

# REGISTRATION PROCEDURES

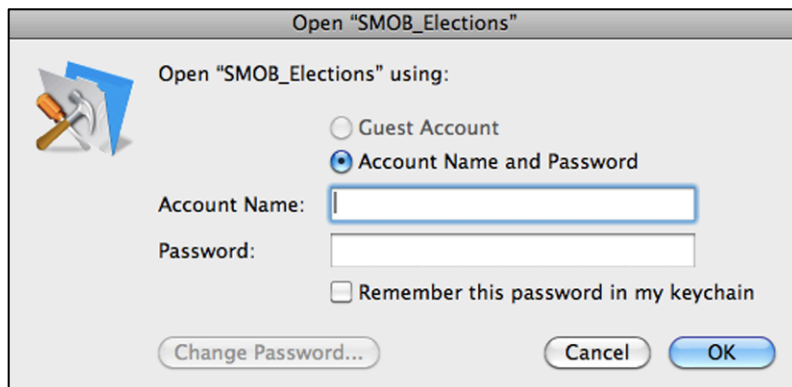
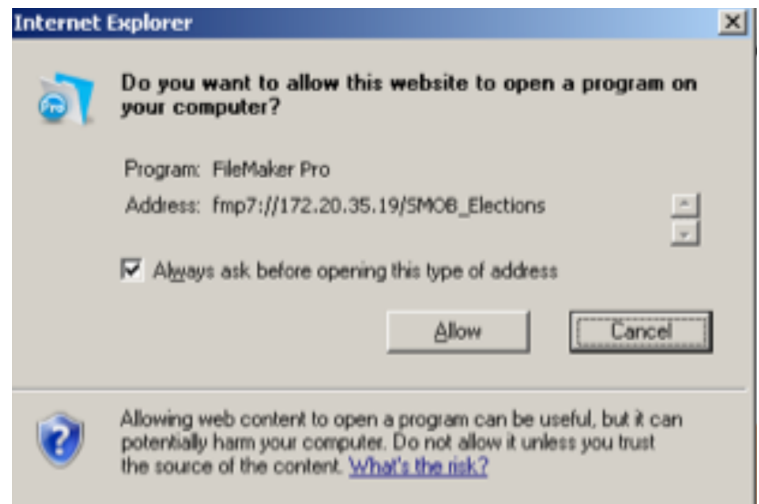
## Prior to Opening the Polls – Registration Judges

1. Sign the opening election certificate
2. Put up registration signs over/by the computers designated for registration (large signs that designate alphabetically to which station a student should report to register to vote)
3. Divide the Voter Access Cards (they are alphabetical by grade) and distribute them to the corresponding registration stations (HINT: You may want to make dividers for the different grades and use a shoebox to hold the cards.)
4. Log on to your assigned computers using your own student login and password
5. For the registration link, go to the SMOB Election Process web site. You must be on a MCPS computer that must also have FileMakerPro version 10 (all schools should have this)

([http://www.montgomeryschoolsmd.org/departments/studentaffairs/smob/election\\_process.shtm](http://www.montgomeryschoolsmd.org/departments/studentaffairs/smob/election_process.shtm))



6. Click on the link “Registrar’s Link” – you will see a dialog box asking if you want to allow the website to open a program on your computer – select “allow.”
7. For the next dialog box, be sure “account name and password” is selected. From the delivered critical election materials, use one of the five passwords (one per registrar) to log into the registration program.



## Polls Open – Registering Voters

- The registration program will automatically open to your school precinct number and a search screen
- Type in the Student ID and click on the SEARCH button

*If the student doesn't know his/her student ID, type in the first and last name then press SEARCH*

*Notice, if you type in a name, more than one selection may come up and you may have to scroll through some data to find the correct student.*

- Verify that this is the correct student by asking his/her name and grade and checking the file.

*NOTE: If the student has already been registered to vote, you will see a dialog box indicating the student's record was marked as previously voted.*

**SMOB**  
Student Member on Board

**Find Voter**

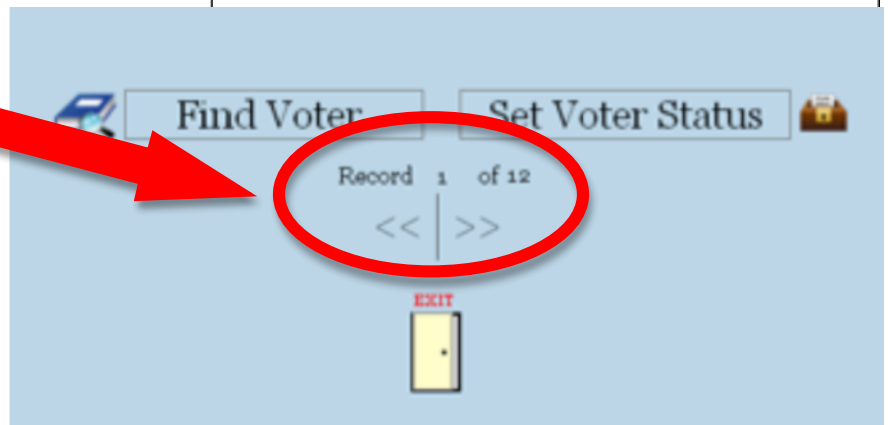
School

Student ID

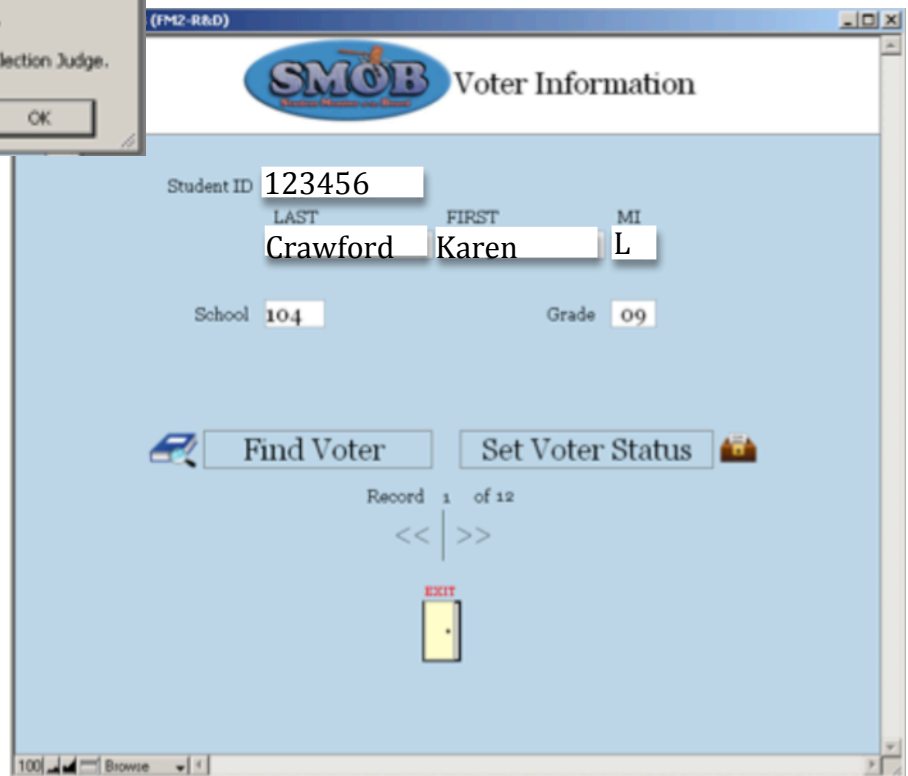
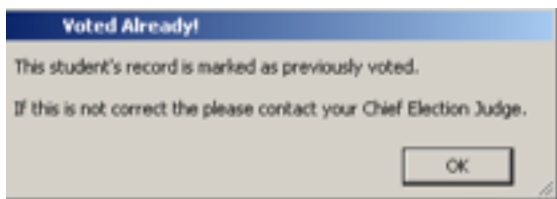
Student LAST

Student FIRST


Grade:



- Click on the **Set Voter Status** button.
- The screen will show **Student has Voted**



13. Give the student the pre-printed *voter access card* that has his/her name, MCPS student ID and password\*
14. Ask the student to verify that he/she was given the correct card by asking, “Is that your name and student ID on the voter access card?” *It is VERY important that the student has his/her own card*

<p><b>Kim, Thomas</b> <b>Grade 10</b> Richard Montgomery HS #201</p> <p><b>MCPS Student ID: 789456</b> <b>Password: ZXA6W8911</b></p> <p><i>After voting, return this card to the Ballot Judge. This password will only allow you to vote once.</i></p> <p><i>Thank you for participating in this election.</i></p>	
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*\* The **VOTER CARD** is 4 ¼ x 5 ½ printed cardstock. On the card is the voter name, MCPS Student ID, and password. It is **VERY IMPORTANT** that the voter receives his/her own card. Once the password is used, it is no longer usable. The password will only work once,*

15. Direct the student to go to the ballot judge line to be escorted to an available computer for voting
16. Click back on the *New Search or Find Voter* button for the next voter
17. **Refer any problems to the chief judge**

### **Closing the Polls**

1. When the chief judge announces that the polls are closed, quit the registration program by clicking on *Exit* and log off of the computer – shut down the computer if instructed to do so.
2. Sign the closing election certificate
3. Combine the used voter access cards (from the Ballot Judges) and the unused voter cards.
4. Keep the used and unused voter access cards in a secure place until they can be recycled after 4:30 p.m. The election web site is active until 4:30 p.m. After 4:30 p.m., the website server shuts down the election and no passwords will work, therefore after 4:30 p.m. all voter access cards may be safely recycled.