




UNIVERSITY  
— OF —  
JOHANNESBURG

# Online Voting Step by Step Guide



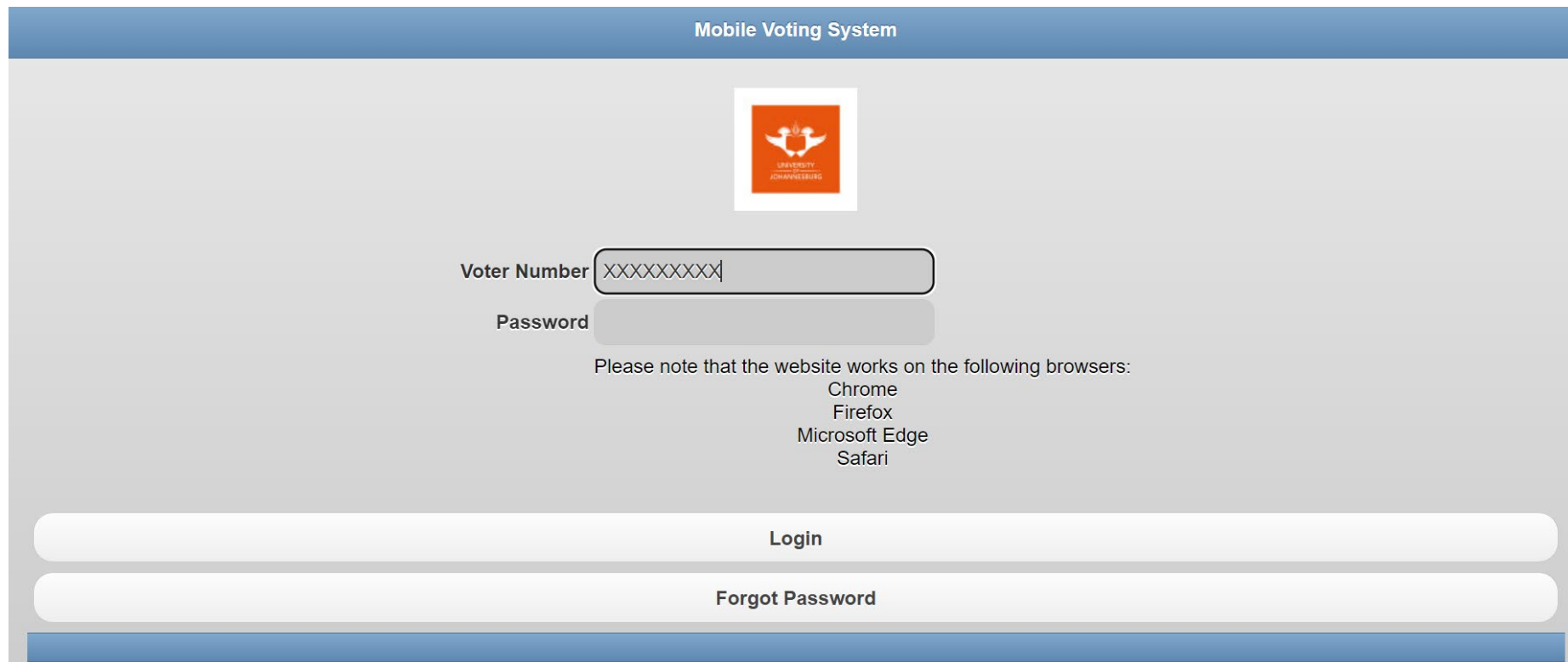
Voter clicks on the link below to access the UJ Mobile Voting  
System

<https://ujvote.uj.ac.za/vote/f?p=20302:101>




A login page will appear as per below.  
Enter Voter Number and Click on **“Forgot Password”**

**PLEASE NOTE THAT YOUR STAFF NUMBER IS YOUR VOTER NUMBER**



The screenshot shows a web browser window with the title "Mobile Voting System". The page has a light gray background. At the top center is the University of Johannesburg logo, which is an orange square with a white bird-like emblem and the text "UNIVERSITY OF JOHANNESBURG" below it. Below the logo are two input fields: "Voter Number" with a placeholder "XXXXXXXX" and "Password" which is currently empty. Below these fields is a note: "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".

Mobile Voting System



Voter Number

Password

Please note that the website works on the following browsers:

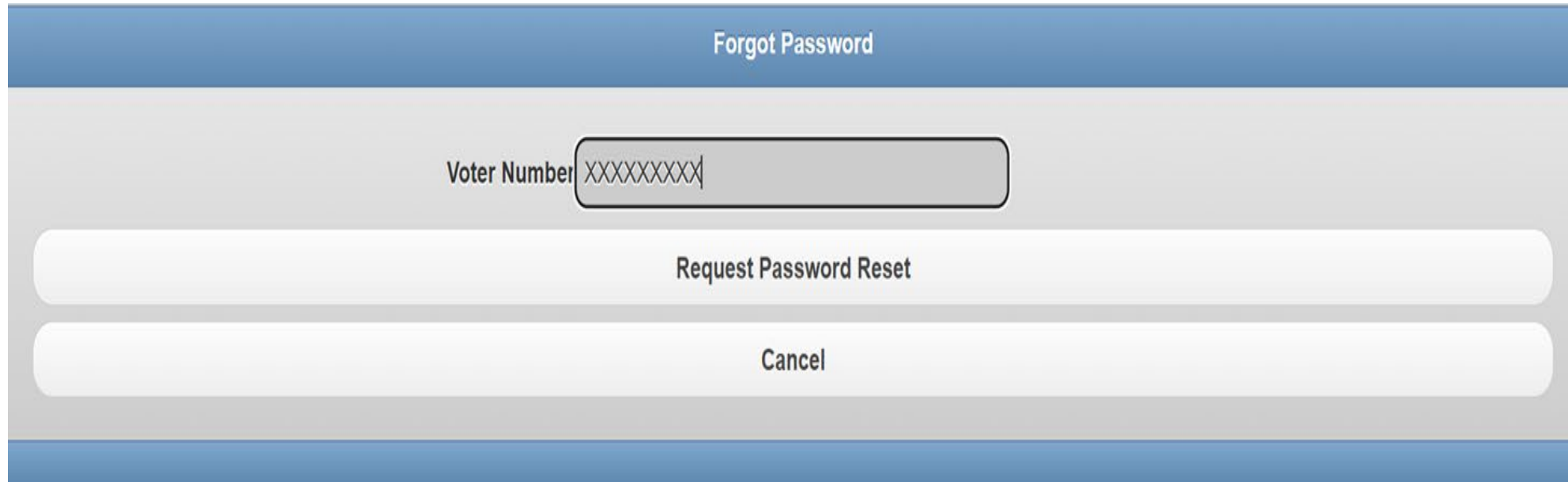
- Chrome
- Firefox
- Microsoft Edge
- Safari

Login

Forgot Password

The below page will now appear. Enter your Voter Number and click on **“Request Password Reset”**

**PLEASE NOTE THAT YOUR STAFF NUMBER IS YOUR VOTER NUMBER**





The screenshot shows a web form titled "Forgot Password" in a blue header bar. Below the header is a light gray background area. In the center, there is a label "Voter Number" followed by a text input field containing "XXXXXXXXX". Below the input field are two white buttons with rounded corners: "Request Password Reset" and "Cancel". The form is framed by blue bars at the top and bottom.

Forgot Password

Voter Number XXXXXXXXXX

Request Password Reset

Cancel



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



Illegal User or Email address.



If the correct Voter Number is entered, the voter will receive an email **(sent to your UJ email address)** with an OTP (Onetime Pin). The voter will need to enter the Voter Number (Staff Number), OTP and the new password created as per the criteria mentioned.

**Please note that the OTP and password are case-sensitive.**

Reset Password

Please check your mail and use the Onetime Pin that was sent to you.

Voter Number

Onetime Pin

New Password

Repeat Password

Change Password

Cancel

New password entered must:

\* Be at least 14 characters in length,

\* Include at least one uppercase letter,

\* Include at least one lowercase letter,

\* Include at least one special character,

\* Include at least one numerical digit,

\* Not contain more than 2 repeating digits,

\* Not be the same as the Login name,

\* Not be the same as the Login name in reverse.

New password entered must:

- \* be at least 14 characters in length,
- \* Include at least one uppercase letter,
- \* Include at least one lowercase letter,
- \* Include at least one special character,
- \* Include at least one numerical digit,
- \* Not contain your login number,
- \* Not contain more than 2 repeating digits and
- \* Not be the same as the previous password.

See the  
example of  
communication  
sent to UJ email  
address with  
the OTP

• Password Reset

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• ujelections@uj.ac.za <ujelections@uj.ac.za>

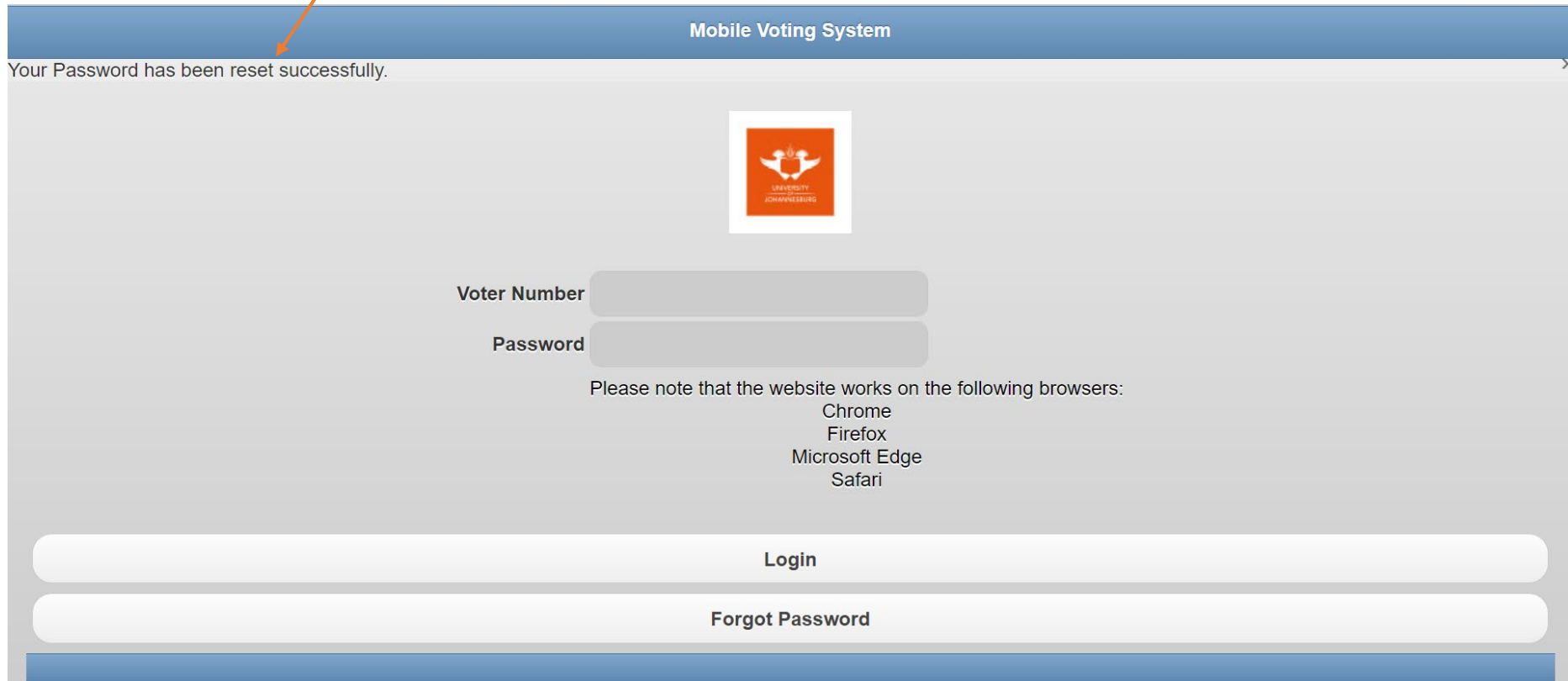
To:

[Redacted]

## You have requested a Password Reset

Please use the following to reset your password: [Redacted]  
Alternatively, Please Ignore this EMail


Once the password is reset, you will see the successful notification at the top of the page



The screenshot displays the 'Mobile Voting System' login interface. At the top, a blue header bar contains the text 'Mobile Voting System'. Below this, a light gray notification bar states 'Your Password has been reset successfully.' with a close button (X) on the right. An orange arrow points from the text above to this notification bar. The main content area is light gray and features the University of Johannesburg logo (an orange square with a white bird emblem) centered at the top. Below the logo are two input fields: 'Voter Number' and 'Password', each with a gray input box. Underneath these fields, a note reads: 'Please note that the website works on the following browsers: Chrome, Firefox, Microsoft Edge, Safari'. At the bottom of the form are two large, light gray buttons: 'Login' and 'Forgot Password'. The entire interface is framed by a blue border at the top and bottom.

Mobile Voting System

Your Password has been reset successfully.



Voter Number

Password

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

Login

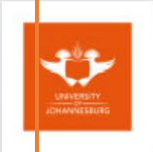
Forgot Password



Enter your Voter Number (Staff Number) and the 14 character password you have created and then click on **“Login”**

Mobile Voting System

Your Password has been reset successfully.



Voter Number XXXXXXXXXX

Password .....

Please note that the website works on the following browsers:

- Chrome
- Firefox
- Microsoft Edge
- Safari

Login

Forgot Password

Click on **“Proceed”**

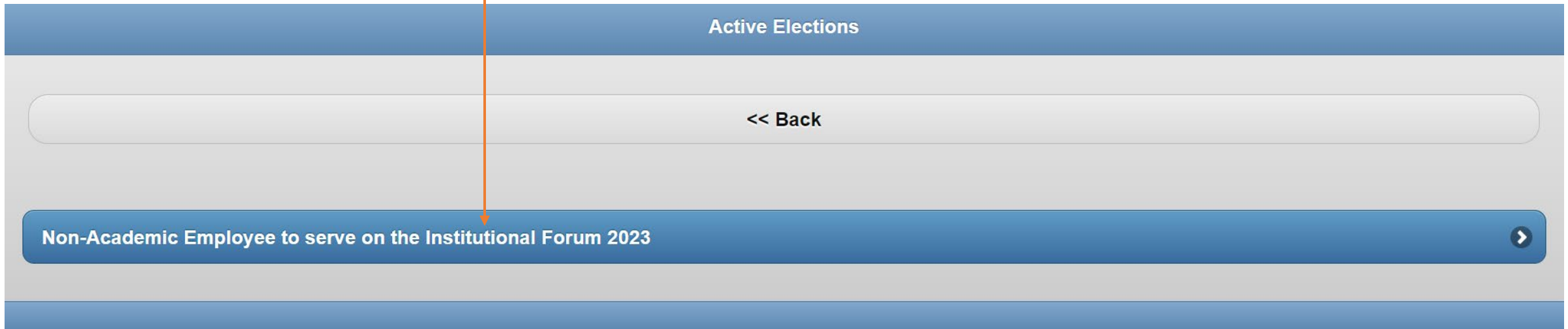
## Mobile Voting System

Welcome to the UJ online voting system.

**Proceed**

**Exit**

The Name of the Election will appear as per the below page. Click here to access the Election.



# The voter can read the Terms and Conditions of the Election and then click here to view the candidates and submit **1** vote

## Terms and Conditions

The Charter of the Institutional Forum stipulates that the composition comprises of two permanent non-academic employees that are elected by permanent non-academic employees. A vacancy exists for a permanent non-academic employee to serve on the Institutional Forum.

Following the call for nominations, you are now invited to participate in the election of one non-academic employee to serve on the Institutional Forum.

Please read the instructions carefully before you proceed to the election:

1. There are 10 nominated candidates who are sorted alphabetically according to their surname.
2. To view the CV click on "Download CV".
3. You may vote for only one of the nominated candidates.
4. Select the candidate of your choice and once you have completed your selection, click on "Submit Votes" at the top of the screen. A new screen will appear showing the name of the candidate you have selected in green. Should you wish to change your vote click on "Change Votes". If you are satisfied with your selection click on "Submit Vote" at the top of the screen.
5. Should you select more than one candidate, a pop up will appear indicating "you have voted for too many candidates". In such a case unclick the additional candidate(s) you may have selected and then click on "Submit Vote". The next screen will show the candidate that you have selected in green. If you are satisfied with your selected candidate, you can cast your vote by clicking on "Submit Vote".
6. Once you have submitted the vote you will not be able to change your vote.
7. The candidate with the highest number of votes will be assigned to the position of non-academic to serve on the Institutional Forum.
8. If the highest number of votes received results in a tie, where candidates receive an equal number of votes, a further election will be held. The election will only include candidates who have tied on the number of votes received. This election will determine the successful candidate.
9. Now that you have read the terms and conditions, click on the button below "Non-Academic Employee to serve on the Institutional Forum 2023" to proceed to the election.

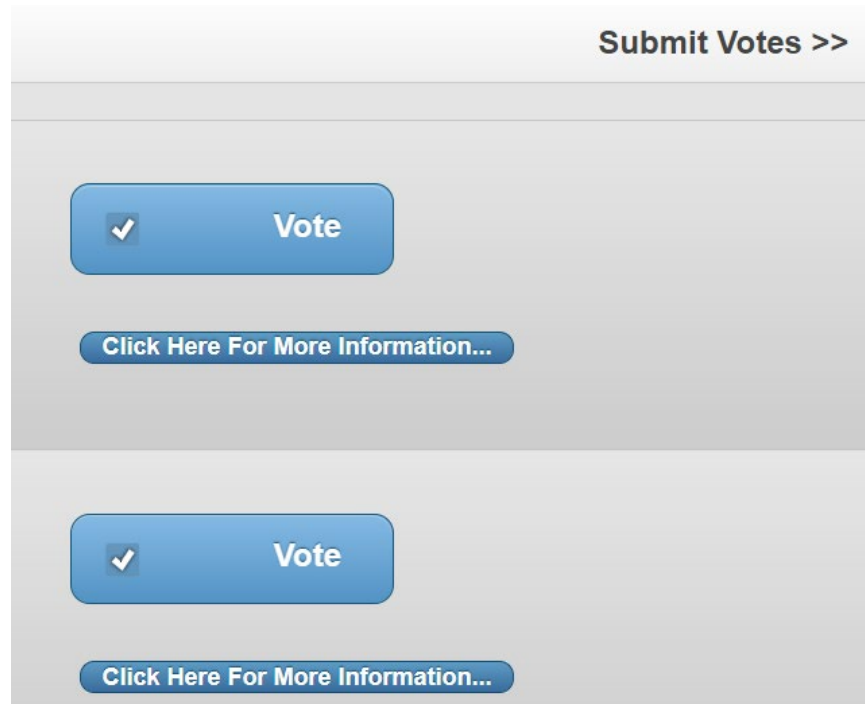
**Non-Academic Employee to serve on the Institutional Forum 2023 (Please vote for up to 1 candidate(s))**



Select **1** candidate of your choice by clicking on the blue box that indicates **“Vote”** and then click on **“Submit Votes”**  
You can also click on **“Download CV”** to view the candidate’s CV



Please note that you are **only allowed to select 1 candidate**; however, should you select more than **1** candidate, the following pop-up message will appear



Submit Votes >>

✓ Vote

Click Here For More Information...

✓ Vote

Click Here For More Information...

ujvote.uj.ac.za says

Please note, you have voted for too many candidates

OK

The page below will appear and will state in green **You voted for:** *(indicates the name of the candidate of your choice)*

Votes to be Submitted

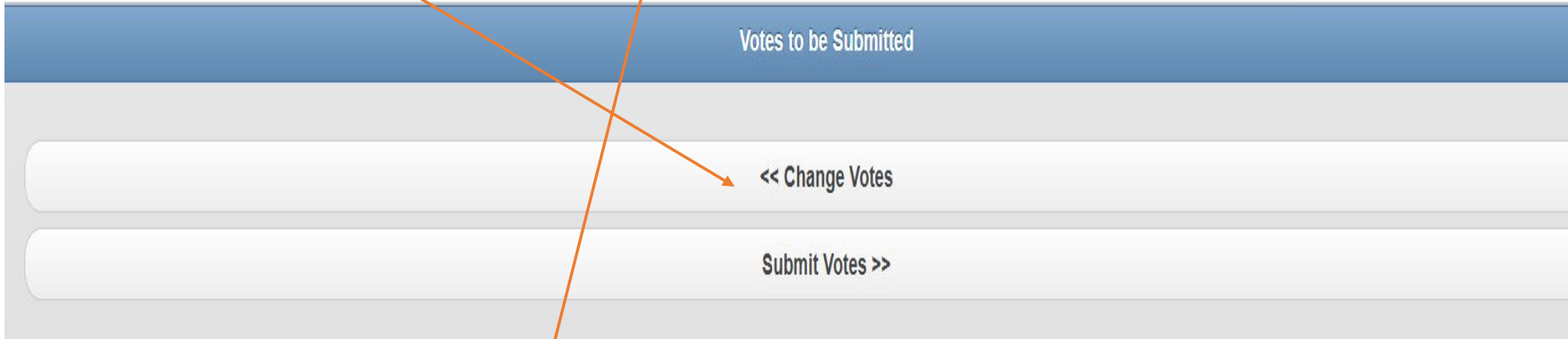
<< Change Votes

Submit Votes >>

Non-Academic Employee to serve on the Institutional Forum 2023 (You voted for: [REDACTED])



Should you wish to change the candidate you voted for, click on  
“**Change Votes**” and untick the candidate you do not want to  
select and tick the candidate you do want to select

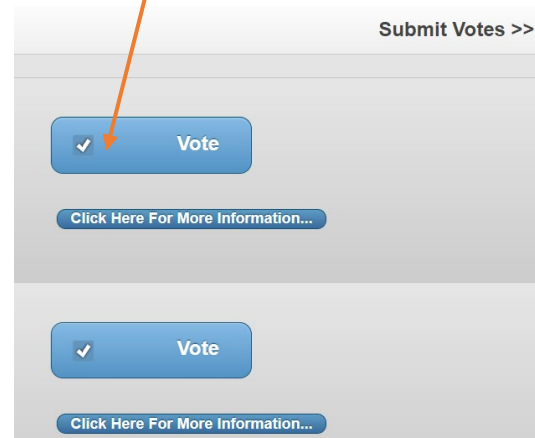


Votes to be Submitted

<< Change Votes

Submit Votes >>

This screenshot shows a web interface for submitting votes. It features a blue header bar with the text 'Votes to be Submitted'. Below this, there are two light gray buttons: '<< Change Votes' and 'Submit Votes >>'. Two orange arrows originate from the text 'Change Votes' in the instruction above. One arrow points to the '<< Change Votes' button, and the other points to a 'Submit Votes >>' button in a separate screenshot below.



Submit Votes >>

✓ Vote

Click Here For More Information...

✓ Vote

Click Here For More Information...

This inset screenshot shows a detailed view of the 'Submit Votes >>' button. It displays two identical voting options. Each option consists of a blue button with a white checkmark and the word 'Vote'. Below each button is a link that says 'Click Here For More Information...'. An orange arrow from the top instruction points to the first checkmark.



Once you have made your final selection of **1** candidate, the below page will appear stating:  
**You voted for** *(the name of the candidate of your choice will reflect).*

If you are satisfied with your selection click on **“Submit Votes”**.

**NOTE: Once you click on Submit Votes no further changes can be made.**



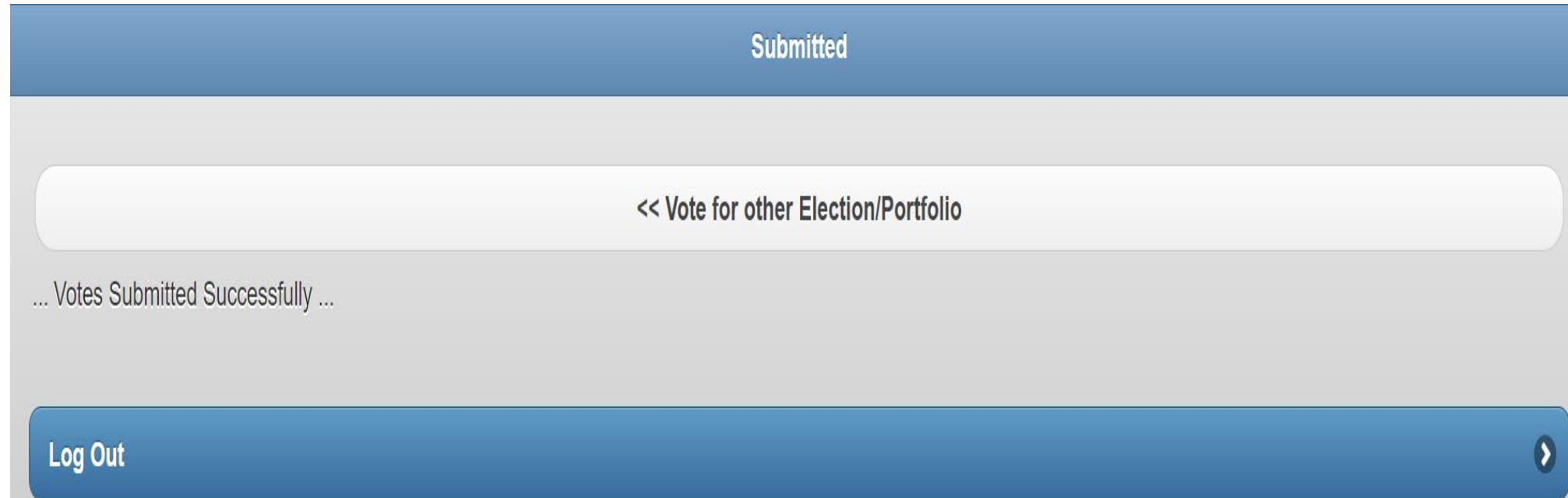
Votes to be Submitted

<< Change Votes

Submit Votes >>

Non-Academic Employee to serve on the Institutional Forum 2023 (You voted for: [redacted])

Once your vote is submitted the system  
will reflect as per the below:



See example of  
communication  
sent to the  
voter after the  
vote has been  
submitted

- Non-Academic Employee to serve on the Institutional Forum 2023, Non-Academic Employee to serve on the Institutional Forum 2023

Yahoo/In



• ujelections@uj.ac.za

To: [REDACTED]



[REDACTED]

**Thank you for voting and participating in the 2023 Election for the permanent Non-Academic Employee to serve on the Institutional Forum.**

Once you have submitted your vote, you will not be able to vote again. Should you attempt to vote again the system will reflect as per below.

Active Elections

<< Back

Log Out

No active elections available for this Voter.

Should you  
require any  
assistance or  
additional  
information  
please email:

- Email: [ujelections@uj.ac.za](mailto:ujelections@uj.ac.za)