



UNIVERSITY  
OF  
JOHANNESBURG

Step by Step Guide  
Online Voting Platform  
Convocation Election  
2022

Voter clicks on link received to vote and login page appears



The image shows a screenshot of a mobile voting system's login page. At the top, a blue header bar contains the text "Mobile Voting System". Below the header is a large, light gray rectangular area. In the center of this area is a square logo with an orange background and a white emblem. Below the logo are two input fields: the first is labeled "Voter Number" and the second is labeled "Password". Below these fields 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 gray area is a white button labeled "Login". Below the "Login" button is another white button labeled "Forgot Password".

# Voter enters unique voter number and clicks on “**FORGOT PASSWORD**” to set a password for voting

The voting system is compatible with most browsers: Please use Chrome, Firefox, Microsoft Edge or Safari

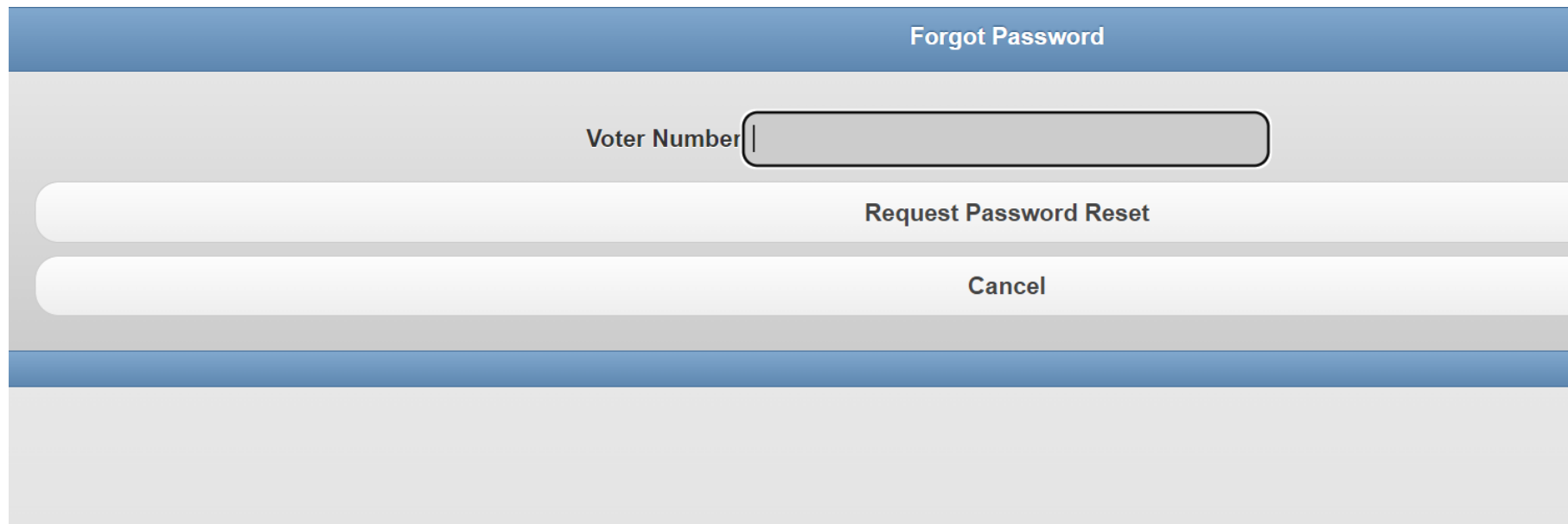


The screenshot shows the 'Mobile Voting System' interface. At the top, there is a blue header with the text 'Mobile Voting System'. Below the header is a central logo featuring a white bird-like figure on a red square background. Underneath the logo are two input fields: 'Voter Number' and 'Password'. 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'.



Voter must enter the **Voter Number** and then click on Request Password Reset.

(You will receive an email with an OTP to reset your password)  
The email will be sent to address registered by yourself on the UJ Alumni Database.

**VOTER NUMBER is as per communication sent**



The image shows a screenshot of a web form titled "Forgot Password". The form has a blue header bar with the text "Forgot Password". Below the header, there is a text input field labeled "Voter Number" with a cursor inside. Below the input field, there are two buttons: "Request Password Reset" and "Cancel". The form is set against a light gray background with a blue border at the top and bottom.



If the Voter Number is incorrect a message will indicate as such:



Illegal User or Email address.

**Please note – Convocation members whose data is not reflected correctly on the database will not be able to participate in this election.**



If the **correct Voter Number is entered**, the voter will receive an e-mail containing the OTP (One Time Pin).

1. A new page will open.

2. The voter will be required to enter the Voter Number in the field Voter Number.

3. The voter will be required to enter the OTP received via email. Please note the OTP is case-sensitive.

4. The voter will be required to enter a password and confirm the password in the field Repeat Password.

**Please note the password is case-sensitive.**

The screenshot shows a 'Reset Password' form with a blue header bar. Below the header, there is a grey instruction box that says 'Please check your mail and use the Onetime Pin that was sent to you.' The form contains four input fields: 'Voter Number', 'Onetime Pin', 'New Password', and 'Repeat Password'. The 'Voter Number' field is currently active, indicated by a cursor. Below the input fields are two buttons: 'Change Password' and 'Cancel'.

Reset Password	
Please check your mail and use the Onetime Pin that was sent to you.	
Voter Number	<input type="text"/>
Onetime Pin	<input type="text"/>
New Password	<input type="text"/>
Repeat Password	<input type="text"/>
<input type="button" value="Change Password"/>	
<input type="button" value="Cancel"/>	

Example of  
email that  
will be sent  
to voter with  
OTP

## Password Reset

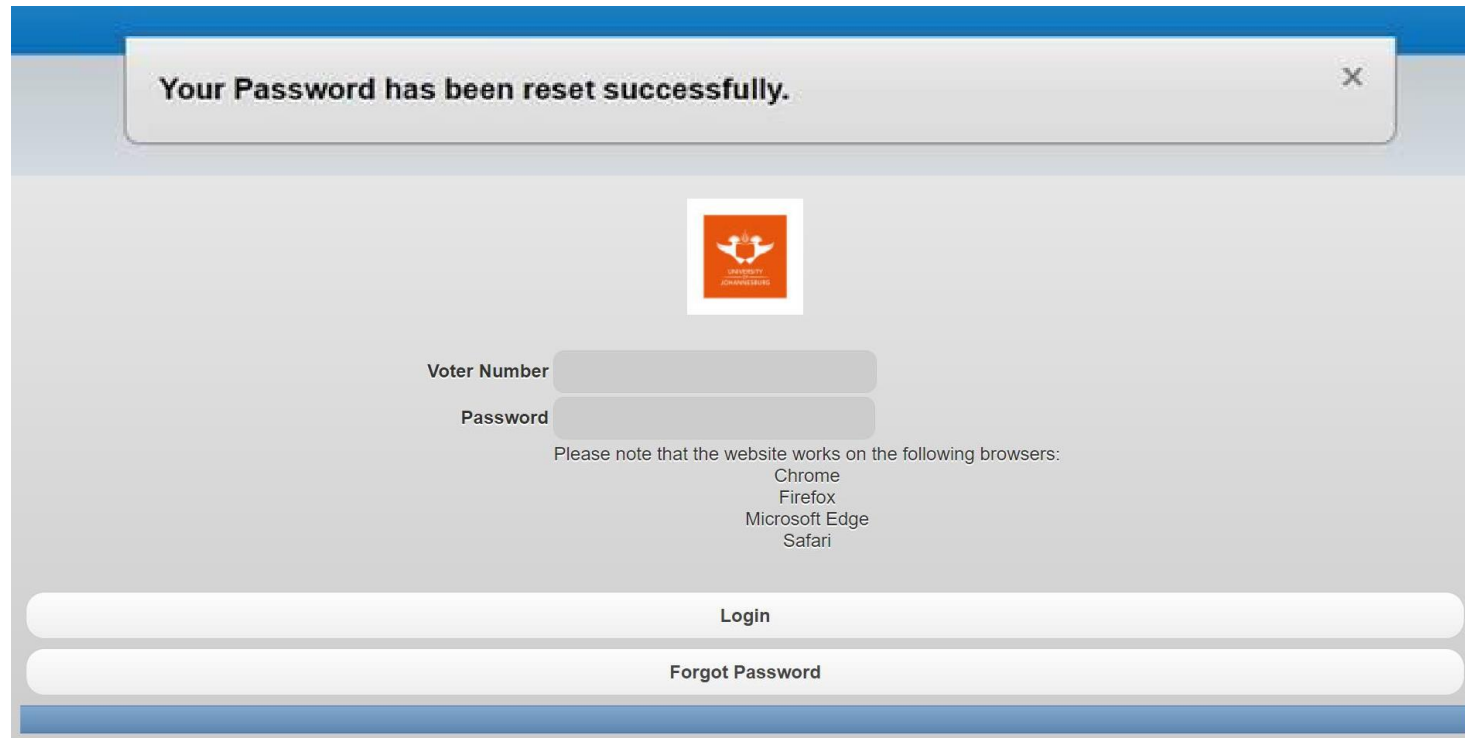


noreply@██████████  
To ██████████

# You have requested a Password Reset

Please use the following to reset your password: ██████████  
Alternatively, Please Ignore this EMail

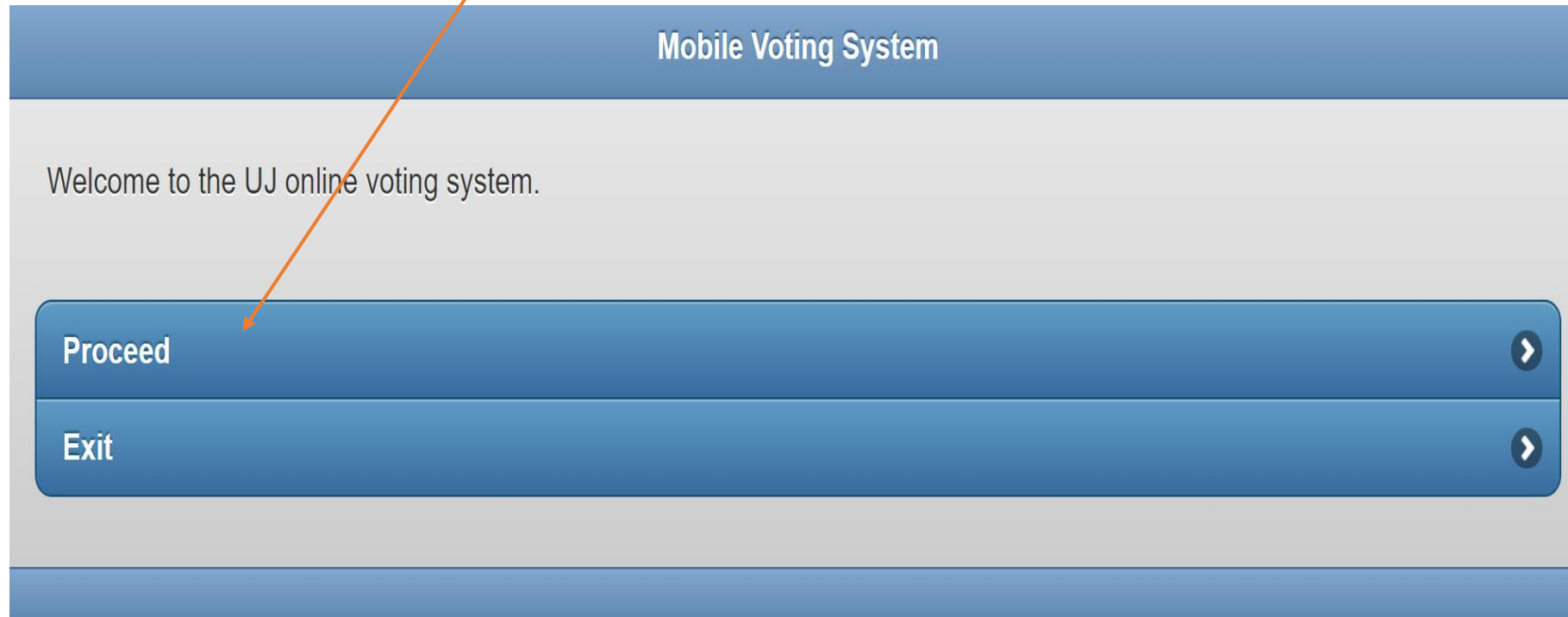
Once the password is reset, the voter can login with the new credentials. **Please note that you must enter your unique voter number and the password you have created. Then click on Login.**



The screenshot shows a web interface for voter login. At the top, a grey notification box with a close button (X) displays the message: "Your Password has been reset successfully." Below this is the University of Johannesburg logo, which consists of an orange square with a white stylized figure and the text "UNIVERSITY OF JOHANNESBURG" underneath. The login form includes two input fields: "Voter Number" and "Password". Below the fields, a note states: "Please note that the website works on the following browsers:" followed by a list: "Chrome", "Firefox", "Microsoft Edge", and "Safari". At the bottom of the form are two buttons: "Login" and "Forgot Password".



Click on '**Proceed**' to access the Election



Click on **'UJ Convocation Election 2022'**



# Read the Terms & Conditions

## Terms and Conditions

As per the Constitution of the University of Johannesburg Convocation, the Executive Committee of the Convocation includes five members elected by Convocation. Four members of the Executive Committee are now reaching the end of their three-year term. Ms Nondumiso Mvubu was voted in by Convocation as the fifth member of the Executive Committee of Convocation during December 2021 following the resignation by one of the Executive Committee members earlier during 2021.

Ms Nondumiso Mvubu by default retains her current position as one of the five members of the Executive Committee of Convocation. She has been included into this election to afford all five members of the Executive Committee of Convocation an equal opportunity to qualify for one of the following positions: President, Deputy President, and Council members (two external candidates).

**A candidate is regarded as 'external' if neither a registered student of the University of Johannesburg nor in the employ of the University of Johannesburg.**

Following the call for nominations, you are now invited to participate in the election of members.

1. The candidate with the highest number of votes will be assigned to the position of President of Convocation irrespective of whether the candidate is internal or external.
2. The candidate with the second highest number of votes will be assigned to the position of Deputy President irrespective of whether the candidate is internal or external.
3. In accordance with the UJ Statute, the composition of Council includes two external representatives of Convocation, elected by Convocation. The two **external** candidates who receive the highest number of votes will be assigned to represent Convocation on Council. (These two members may include the President and/or Deputy President.)
4. Each member of Convocation is allowed to cast up to a maximum of **five votes**. Each vote cast must be for a different candidate.

# Click on 'Executive Committee of Convocation 2022'

Portfolios

<< Back

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3. In accordance with the UJ Statute, the composition of Council includes two external representatives of Convocation, elected by Convocation. The two external candidates who receive the highest number of votes will be assigned to represent Convocation on Council. (These two members may include the President and/or Deputy President.)
4. Each member of Convocation is allowed to cast up to a maximum of five votes. Each vote cast must be for a different candidate.

**Executive Committee of Convocation 2022 (Please vote for up to 5 candidate(s))**

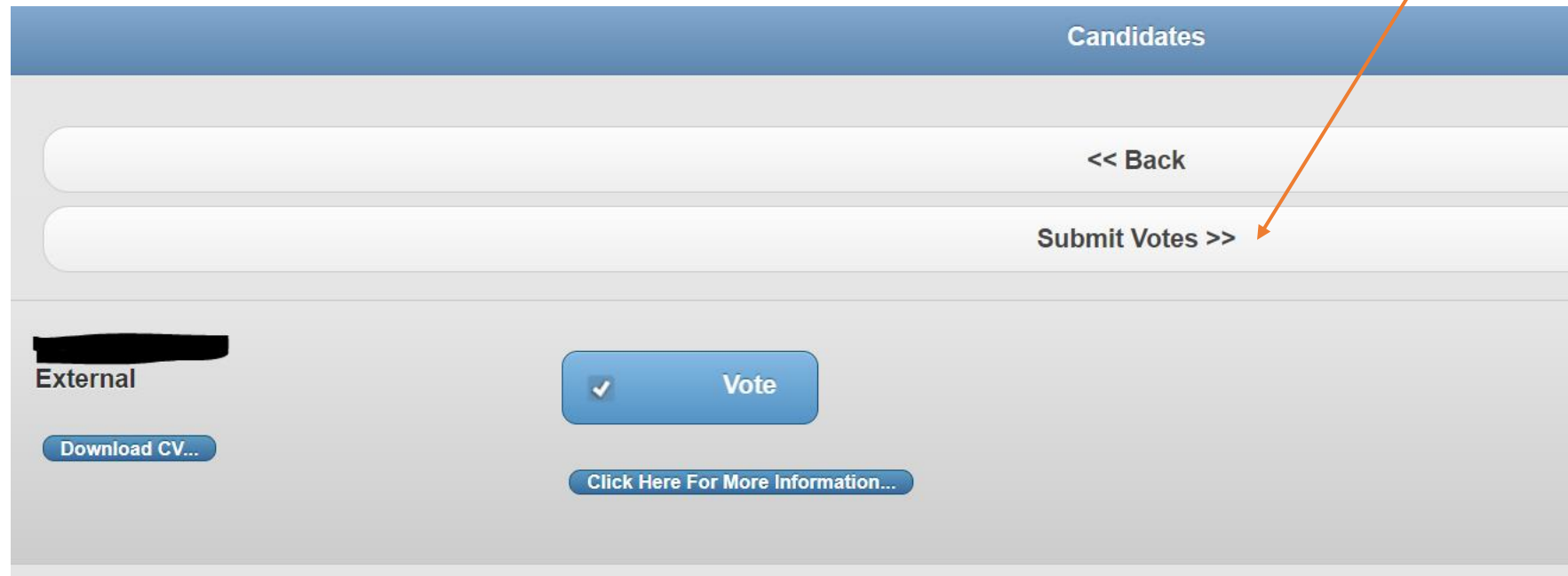
A list of candidates will appear. Cast your vote by ticking the **Vote** box next to the candidate of your choice. You can only select **5** candidates.

Candidates	
<< Back	
Submit Votes >>	
 External	<input type="checkbox"/> <b>Vote</b>
<a href="#">Download CV...</a>	<a href="#">Click Here For More Information...</a>
 External	<input type="checkbox"/> <b>Vote</b>
<a href="#">Download CV...</a>	<a href="#">Click Here For More Information...</a>
 Internal	<input type="checkbox"/> <b>Vote</b>
<a href="#">Download CV...</a>	<a href="#">Click Here For More Information...</a>

Box to be ticked for selection of your preferred candidate

Box to be ticked for selection of your preferred candidate

If you are satisfied with your selection Click on the **‘Submit Votes’** button. If you want to change your vote Click on **‘Back’** to choose a different candidate then Click **‘Submit Votes’**



The screenshot shows a web interface for voting. At the top, there is a blue header bar with the text "Candidates". Below this, there are two horizontal buttons: "<< Back" and "Submit Votes >>". An orange arrow points from the text "Submit Votes" in the instruction above to the "Submit Votes >>" button. Below these buttons, there is a section with a blacked-out name, the word "External", a "Download CV..." button, a "Vote" button with a checkmark icon, and a "Click Here For More Information..." button.

The votes cast will appear as indicated below. If you are satisfied with your choice Click on '**Submit Votes**'. If you want to change your selection Click on '**Change Votes**'.

**IMPORTANT** - Once you click '**Submit Votes**' your submission is final, and no further changes can be made.

Votes to be Submitted

<< Change Votes

Submit Votes >>

Executive Committee of Convocation 2022 (You voted for: Convocation 1A Candidate 1A, Abstain Abstain, Convocation 10J Candidate 10J)

The image shows a screenshot of a voting interface. At the top, there is a blue header bar with the text "Votes to be Submitted". Below this, there are two white buttons with rounded corners: the top one says "<< Change Votes" and the bottom one says "Submit Votes >>". Below the buttons, there is a list of items. The first item is highlighted in blue and contains the text "Executive Committee of Convocation 2022 (You voted for: Convocation 1A Candidate 1A, Abstain Abstain, Convocation 10J Candidate 10J)". An orange arrow points from the text "below" in the first paragraph to the highlighted item. The interface has a light gray background with blue and white accents.

Once you have Clicked **'Submit Votes'** the screen will indicate as below. Click on **'Log Out'**



Submitted

<< Vote for other Election/Portfolio

... Votes Submitted Successfully ...

Log Out

The screenshot shows a web interface with a blue header bar containing the word "Submitted". Below the header is a light gray area with a white button labeled "<< Vote for other Election/Portfolio". Underneath the button is the text "... Votes Submitted Successfully ...". At the bottom of this light gray area is another white button labeled "Log Out". The interface is framed by a blue border.



Should you  
require any  
assistance or  
additional  
information  
please  
contact:

For any queries related to this election,  
kindly use the email details below:

[ujconvocation@uj.ac.za](mailto:ujconvocation@uj.ac.za)