

Accessing your Polling Station Staff Training

You need an account to undertake the training.

- If you have not used this training before, follow the [New User](#) instructions below
- If you are a [Previous User](#), for example, if you created an Easy Generator account to take a version of this training before, you can use your previous login details, using the password reminder function if necessary.

The training can be accessed via a web browser, including:

- Windows – Chrome, Firefox, Edge;
- Mac – Chrome, Firefox, Safari (version 16 or above);
- Mobile – Chrome, Firefox, Edge, Safari, default Android browser.

If you do not complete in one session, you can log back in to continue where you left off. If you do this, please **use the same device**. For example, if you start on a laptop do not switch to a mobile phone. If you do switch, you may not be recorded as having completed the training. Pick one device and stick to it.

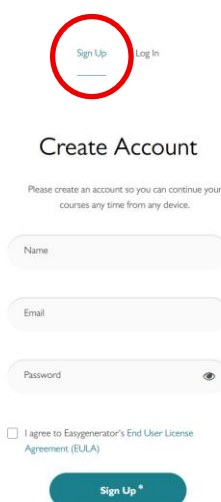
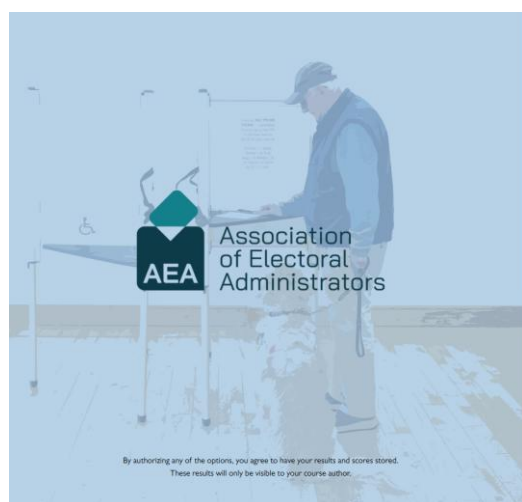
If you still have trouble after reading these instructions, email help@aea-elections.co.uk. **You must include the name of the council you are doing the training for.**

New User – Logging in

Click on the link you are sent to open the training, or copy and paste it into your browser and press ‘enter’. A ‘welcome’ page with the name of the training course will appear.

Select ‘**Sign up**’ to create an account. This may be at the top or bottom of the screen depending on the device you are using – see examples circled red below:

Laptop/PC:



Sign Up Login

Create Account

Please create an account so you can continue your courses any time from any device.

Name

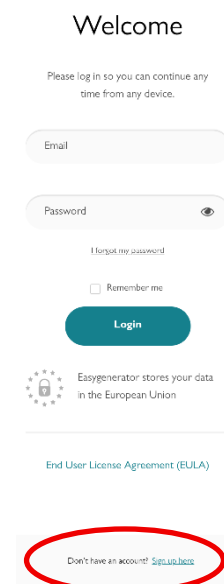
Email

Password

I agree to Easygenerator's End User License Agreement (EULA)

Sign Up

Mobile:



Welcome

Please log in so you can continue any time from any device.

Email

Password

Forgot my password

Remember me

Login

Easygenerator stores your data in the European Union

End User License Agreement (EULA)

Don't have an account? [Sign Up here](#)

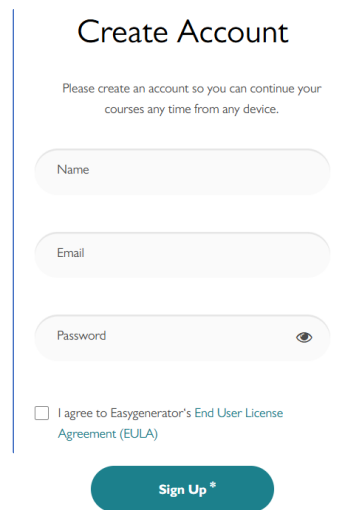
Accessing your Polling Station Staff Training

Enter your name, email address and password to create an account. Use the details given to the council you are working for.

Make sure you enter your email address **correctly** or you will not be able to log back in if necessary. Your name, as you enter it, will appear on your completion certificate.

Your name and email are needed so we can monitor your progress and check you complete the training. Your details are not used for any other purpose.

Once this is done, you can begin the training.



Create Account

Please create an account so you can continue your courses any time from any device.

Name

Email

Password

I agree to Easygenerator's End User License Agreement (EULA)

Sign Up *

Previous User – Logging in

Click on the link to open the training, or copy and paste it into your browser and press 'enter'. You must use the link you are sent, links for previous years will not work.

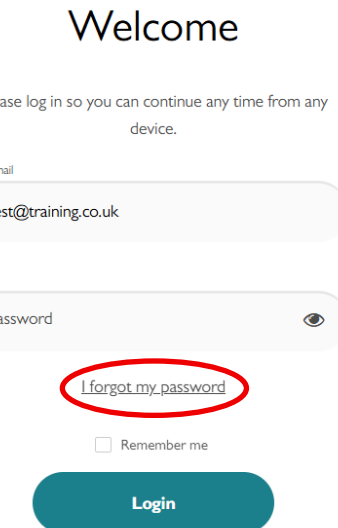
A 'welcome' page with the council logo will appear.

Enter your email address and password.

If you have **forgotten your password**, enter your email address. Then select 'I forgot my password.'

You will be sent an email with instructions to reset your password (you may need to check your junk email/spam folder). It will be from: no-reply@easygenerator.com **not** from the council.

Select 'Reset password' in the email to choose a new password. You can then log in to begin the training.



Welcome

Please log in so you can continue any time from any device.

Email

test@training.co.uk

Password

[I forgot my password](#)

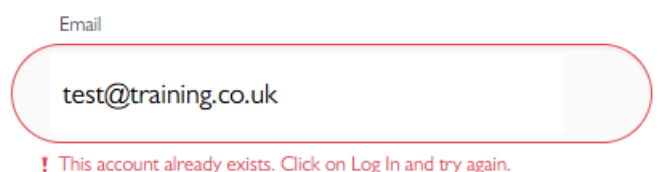
Remember me

Login



If you don't receive the email to reset your password, it is likely you previously used a **different** email address. You can check this, by selecting '**Sign up**' to take you to the 'create account' page.

If you type your email address and then click/tap outside the email box, the system will tell you whether the email address is registered. If you **do not** get the message 'This account already exists' you will need to create an account using the [New User](#) instructions above.



Email

test@training.co.uk




! This account already exists. Click on Log In and try again.

Accessing your Polling Station Staff Training

Video and sound

There are videos throughout the training. They are indicated by a black triangle in a white circle:



- Clicking on the black triangle (or tapping on a mobile device) will play the video
- Click the full-screen icon  if you want to make the video larger
- You can turn the sound on and off using the sound icon  **Sound on:**  **Sound off:**
- If you use the scroll wheel on your mouse or the 'page down' button on your keyboard when a video is playing, this may adjust the volume. You may need to use the scroll wheel or 'page up' to increase the volume again

Accessibility mode

- Videos are **subtitled**, so you can watch without sound if necessary
- You can use accessibility mode to increase the font size and make the text in the training larger
- You can also click on the contrast theme to enhance the contrast

