners
FROM: Lindsay Kellum, Elections Training Coordinator
DATE: February 14, 2014
RE: SEMS Basic Training 2014

A handwritten signature in cursive script, appearing to read "Lindsay Kellum".

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. *Please see the attached syllabus for specific details regarding the course—this class is for Clerks and Deputy Clerks needing a refresher or New Election Commissioners.*

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 February 21, 2014 at 5:00 pm. The dates for the SEMS Basic Sessions are as follows:

Tuesday, March 4, 2014
Wednesday, March 5, 2014
Thursday, March 6, 2014
Tuesday, March 11, 2014
Wednesday, March 12, 2014
Thursday, March 13, 2014

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 no later than February 28, 2014 to:

Lindsay Kellum
Elections Training Coordinator
MS Secretary of State's Office
Post Office Box 136
Jackson, MS 39205-0136
Lindsay.Kellum@sos.ms.gov
Phone: 601-359-6687
Fax: 601-576-2545 or Fax #2: 601-359-5019

If you have any questions or need assistance, please feel free to contact Lindsay Kellum at 601-359-6687, or Amanda Frusha, at 601-359-5213. We look forward to seeing you all at the training.



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Secretary of State

**PRE-REGISTRATION FORM
SEMS-Basic Training 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) _____

All classes will be from 9:00am to 4:00pm at the Secretary of State's Office, Ladner Training Room, 401 Mississippi Street in Jackson.

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

____ March 4, 2014

____ March 5, 2014

____ March 6, 2014

____ March 11, 2014

____ March 12, 2014

____ March 13, 2014

Please fax/mail your completed registration form by February 24, 2014 to the attention of:

Lindsay Kellum

MS Secretary of State's Office

401 Mississippi Street

Jackson, MS 39205

Lindsay.Kellum@sos.ms.gov

Phone: 601-359-6687

Fax: 601-576-2545 or Fax#2: 601-359-5019



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Syllabus for 2014 SEMS Basic Class

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 7: Processing Affidavit Ballots

- 7.1. Accepting or Rejecting Affidavit Ballots
- 7.2. Processing Held Ballots

Section 8: Processing Absentee Ballots

- 8.1. Setting up a Permanent or Military Absentee
- 8.2. Issuing a Batch of Absentee Ballots
- 8.3. Viewing Active Ballots
- 8.4. Print Absentee Ballots
- 8.5. Preparing Absentee Ballot to be mailed
- 8.6. Issuing Absentee Ballots to be mailed
- 8.7. Issuing In-House Absentee Ballot
- 8.8. Receiving an Absentee Ballot
- 8.9. Receiving a Batch of Absentee Ballots
- 8.10. Receiving a Batch in an Existing Batch
- 8.11. Accepting or Rejecting an Absentee Ballot
- 8.12. Accepting a Batch of Absentee Ballots
- 8.13. Checking the Absentee Ballot's Stage
- 8.14. Absentee Ballot Reports

Section 9: Ballot Processing

- 9.1. Processing a Batch of Ballots
- 9.2. Major Ballot Processing Steps
- 9.3. Modifying Political Party
- 9.4. Searching for Existing Ballot Batches
- 9.5. Deleting a Batch
- 9.6. Verifying Signatures
- 9.7. Validating Voter Information
- 9.8. Processing Undeliverable Ballots
- 9.9. Ballot Reporting

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

Materials: The SEMS Basic documentation (which you will need to bring with you to class) will be posted on the Secretary of State's secure site by February 21, 2014 at 5:00 pm: <https://www.sos.ms.gov/electftp>
Please call if you need assistance accessing these materials.

Additional Details:

Location: Mississippi Secretary of State's Office, Ladner Training Room
401 Mississippi Street, Jackson 39205

Parking: PERS Parking Garage (4th floor and up); entrance is off President Street
Please stop by our front desk and the capitol police officer will give you a parking pass - you may not park in the garage without displaying it in your window.

Class Size: 12 students

Breaks: You will have an hour to go out on your own for lunch and coffee will be provided upstairs (no food or drinks are allowed in the training room due to technical equipment).