



UNIVERSITY
OF
JOHANNESBURG

Online voting
Step by Step guide

Institutional Forum
Election 2021
Non-Academic Position

Voter clicks on link received to vote and login page appears

PLEASE NOTE THAT YOUR STAFF NUMBER IS YOUR VOTER NUMBER



The screenshot shows a mobile application interface for a voting system. At the top, a blue header bar contains the text "Mobile Voting System". Below the header is a light gray background area. In the center, there is a square logo with a red background and a white emblem. Below the logo, there are two input fields: "Voter Number" and "Password", each with a gray text label to its left and a gray rounded rectangular input box to its right. Below the input fields, there is a red text message: "Please note that the website works on the following browsers:" followed by a list of browsers: "Chrome", "Firefox", "Microsoft Edge", and "Safari". At the bottom of the form, there are two buttons: "Login" and "Forgot Password", both with black text on a light gray background.

Click on “FORGOT PASSWORD” to set a password for voting

The voting system is compatible with most browsers and preferred browsers to use are: Chrome, Firefox, Microsoft Edge or Safari



The screenshot shows the 'Mobile Voting System' login interface. At the top, there is a blue header with the text 'Mobile Voting System'. Below the header is a central logo featuring a stylized figure with arms raised, set against a red square background. Underneath the logo are two input fields: 'Voter Number' and 'Password'. Below these fields is a red text notice: 'Please note that the website works on the following browsers: Chrome, Firefox, Microsoft Edge, Safari'. At the bottom of the page, there are two buttons: 'Login' and 'Forgot Password'.

Mobile Voting System



Voter Number

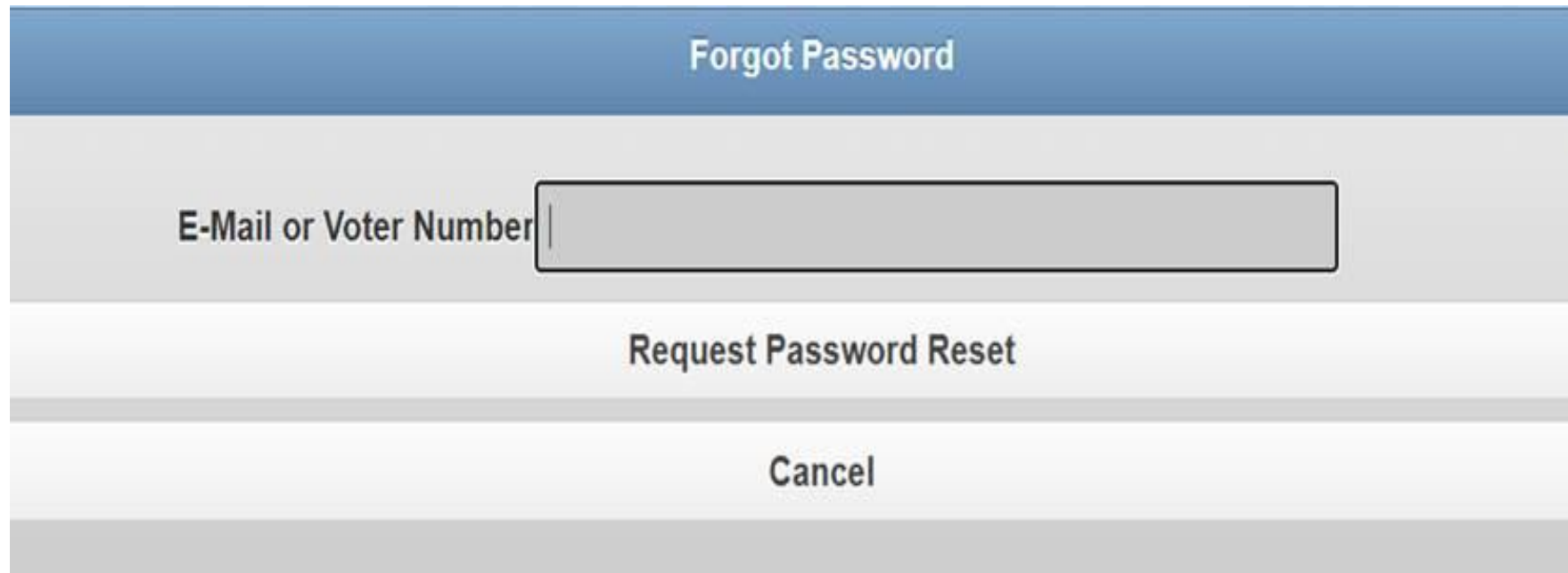
Password

Please note that the website works on the following browsers:
Chrome
Firefox
Microsoft Edge
Safari

Login



Forgot Password

Use the E-mail address at which you received the voting information to reset the password



The image shows a 'Forgot Password' form with a blue header bar. Below the header is a light gray background containing a text input field labeled 'E-Mail or Voter Number'. Underneath the input field are two buttons: 'Request Password Reset' and 'Cancel'. The form is framed by a dark gray border at the bottom.

Forgot Password	
E-Mail or Voter Number	<input type="text"/>
Request Password Reset	
Cancel	



If the Voter Number / E-mail address is incorrect a message will indicate as such

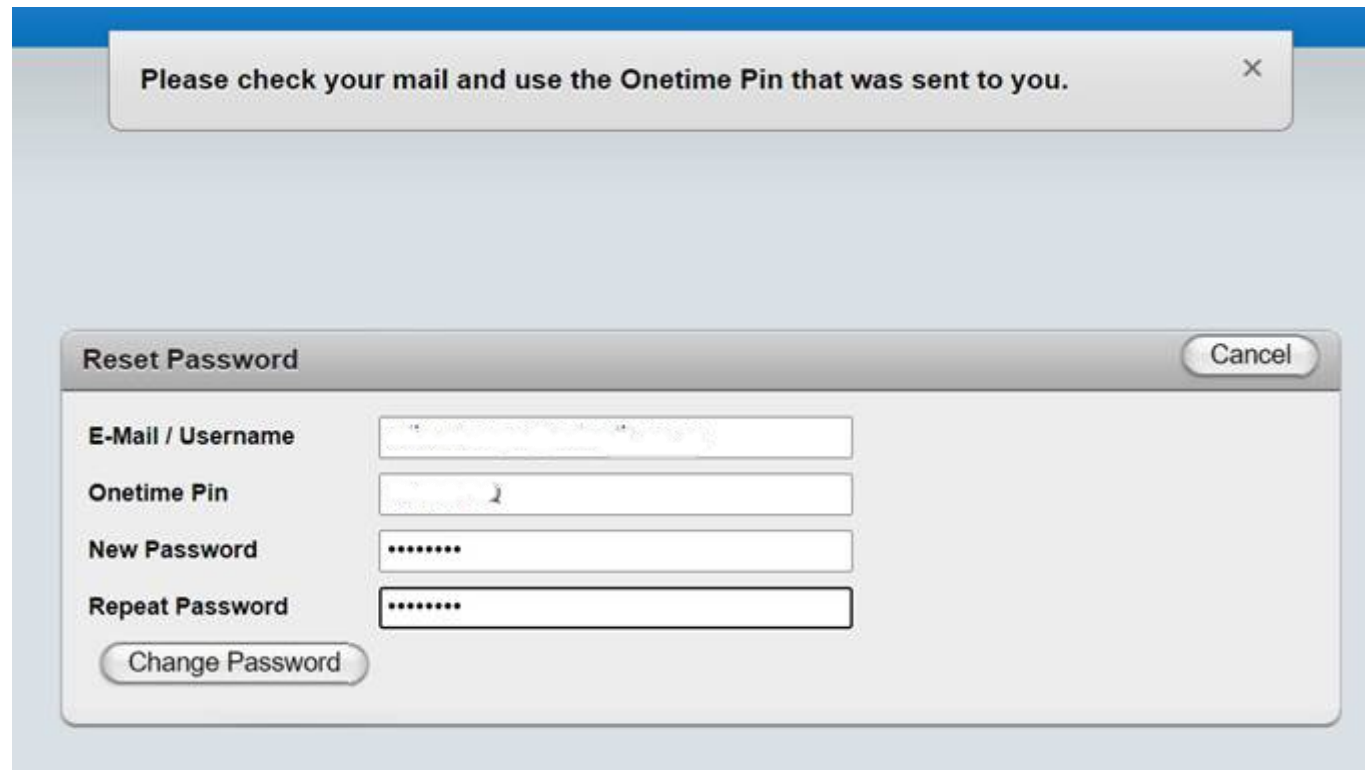


Illegal User or Email address.



If the correct E-mail address is entered, you will receive an E-mail and an OTP (One Time Pin). A new page will open where you will need to enter your E-mail, OTP and new password.

Please note the E-mail and password is case sensitive.



The image shows a software interface for password reset. At the top, a grey notification box with a close button (X) contains the text: "Please check your mail and use the Onetime Pin that was sent to you." Below this is a "Reset Password" dialog box with a "Cancel" button in the top right corner. The dialog box contains four input fields: "E-Mail / Username", "Onetime Pin", "New Password", and "Repeat Password". The "New Password" and "Repeat Password" fields are masked with asterisks. At the bottom left of the dialog box is a "Change Password" button.

Field Label	Input Type
E-Mail / Username	Text
Onetime Pin	Text
New Password	Masked (Asterisks)
Repeat Password	Masked (Asterisks)

Buttons: Cancel, Change Password

Example of
E-mail that
will be sent
to you with
OTP.

Password Reset



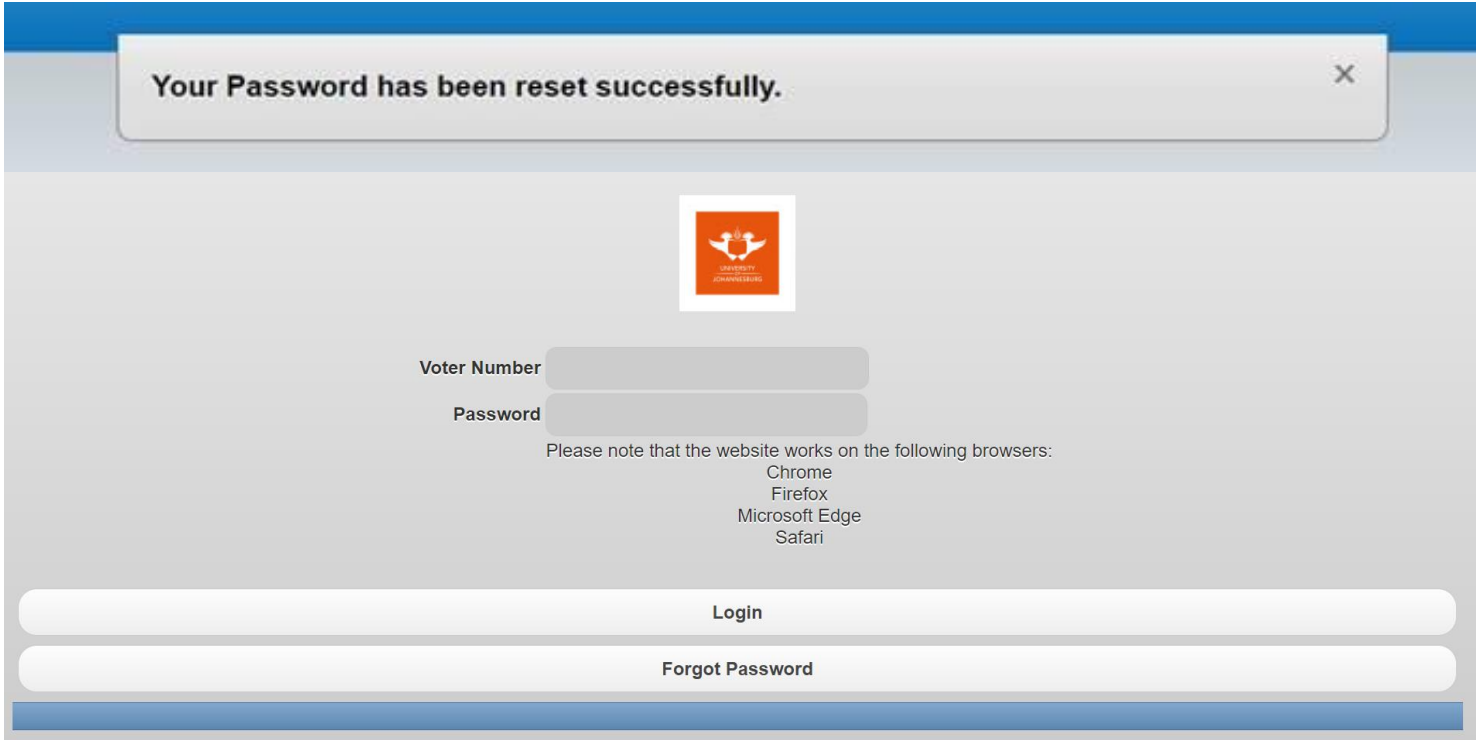
noreply@██████████
To: ██████████

You have requested a Password Reset

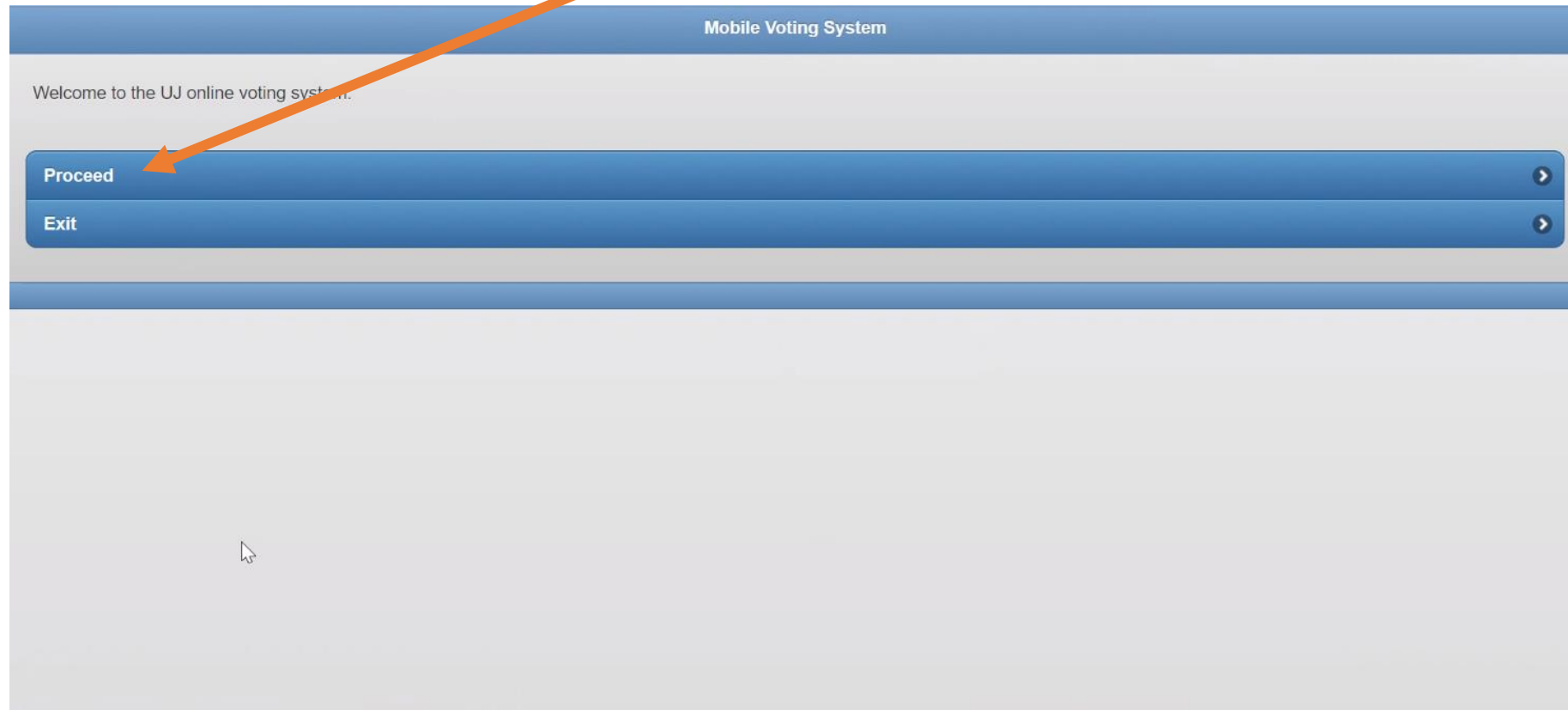
Please use the following to reset your password: ██████████

Alternatively, Please Ignore this EMail

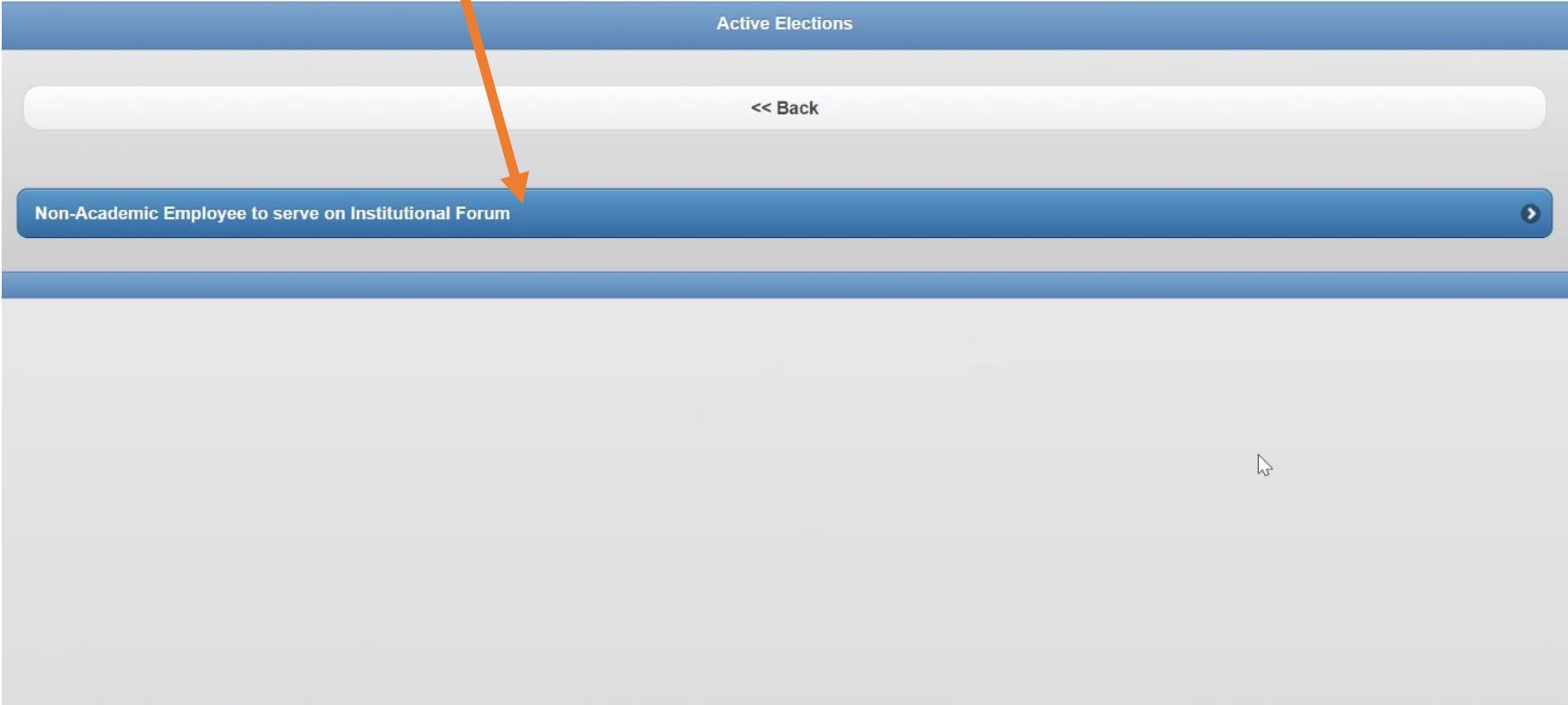
Once the password is reset, you can login with your staff number and the password you created.



Click on proceed



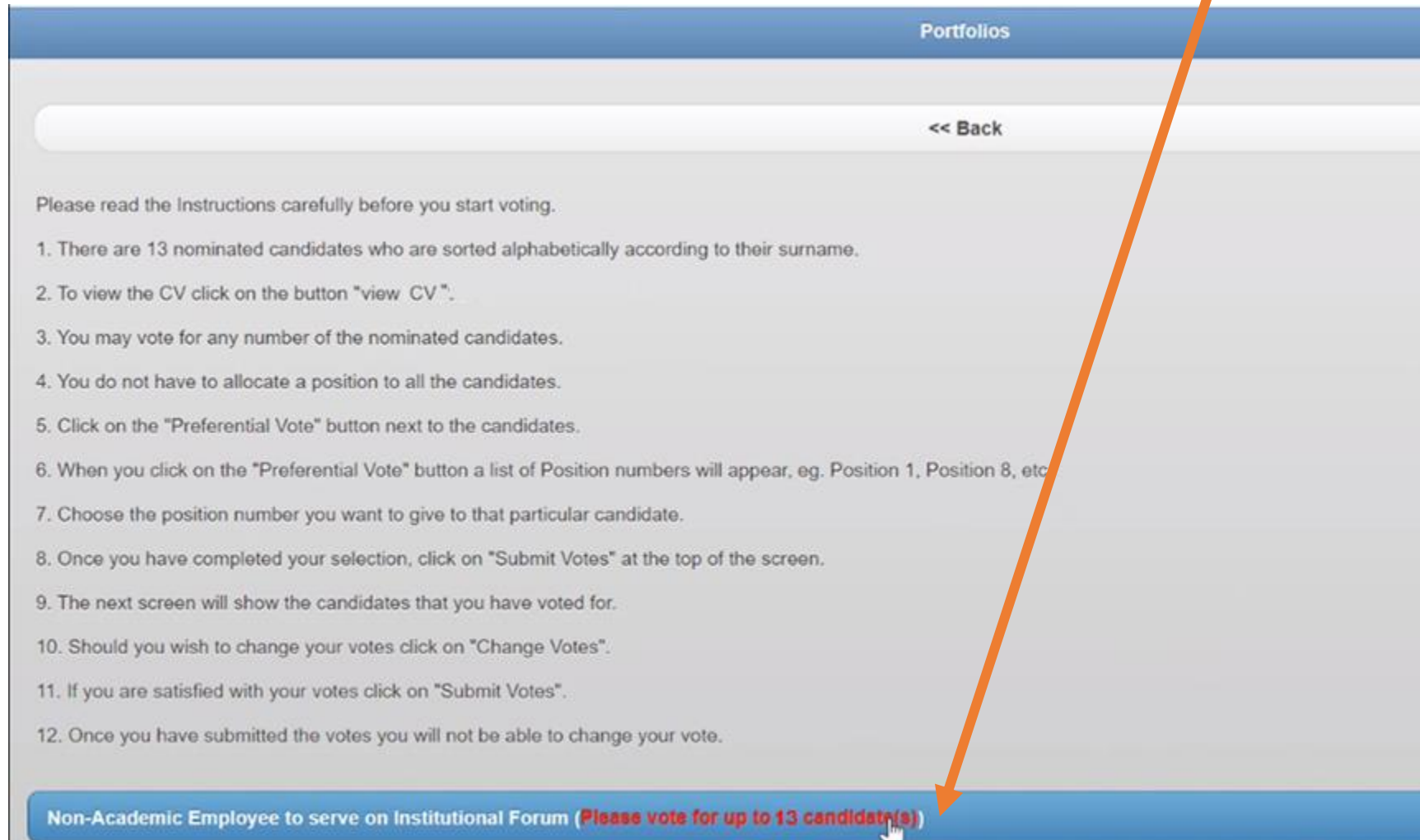
Click on Non-Academic Employee to serve on the Institutional Forum



After carefully reading the instructions, click on
Non-Academic Employee to serve on the Institutional Forum



After carefully reading the instructions, click on Non-Academic Employee to serve on the Institutional Forum



The screenshot shows a web interface for voting. At the top, there is a blue header with the word "Portfolios" in white. Below the header is a white bar with a grey gradient and a "<< Back" button. The main content area is light grey and contains a list of 12 instructions for voting. At the bottom, there is a blue bar with the text "Non-Academic Employee to serve on Institutional Forum (Please vote for up to 13 candidate(s))". A white mouse cursor is pointing at the end of this text, and a large orange arrow points from the top right towards the cursor.

Portfolios

<< Back

Please read the instructions carefully before you start voting.

1. There are 13 nominated candidates who are sorted alphabetically according to their surname.
2. To view the CV click on the button "view CV".
3. You may vote for any number of the nominated candidates.
4. You do not have to allocate a position to all the candidates.
5. Click on the "Preferential Vote" button next to the candidates.
6. When you click on the "Preferential Vote" button a list of Position numbers will appear, eg. Position 1, Position 8, etc
7. Choose the position number you want to give to that particular candidate.
8. Once you have completed your selection, click on "Submit Votes" at the top of the screen.
9. The next screen will show the candidates that you have voted for.
10. Should you wish to change your votes click on "Change Votes".
11. If you are satisfied with your votes click on "Submit Votes".
12. Once you have submitted the votes you will not be able to change your vote.

Non-Academic Employee to serve on Institutional Forum (Please vote for up to 13 candidate(s))

Click on the "Preferential Vote" button next to the candidates.

The screenshot displays a web interface titled "Candidates". At the top, there is a blue header bar with the text "Candidates". Below the header, there are two navigation buttons: "<< Back" and "Submit Votes >>". The main content area is divided into three sections, each representing a candidate:

- Candidate #1**: Includes a "View CV" link, a "Preferential Vote" button with a dropdown arrow, and a "Click Here For More Information..." button.
- Candidate #2**: Includes a "View CV" link, a "Preferential Vote" button with a dropdown arrow, and a "Click Here For More Information..." button.
- Candidate #3**: Includes a "View CV" link, a "Preferential Vote" button with a dropdown arrow, and a "Click Here For More Information..." button.

A mouse cursor is visible over the "Preferential Vote" button for Candidate #1.

When you click on the "Preferential Vote" button a list of Position numbers will appear, e.g., Position 1, Position 8, etc.

The screenshot shows a web application interface titled "Candidates". At the top, there are two buttons: "<< Back" and "Submit Votes >>". Below these, the interface is divided into three sections for "Candidate #1", "Candidate #2", and "Candidate #3".

- Candidate #1:** A blue button labeled "Preferential Vote" is open, displaying a dropdown menu with the following options: "Preferential Vote", "Position 1", "Position 2", "Position 3", "Position 4", "Position 5", "Position 6", "Position 7", "Position 8", "Position 9", "Position 10", "Position 11", "Position 12", "Position 13", "Position 14", and "Position 15".
- Candidate #2:** A blue button labeled "Preferential Vote" is visible but not open.
- Candidate #3:** A blue button labeled "Preferential Vote" is visible but not open. Below it is a link that says "Click Here For More Information...".

Once a position is selected for a candidate it will change to red.

This selected position number cannot be selected again.

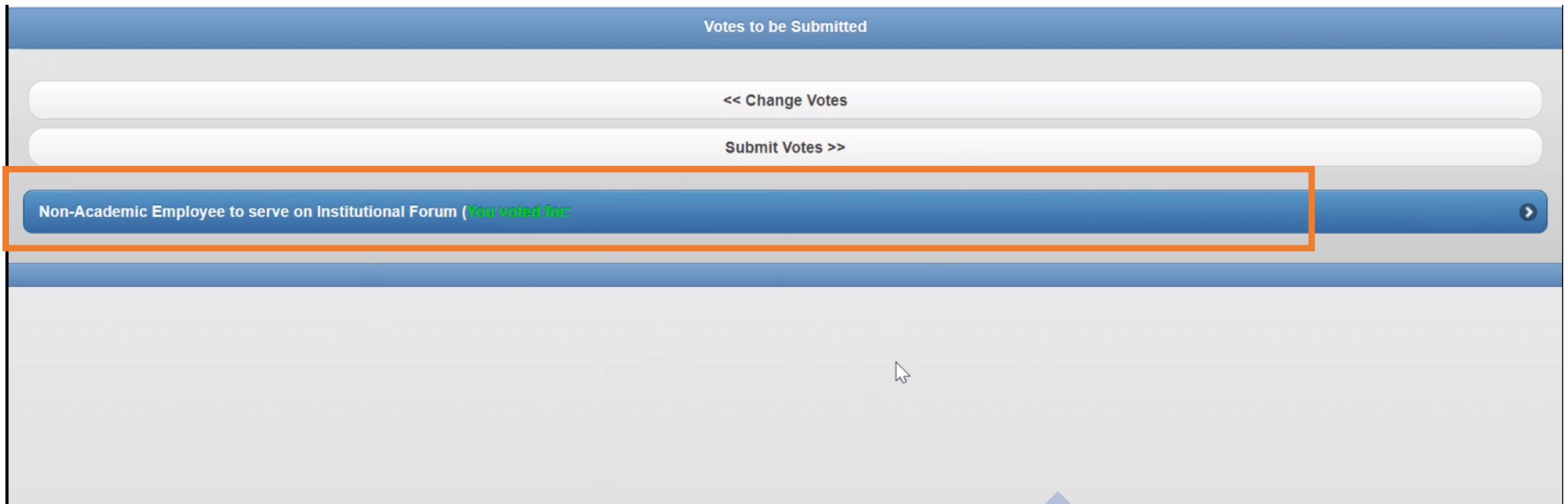
Once you have completed your selection for the candidates, click on "Submit Votes" at the top of the screen

The screenshot displays a web interface titled "Candidates". At the top, there are two buttons: "<< Back" and "Submit Votes >>". Below this, there are three sections for candidates:

- Candidate #1**: A dropdown menu is set to "Position 4". Below it is a button labeled "Click Here For More Information...".
- Candidate #2**: A dropdown menu is open, showing a list of positions from "Position 1" to "Position 15". "Position 4" is highlighted in red, indicating it has been selected.
- Candidate #3**: This section is currently empty.

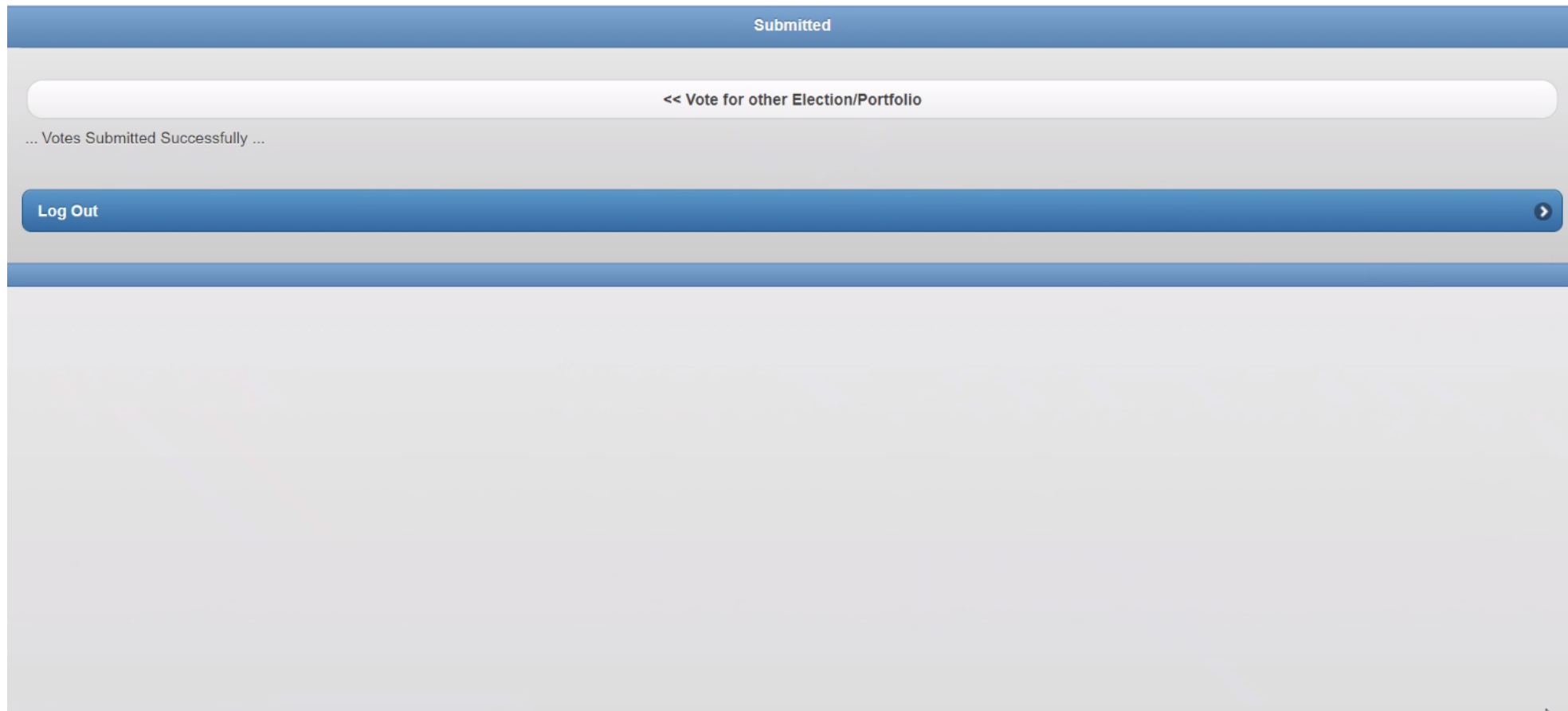
Names of all candidates that you have voted for will be displayed.
If you are not satisfied with your selected votes, you can change
your vote by clicking on **“Change Votes”**
If you are satisfied with your selection, click on **“Submit Votes”**

!!! Once you have submitted your votes no further changes can be made !!!



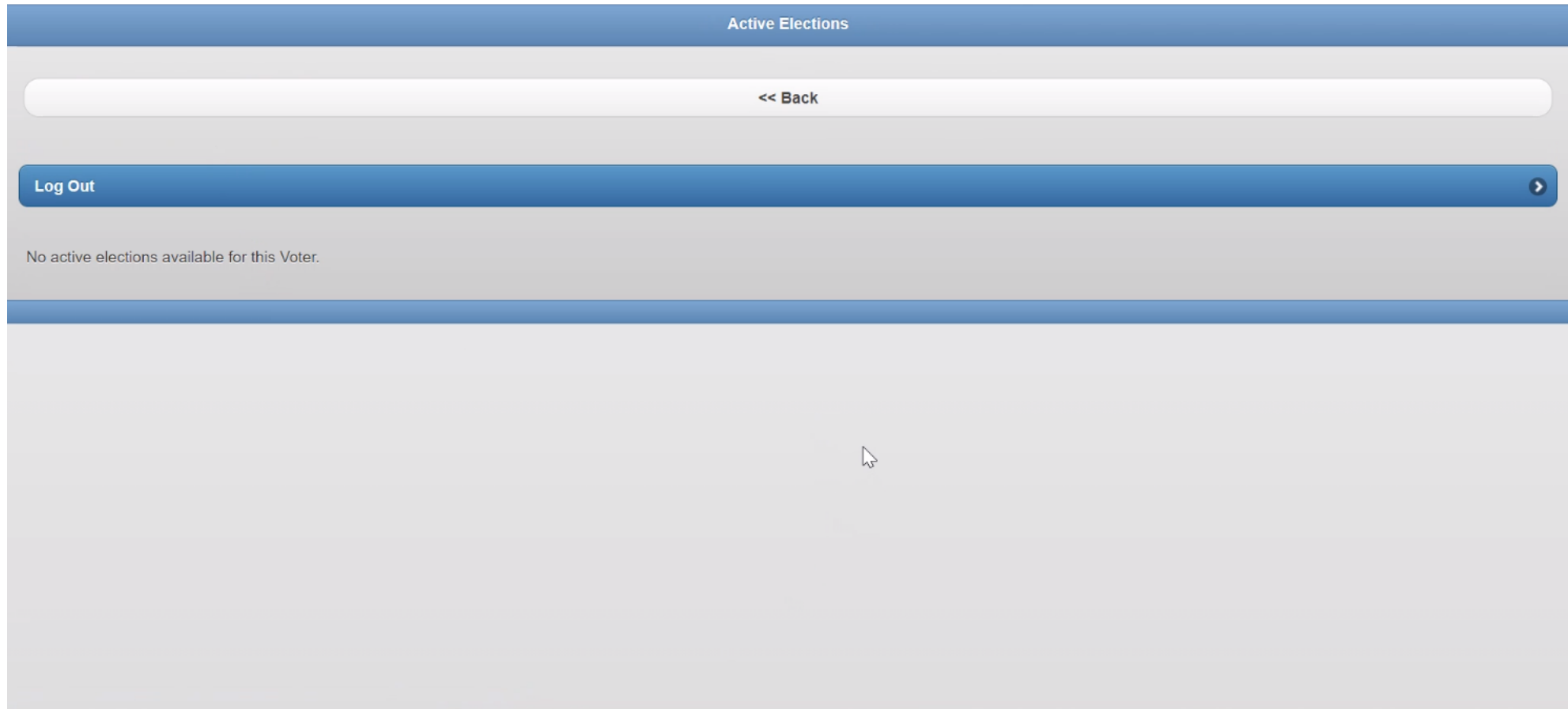
The screenshot displays a web interface for submitting votes. At the top, a blue header bar contains the text "Votes to be Submitted". Below this, there are two white buttons: "<< Change Votes" and "Submit Votes >>". A list of candidates is shown below, with the first item, "Non-Academic Employee to serve on Institutional Forum (You voted for:", highlighted by an orange rectangular box. A mouse cursor is visible near the bottom center of the page.

When all votes are submitted the system will show
“Votes Submitted Successfully”
You can now click on **“Log Out”**



Important :

If you have voted already and you log in again, a message will indicate that no other elections/portfolios are available



Should you require any assistance or additional information please send communication to the detail provided:

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