

Follow these general steps for Online Notary Training sign-up and to complete the curriculum.

**New account setup**

Password must be at least eight characters long and can contain only letters and numerals.

Corporation Home

**Corporation Division** 255 Capitol St. NE, Ste 151  
Salem, Oregon 97310-1327  
503 986 2200

Office Hours: Monday–Friday | 8am–5pm

Online Notary Education

Email address: nancy.notary@mymail.com

Password: ..... Strength: mediocre

Re-enter Password: ..... Passwords Match!

First Name: Nancy

Enter your middle name or initial, as it will appear in your notary commission name. (optional)

Middle Name: A

Last Name: Notary

Create Account Cancel and return to login page.

**Could not create user**

*Duplicate email address*

The email address you input already exists. Either reset your password or use another email address.

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**Input unsuccessful, could not create user. [Invalid Email - duplicate].**

Email address: nancy.notary@mymail.com

Password: ..... Strength: |

Re-enter Password: ..... Strength: |

First Name: Nancy

Enter your middle name or initial, as it will appear in your notary commission name. (optional)

Middle Name: A

Last Name: Notary

Create Account Cancel and return to login page.

**Password reset**

Enter the email address for the account to be reset. An email with a reset link will be sent to that address.

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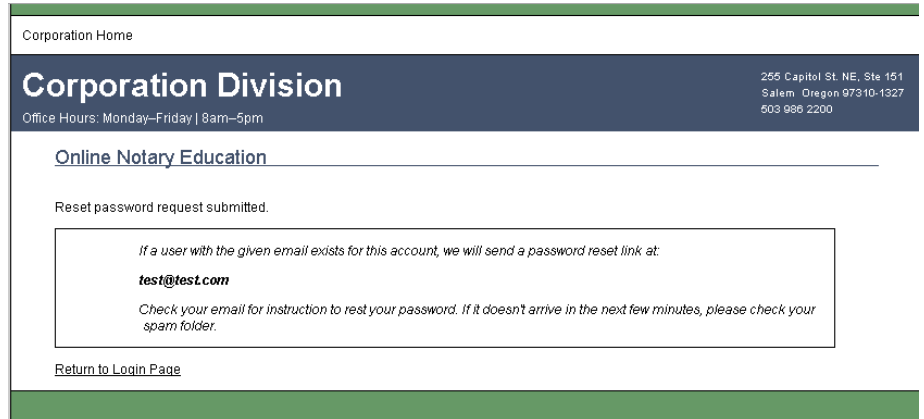
Email address: nancy.notary@mymail.com

Submit Return to Login Page

**Password reset request submitted**

*The email address may not exist, or might not be the correct email for the user*

If the email address is invalid or no longer accessible, you will need to request help to correct the email address, so that you can then request and receive a password reset email link.



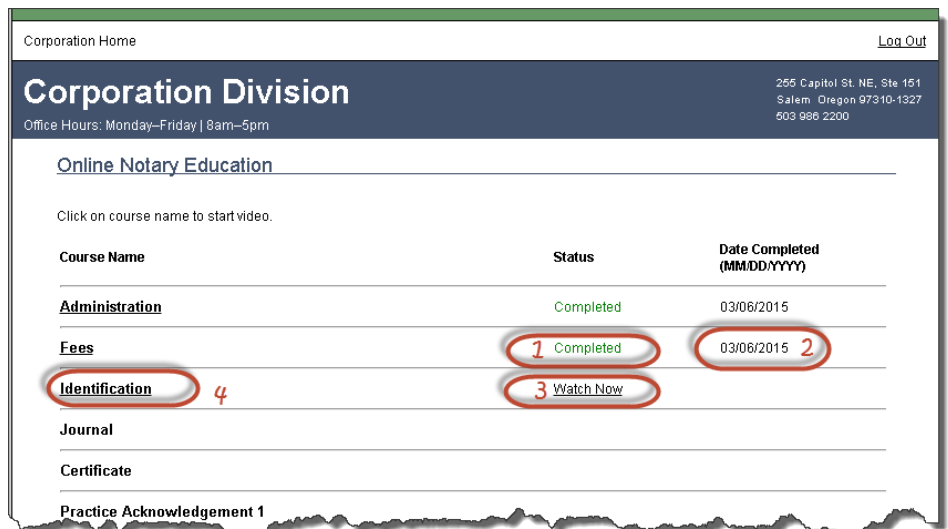
You may take one or more courses in a session.

If you **Exit** during a course, you will have to repeat only that course to earn credit for it.

**Main course page**

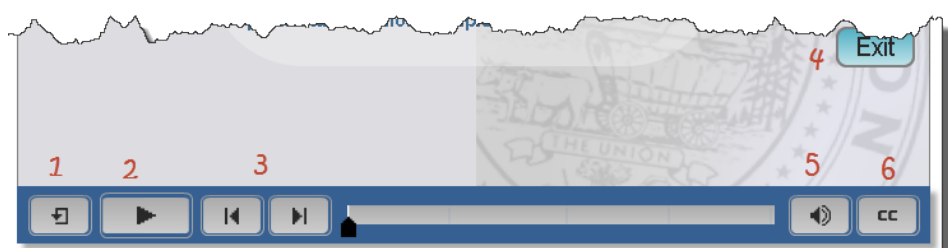
1. Shows you completed the course.
2. The date completed.
3. Next course available.
4. Any course you have already accessed (*shown with an underscore*) can always be revisited.

This page can also serve as a transcript page.



**Course navigation**

1. Rewind
2. Play / Pause slide
3. Previous | Next slide
4. Exit (you will need to restart this course later)
5. Audio
6. Closed Captioning – There is information that is audio and not on screen; CC displays the text.



**Typical slide with closed captioning on** (*captioning is displayed just above the control bar*)

**Journal Entry Requirement**

- By law, a Notary is required to keep a journal entry of at least the following notarial acts:
  - Acknowledgment of Signature
    - Individual capacity
    - Representative capacity
  - Witnessing a Signature
- ❖ The Secretary of State's office strongly recommends recording all notarial acts in your journal, including:
  - Certifying or attesting a copy of a document
  - Affidavits
  - Administering an oath or affirmation
  - Verification upon oath or affirmation

By law, a notary is required to keep a journal of the notarial acts they perform.

Video player controls: Play, Pause, Previous, Next, Progress, Volume, CC.

**Question slide example**

You can click on all letters. This is not a graded test, but training information and preparation for your notary exam.

Displaying red for an incorrect answer.

For a correct answer, the bullet point is green and the caption reads "Correct."

**Question**

How long is a notary's term of office?

- A 2 years.
- B 10 years.
- C 4 years.
- D perpetual.

The correct answer is "C".

Exit

Video player controls: Play, Previous, Next, Progress, Volume, CC.

### Pop-ups

Click the **Example** button to view.

The screenshot shows a video player interface. At the top, the title 'Personal Knowledge' is displayed. Below it, a horizontal line separates the title from the content. The content lists three criteria for a Personal Knowledge claim, each preceded by a blue diamond icon: 'A long-term relationship', 'Sufficient breadth of knowledge', and 'Reasonable certainty'. At the bottom center of the content area is a gold 'Example' button. In the bottom right corner of the content area is a blue 'Exit' button. The background features a faint watermark of the State of Oregon seal. At the bottom of the video player, there is a standard playback control bar with buttons for play, previous, next, and volume, along with a progress slider and a 'CC' (closed captions) button.

### Exit pop-up

Click the red **X**.

The screenshot shows the same video player interface as above, but with an 'Exit pop-up' overlaid. The pop-up is a rounded rectangle with a purple background. It contains a speech bubble from a woman, Nancy Notary, who says, 'This is my neighbor John Jones. I've known him since I was a kid, so I'm sure of his identity.' Below the speech bubble are two images: a man in a suit labeled 'John Jones' and a woman in a suit labeled 'Nancy Notary'. A red 'X' is in the top right corner of the pop-up. Below the pop-up is a gold 'Example' button. At the bottom of the video player, there is a standard playback control bar with buttons for play, previous, next, and volume, along with a progress slider and a 'CC' (closed captions) button.

You need sufficient breadth of knowledge. You should know more about the individual than what a casual acquaintanceship would bring.

**Practice case – journal entry**

All boxes are available, but not all are needed for the case.

**Case #1 Scenario**

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Terry Trueheart, an autograph collector, has an original handwritten song dated January 24, 1965, and signed by the artist, that he wants to sell. Rather than sending the original, the Verification Unit at Music U.S.A. has asked him to send a certified copy for them to examine. On December 2, 2011, at 8:30 a.m., Terry takes the song into the Salem branch of his Credit Union in Marion county, where he has an account, and asks for a notary. Customer Service Representative Jane Doe comes to help. Terry has provided his Siletz Tribal ID card issued 2/4/2005 with no expiration date as identification. How should the notary proceed?

Complete the journal entry below by filling in the boxes from the information provided above. When done click forward to compare the results.

Date / Time of Notarization	Certificate Type	Date of Document	Document Type	Name and Address of Signer	Identification of Signer	Additional Information	Notary Fee	Signature of Signer
11/15/2015								

[Exit](#)

The next screen shows the data entry from the previous screen compared with typical information.

Note: They don't have to be identical to be correct. Abbreviations, etc. may vary.

**Case #1 - Check Your Journal**

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**Case:** Compare your results to the sample below

Journal page you completed:

Month/Day/Year and Time of Notarization	Certificate Type	Date of Document	Document Type	Name and Address of Signer	Identification of Signer	Additional Information	Notary Fee	Signature of Signer
11/15/2015	0							

Typical Sample entry. Yours may be slightly different and still be correct

Month/Day/Year and Time of Notarization	Certificate Type	Date of Document	Document Type	Name and Address of Signer	Identification of Signer	Additional Information	Notary Fee	Signature of Signer
12/2/11	Copy	1/24/65	Song	Terry Trueheart	Siletz Tribal ID		\$10	Terry Trueheart
8:30 AM				Terry's Address	Issued 2/4/2005			

Now on to the Certificate for this case.

[Exit](#)

**Practice case – certificate entry**

Fill in the blanks on the certificate from the information shown on the journal page and case detail.

("County" will come from the case detail.)

**Case #1 - Certificate**

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Case : Journal Entry for Practice Certificate

Date / Time of Notarization	Certificate Type	Date of Document	Document Type	Name and Address of Signer	Identification of Signer	Additional Information	Notary Fee	Signature of Signer
12/2/11	Copy	1/24/65	Spwg	Terry Trueheart	Siletz Tribal ID		\$20	Terry Trueheart
9:30 AM				Terry's Address	Issued 2/4/2005			

Complete the Certificate based on the above journal entry. Click forward to compare your results

State of OREGON

County of \_\_\_\_\_

I certify that this is a true and correct copy of a record in the possession

of \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public - State of Oregon

OFFICIAL STAMP  
JANE DOE  
NOTARY PUBLIC - OREGON  
COMMISSION NO. 123456  
MY COMMISSION EXPIRES MARCH 16, 2016

[Exit](#)

The certificate data should be an exact match to the sample.

There is no room for interpretation on the certificate.

**Case #1 - Check Your Certificate**

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Case: Compare your results to the sample in yellow

**Practice**

State of OREGON

County of Marion

I certify that this is a true and correct copy of a record in the possession

of Terry Trueheart Dated: \_\_\_\_\_

\_\_\_\_\_  
Notary Public - State of Oregon

OFFICIAL STAMP  
JANE DOE  
NOTARY PUBLIC - OREGON  
COMMISSION NO. 123456  
MY COMMISSION EXPIRES MARCH 16, 2016

**Sample**

State of OREGON

County of Marion

I certify that this is a true and correct copy of a record in the possession

of Terry Trueheart Dated: January 24, 1965

Jane Doe  
Notary Public - State of Oregon

OFFICIAL STAMP  
JANE DOE  
NOTARY PUBLIC - OREGON  
COMMISSION NO. 123456  
MY COMMISSION EXPIRES MARCH 16, 2016

[Exit](#)

After all slides have been reviewed, you will be redirected back to the course list page.

This will most likely show as just a flash on your screen.

Returning to Course List

[Exit](#)

After the last course, you will be shown a training certificate number at the bottom of the list and have the ability to print or save it.

**This number is needed to take the exam.**

If you didn't print or save it, you may log back in to see view the number.

1. Training certificate number **(This is not the exam)**
2. View, save, print certificate
3. Continue to Online Notary Commission Application and exam

<u>Practice Witness 1</u>	Completed	03/09/20
<u>Practice Witness 2</u>	Completed	03/09/20
<u>Employer</u>	Completed	03/09/20
<u>Commission</u>	Completed	03/09/20
<u>Process Review</u>	Completed	03/09/20

**Online Notary Education Certificate Number** **ONE1042297** **1**

**2** [View, save, print: Online Notary Education Certificate](#)

[Go to next step: Continue to Online Notary Commission Application](#) **3**

You may print or save your certificate.

If you didn't write down the certificate number, you can always log back in and view it or reprint your certificate.

