

# ONLINE TRAINING GUIDE FOR CLERKS

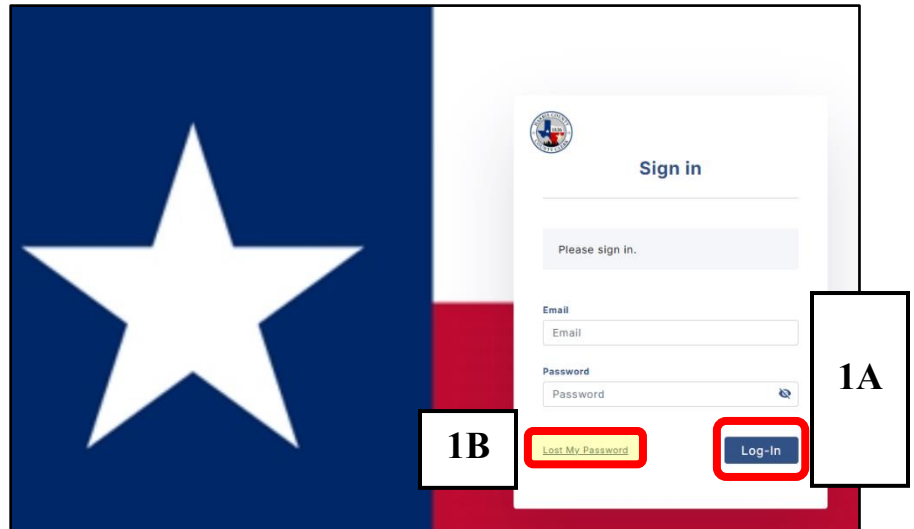
## How to Use the SkyPrep Platform to Complete Your Required Courses

**Purpose:** This guide shows you how to log in and complete Harris County Elections LMS courses on SkyPrep.

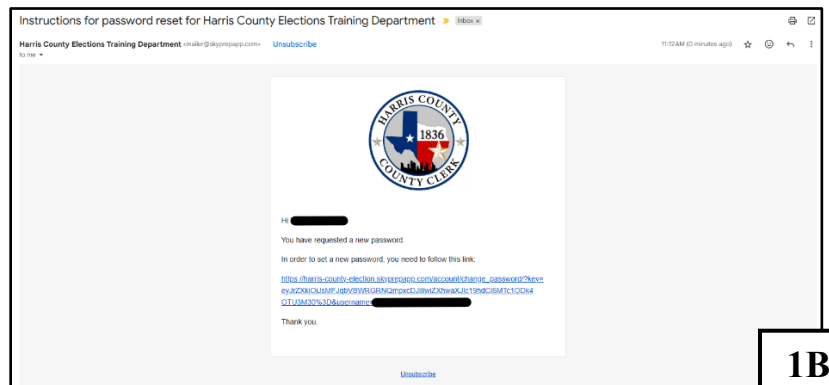
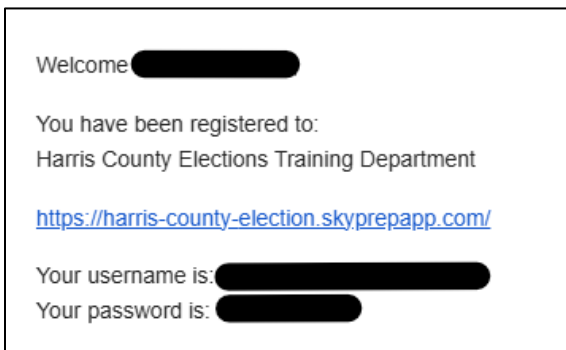
### Step 1 – Log In to SkyPrep.

- Go to: <https://harris-county-election.skyprepapp.com>.
- Enter your username, which is your registered email, with your password and click **'Log-In'**.

If you are a newly enrolled learner, you should have received an email from *'Harris County Elections Training Department'* with your username (same email you registered with) and your password. ↓↓↓↓



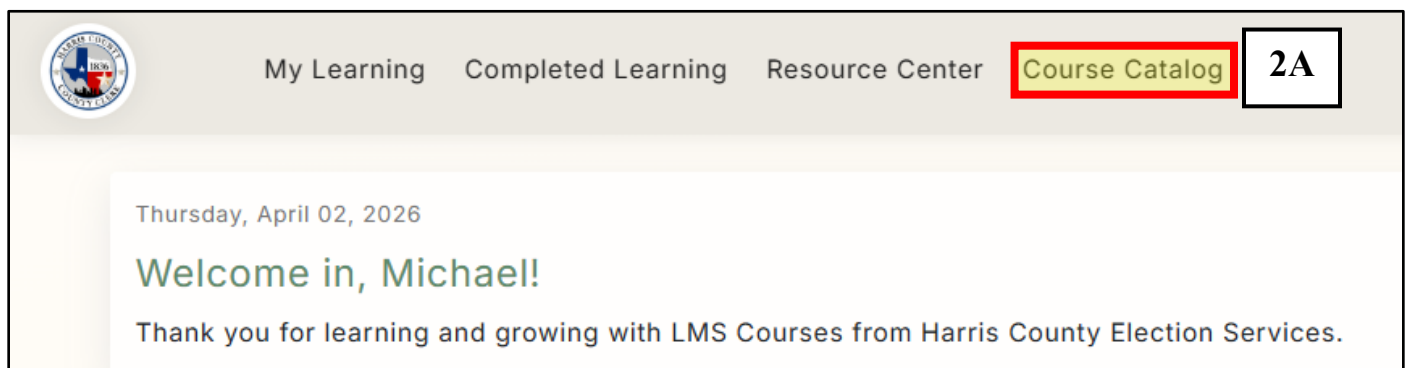
Click **'Lost My Password'** ↑ if you are a formerly enrolled learner and forgot your password. Follow the instructions to get an email to reset it. ↓



### Step 2 – Enroll in the Learning Path.

Once you are logged in, you'll see your home page, also known as the dashboard.

- Click **'Course Catalog'** at the top of the page.

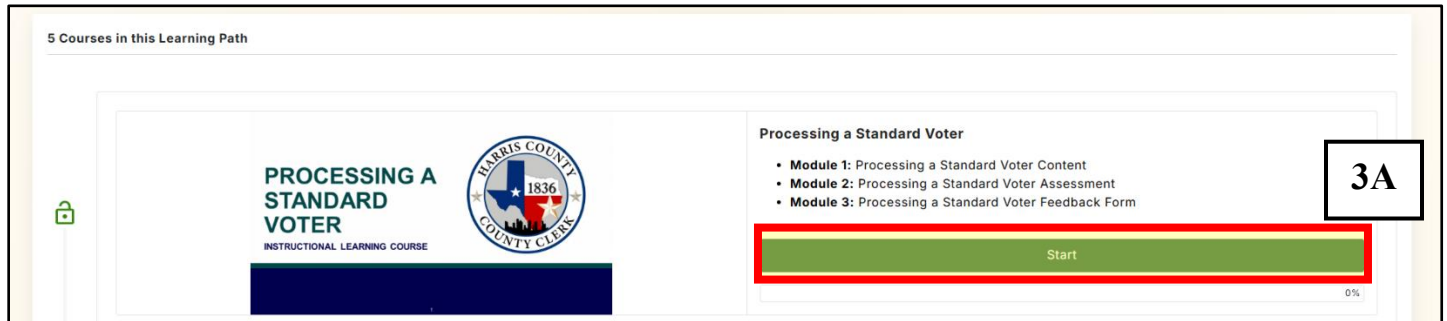
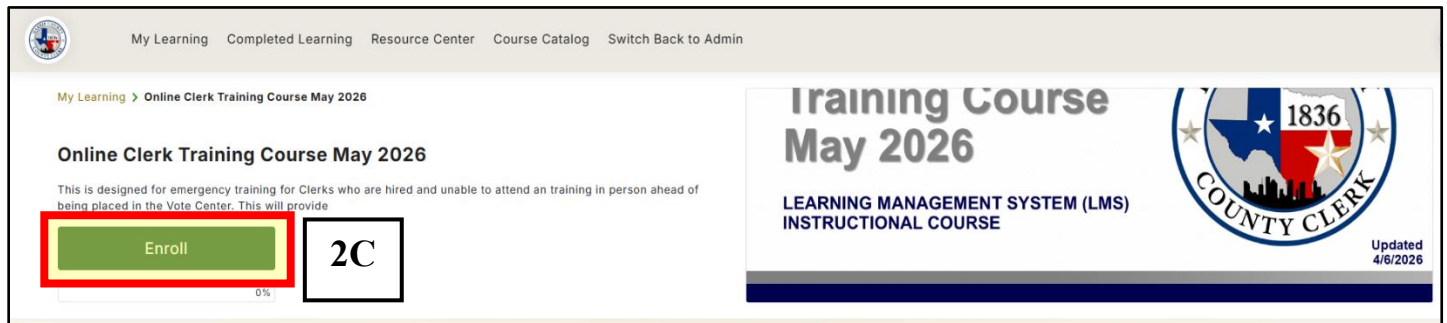
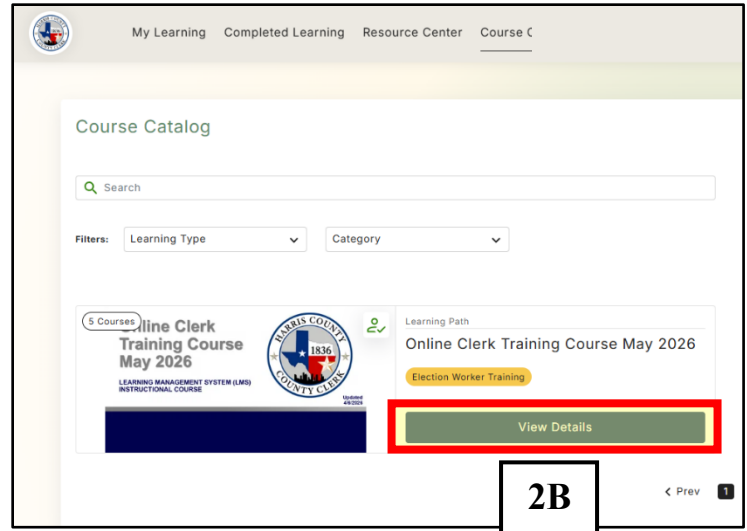


- B. Next to the title slide, 'Online Clerk Training Course May 2026', click '**View Details**'.
- C. Then, click '**Enroll**' on the next screen.

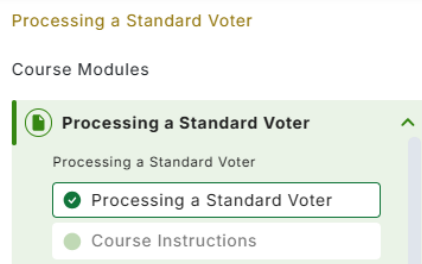
**Step 3 – Complete courses.**

There are five (5) courses to pass for the 'Clerk Online Training Course March 2026.'

1. Processing a Standard Voter
2. Duo Go & Curbside – Clerk Online Overview
3. Spoiling Ballots
4. Ballot by Mail (BBM) – Clerk Online Overview
5. RID – Clerk Online Overview



- A. Click 'Start' to begin the first course.
- B. Read the course instructions carefully for tips to navigate and complete the course.
- C. After passing the first course, you will unlock the next one in the learning path. Your score must be 80% or higher on the assessment section to receive a certificate and move forward.



**Note:** Upon completion, Election Workers will receive six (6) certificates. One certificate for each of the 5 individual courses listed above and one additional certificate confirming completion of the full Learning Path: "Online Clerk Training Course – March 2026." **Need Help?** If you have trouble logging in or any other concerns, please contact the Harris County Elections Training Department at [Training@vote.hctx.net](mailto:Training@vote.hctx.net) or by phone at **713-755-1617, Option 04**. Thank you for your service to the voters of Harris County.