

IPAC In-Person Training Agenda

1:00 pm – 1:15 pm: Welcome (Tammy)

- Introduction of IPAC team
- Overview of training

1:15 pm – 2:30 pm: Election Setup (Tammy)

- Pulling data from IVOTERS
- Setup of General Election
- Testing of Election Setup

2:30 pm – 2:45 pm – Break

2:45 pm – 4:00 pm: Hardware Setup (Dylan/Brock/Andrew)

- Running Windows Update
 - Pausing Updates
- Enabling Bitlocker
 - Saving Recovery Key
- Other Configuration
 - Power Settings – No Sleep
 - Change Windows Account Password Every Election
 - No sleep on USB device
 - Enable Wi-Fi
 - Mute Volume
 - Disable Windows Firewall Notifications
- Installing Sync App
 - Install on device with old PA
 - Installing on device on fresh install
 - Installing on device with existing Sync App
- Sync App
 - Getting PA Updates
 - Getting Election and iVoter data
- Setting up hardware for Offline
 - Router
 - Primary
 - Secondary
 - Web browser only
 - Printer & Scanner
- Online
 - Hotspot
 - Printer & Scanner

4:00 pm – 4:15 pm: After Election (Tammy)

- How to sync election data back to the server
- How to wipe data from offline laptops

4:15 pm – 4:30 pm: Open Discussion (IPAC Team)

