



UNIVERSITY
OF
JOHANNESBURG

Online voting
Step by Step guide

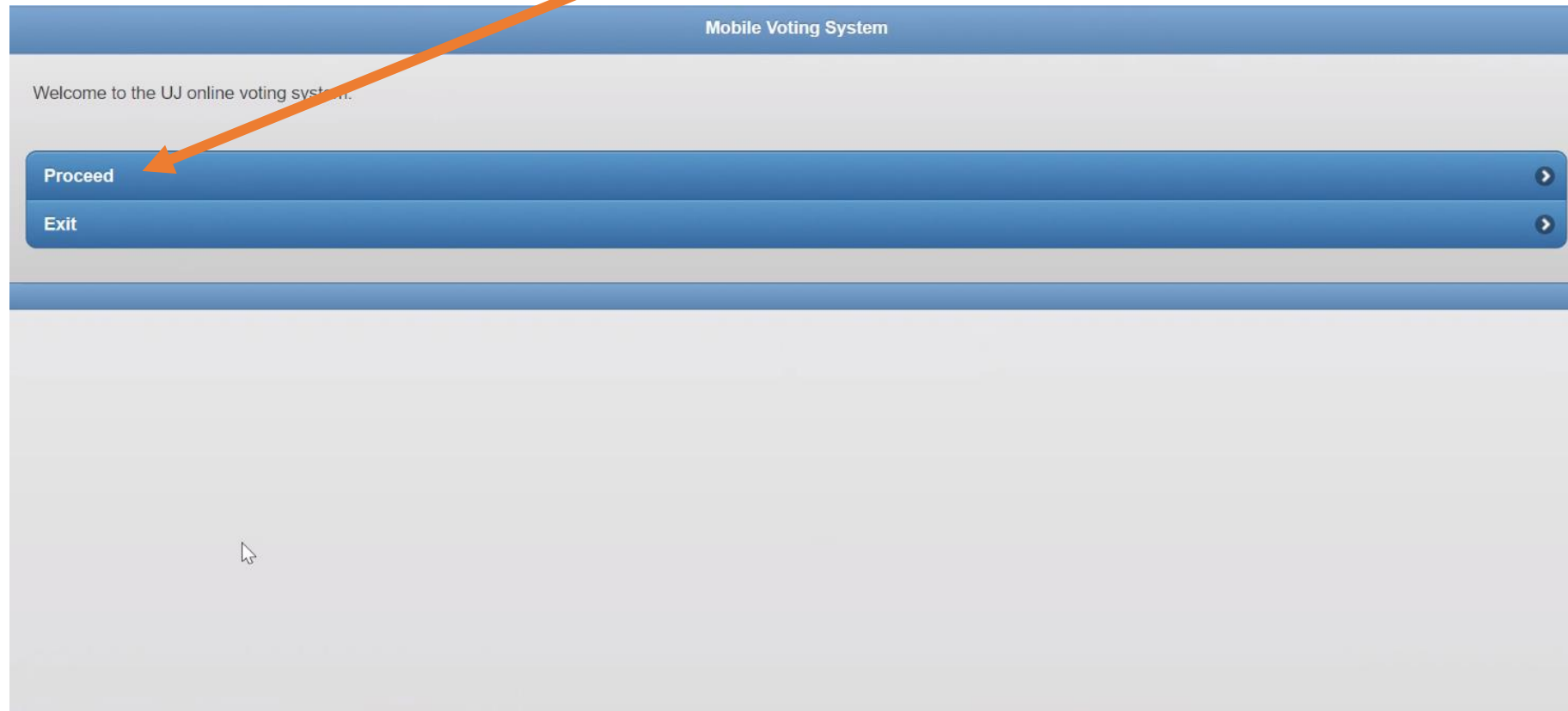
Institutional Forum
Election 2021
Non-Academic Position

Voter clicks on link received to vote and login page appears.
Please note that your staff number is your voter number
Use the password that has been sent to you via SMS

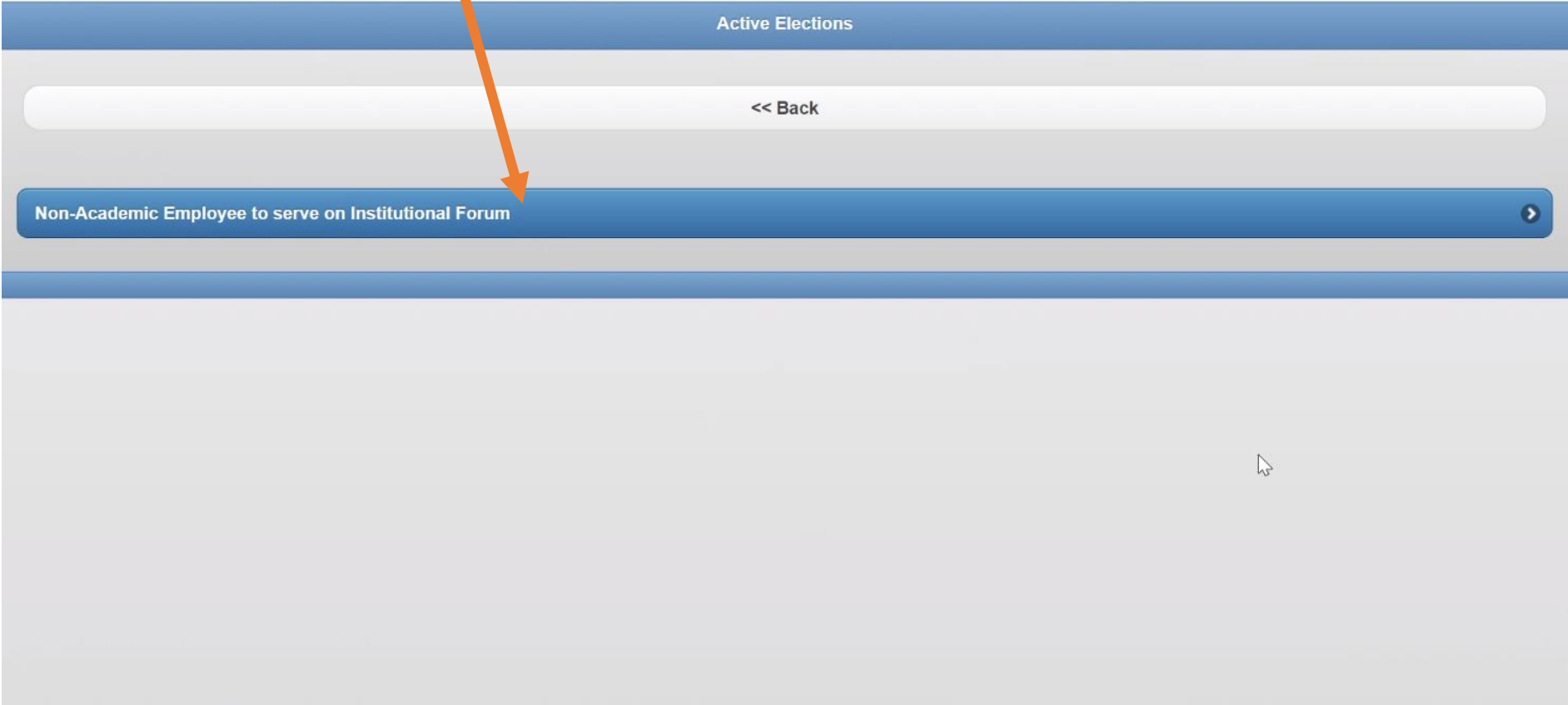


The image shows a screenshot of a web browser displaying the login page for a "Mobile Voting System". The page has a blue header with the text "Mobile Voting System". Below the header is a logo featuring a stylized figure with arms raised, set against a red square background. The main content area is light gray and contains 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".

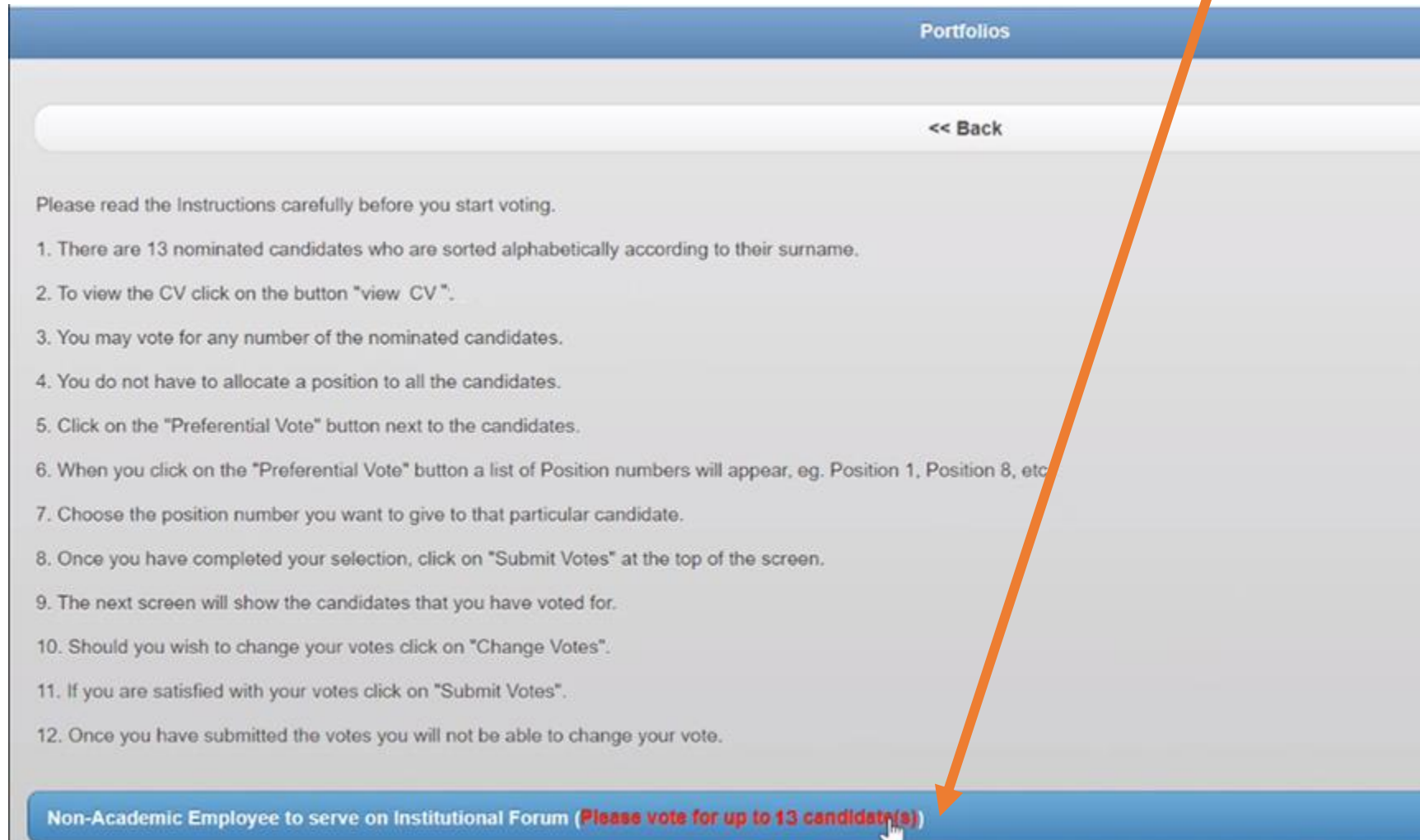
Click on proceed



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



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

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 shows a web interface titled "Candidates" with a blue header. Below the header are two navigation buttons: "<< Back" and "Submit Votes >>". The main content area lists three candidates, each with a "View CV" link and a "Preferential Vote" button. A mouse cursor is hovering over the "Preferential Vote" button for Candidate #1. Below each candidate's name is a "Click Here For More Information..." button.

Candidates	
<< Back	
Submit Votes >>	
Candidate #1 View CV	Preferential Vote ▼
	Click Here For More Information...
Candidate #2 View CV	Preferential Vote ▼
	Click Here For More Information...
Candidate #3 View CV	Preferential Vote ▼
	Click Here For More Information...

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 interface titled "Candidates" with a blue header. Below the header are two buttons: "<< Back" and "Submit Votes >>". The main content area is divided into three sections for "Candidate #1", "Candidate #2", and "Candidate #3".

- Candidate #1:** A blue button labeled "Preferential Vote" with a dropdown arrow is open, showing a list of 15 positions from "Position 1" to "Position 15".
- Candidate #2:** A blue button labeled "Preferential Vote" with a dropdown arrow is visible but not open.
- Candidate #3:** A blue button labeled "Preferential Vote" with a dropdown arrow 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.

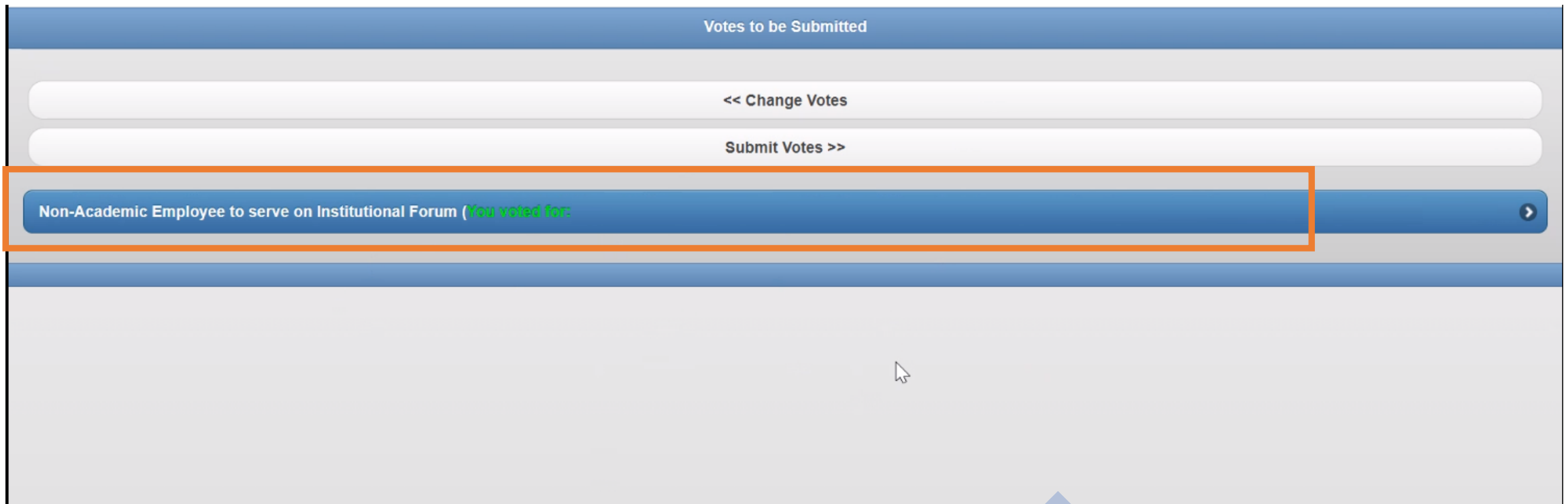
Once you have completed your selection for the candidates, click on "Submit Votes" at the top of the screen

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 !!!



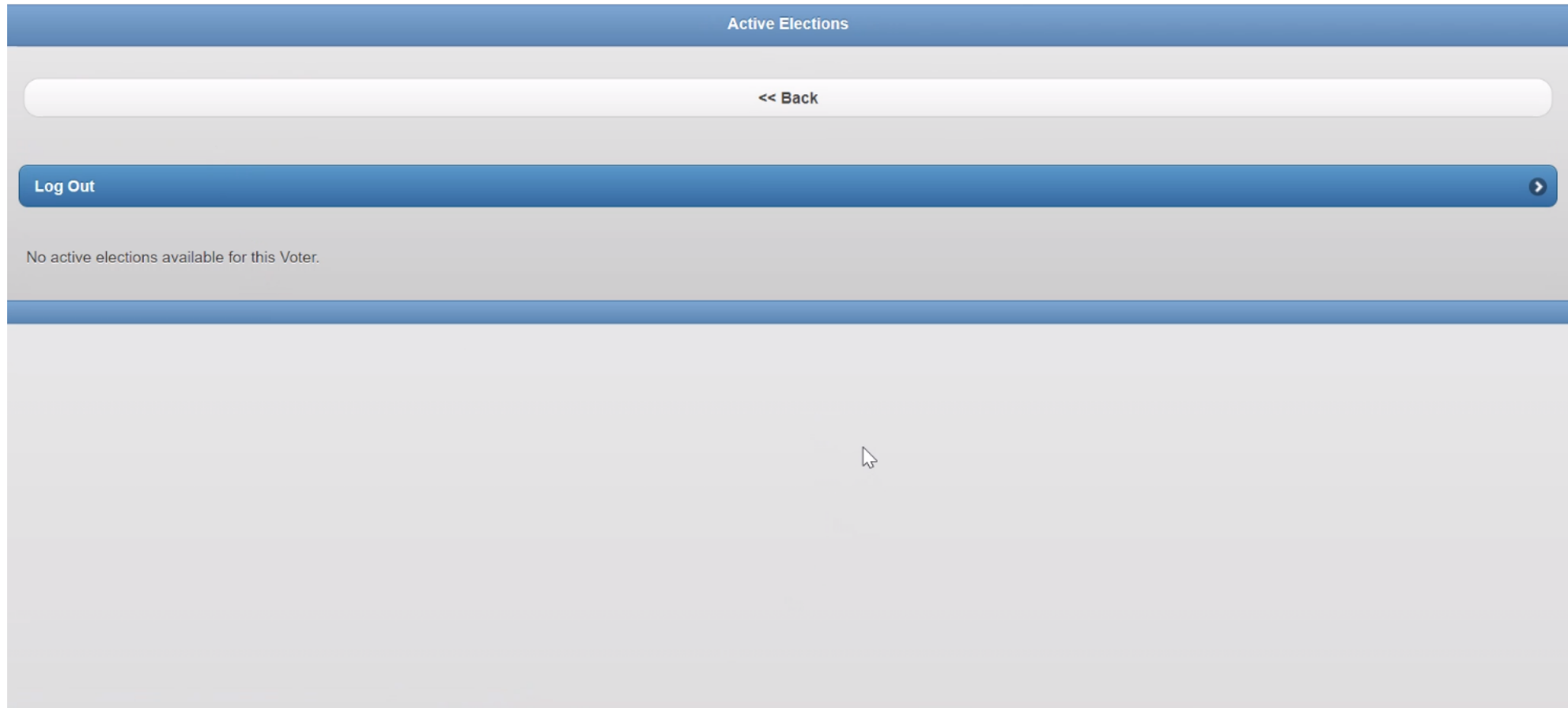
The screenshot displays a web interface for submitting votes. At the top, a blue header bar contains the text "Votes to be Submitted". Below this, there are two white buttons: "<< Change Votes" and "Submit Votes >>". A list of candidates is shown below, with the first item, "Non-Academic Employee to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