



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

Mobile Voting System



Voter Number

Password

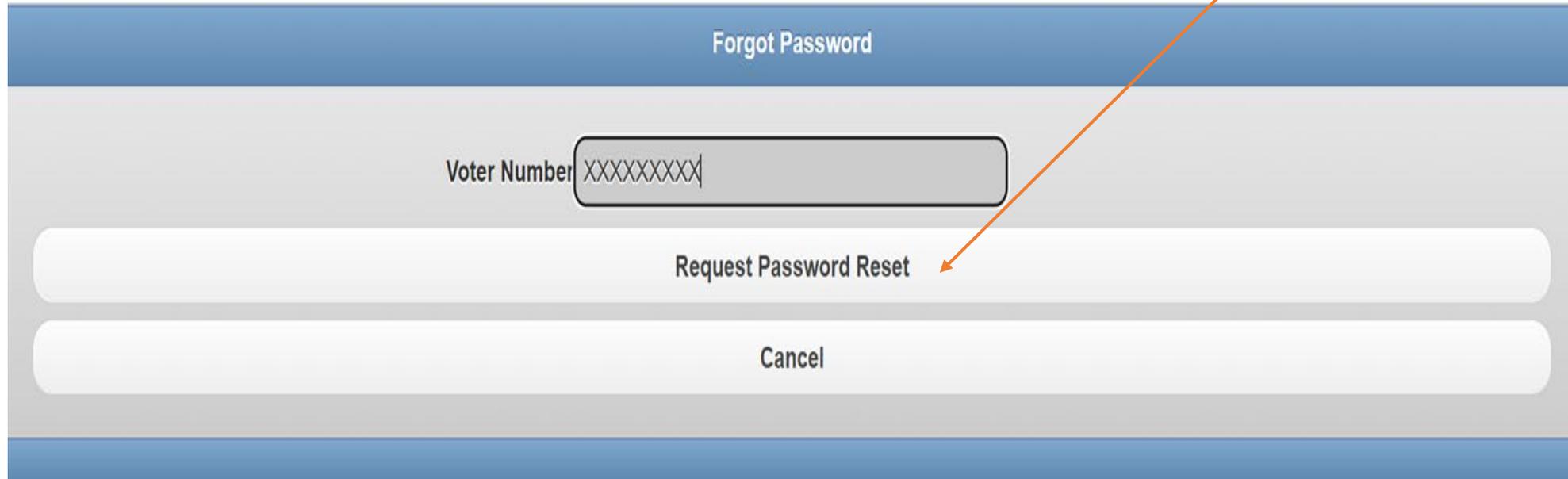
Please note that the website works on the following browsers:
Chrome
Firefox
Microsoft Edge
Safari

Login

Forgot Password

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

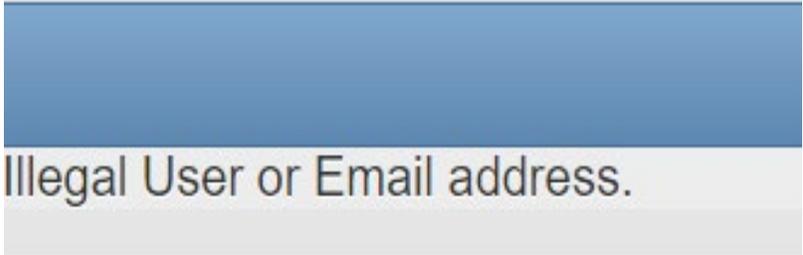
PLEASE NOTE THAT YOUR STAFF NUMBER IS YOUR VOTER NUMBER



The screenshot shows a web form titled "Forgot Password" with a blue header. Below the header is a light gray background containing a text input field labeled "Voter Number" with a placeholder "XXXXXXXXXX". Below the input field are two white buttons with rounded corners: "Request Password Reset" and "Cancel". An orange arrow points from the text "Request Password Reset" in the main instruction above to the "Request Password Reset" button in the form.



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



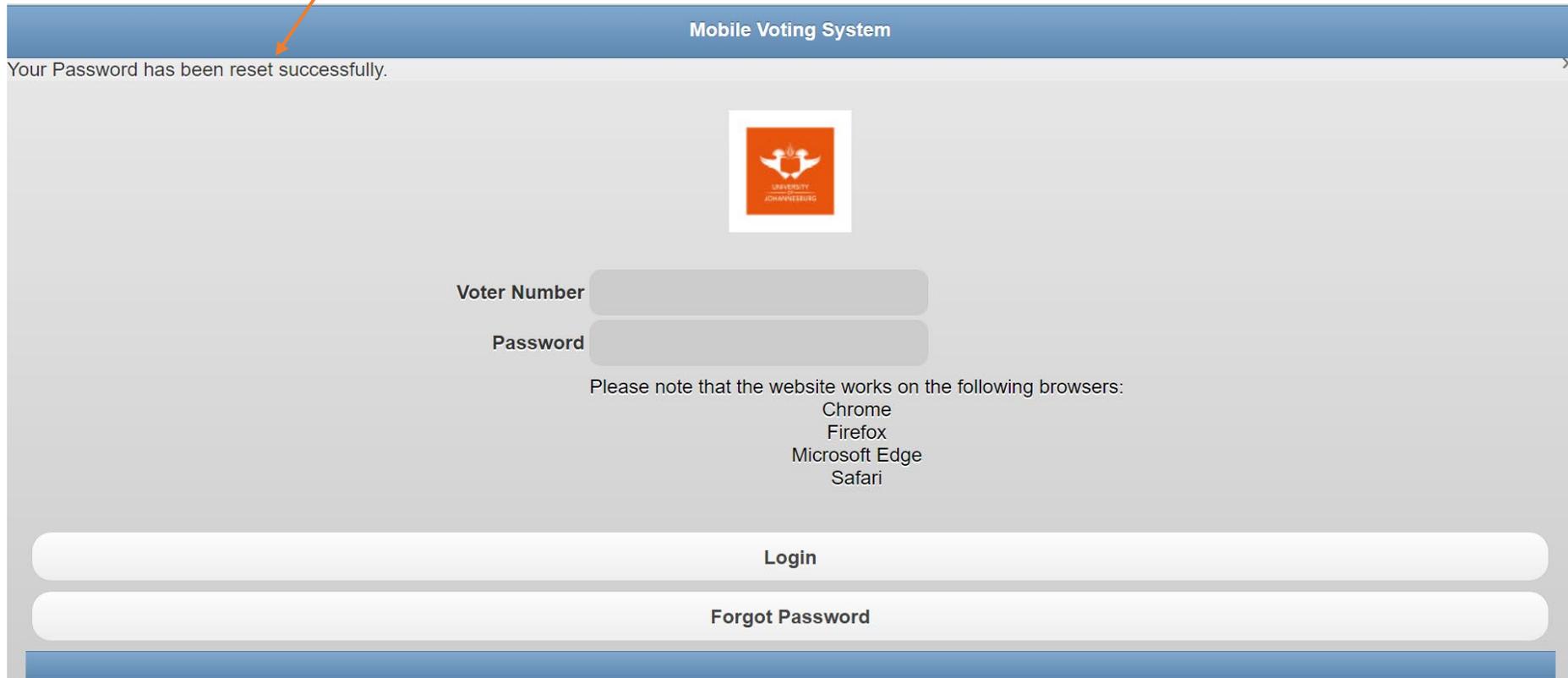
• ujelections@uj.ac.za <ujelections@uj.ac.za>

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' interface. At the top, a blue header bar contains the text 'Mobile Voting System'. Below this, a notification box with a light gray background and a close button (X) in the top right corner displays the message: 'Your Password has been reset successfully.' An orange arrow points from the text above to this notification. The main content area is light gray and features the University of Johannesburg logo (an orange square with a white bird-like emblem and the text 'UNIVERSITY OF JOHANNESBURG') centered at the top. Below the logo are two input fields: 'Voter Number' and 'Password', each with a gray rounded rectangular box. Underneath these 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 area, there are two white rounded rectangular buttons: 'Login' and 'Forgot Password'. The entire interface is framed by a blue border at the top and bottom.

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

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.

Active Elections

<< Back

Non-Academic Employee to serve on UJ Council 2023



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 composition of Council consists of 21 members, this includes one permanent full-time non-academic employee. The term of office for Council members is five years, and internal members may serve no more than two consecutive terms.

Following the call for nominations, you are now invited to participate in the election of one permanent full-time non-academic employee to serve on Council.

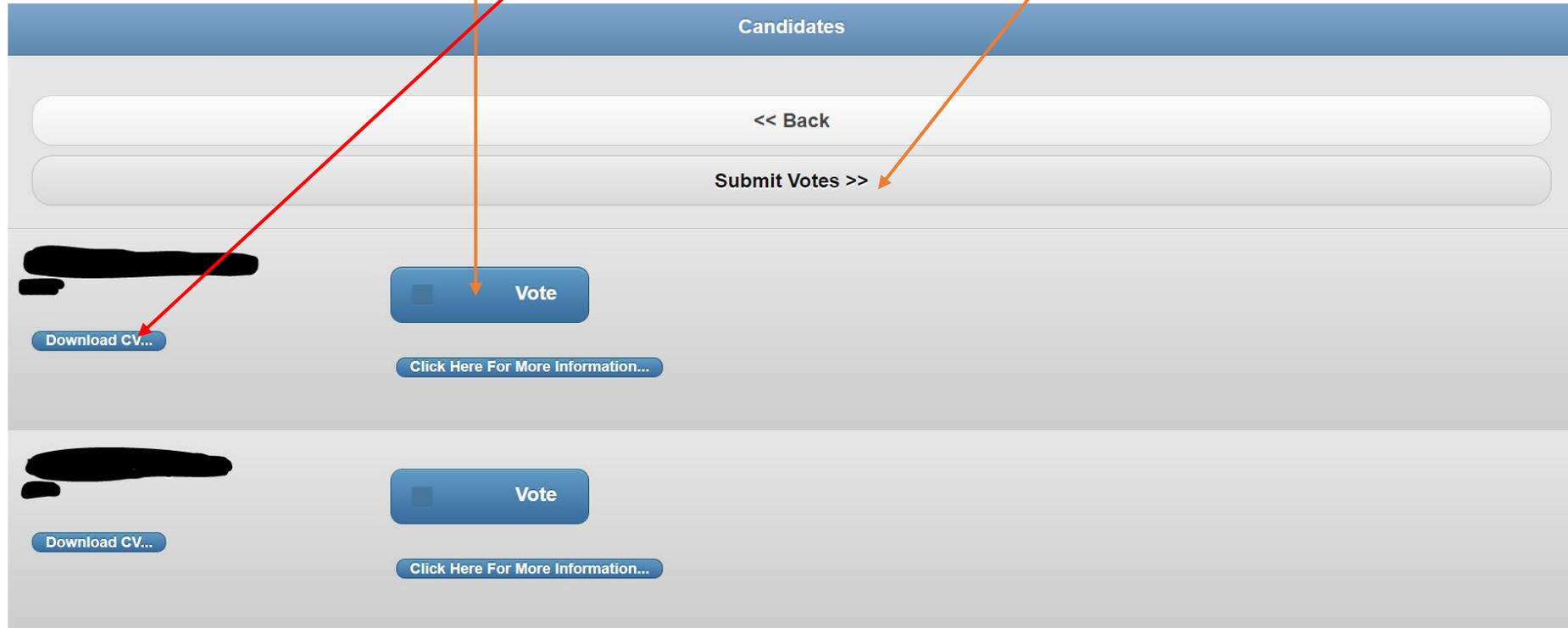
Please read the instructions carefully before you proceed to the election:

1. There are 12 nominated candidates who are sorted alphabetically according to their surnames.
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 a permanent full-time non-academic employee to serve on Council.
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 UJ Council 2023" to proceed to the election.

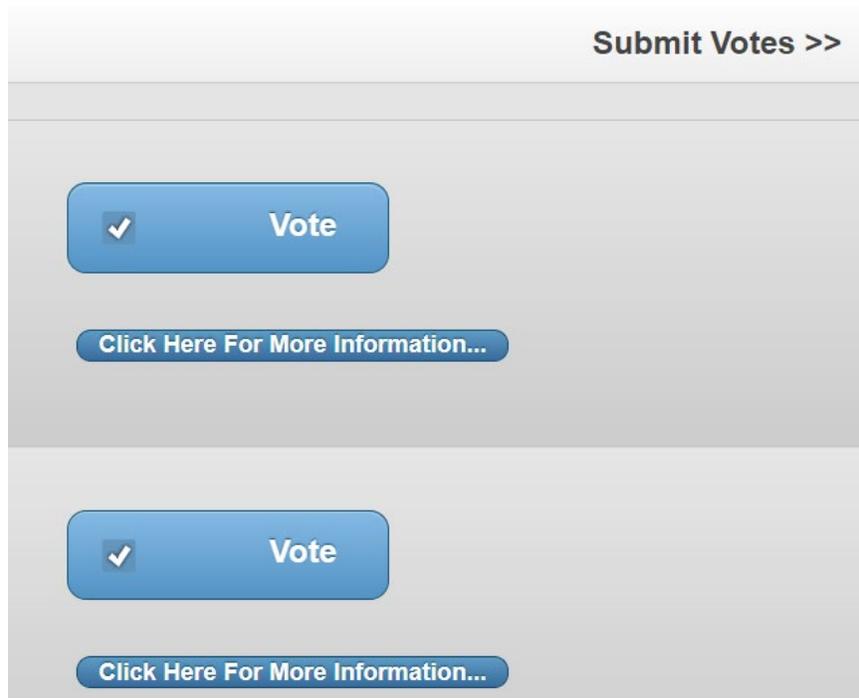
Non-Academic Employee to serve on UJ Council 2023 (Please vote for up to 1 candidate(s))



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



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 UJ Council 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 >>

Submit Votes >>

Vote

[Click Here For More Information...](#)

Vote

[Click Here For More Information...](#)

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

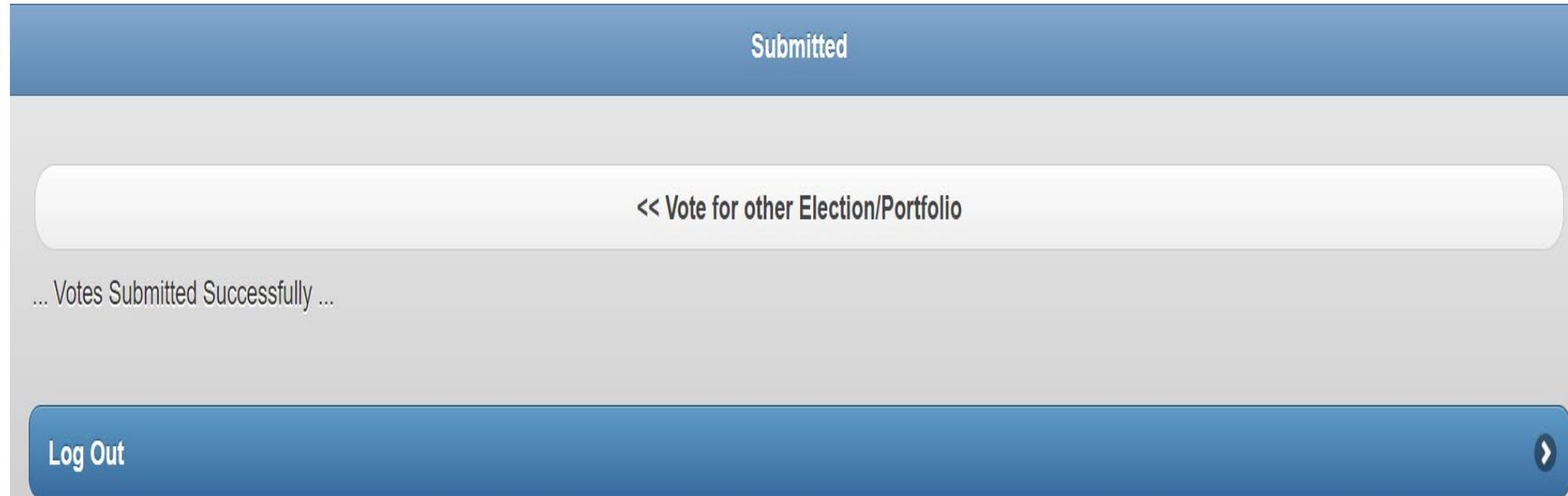
<< Change Votes

Submit Votes >>

Non-Academic Employee to serve on UJ Council 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 UJ Council 2023, Non-Academic Employee to serve on UJ Council 2023



ujelections@uj.ac.za

To



☺ Reply Reply All → Forward 📧 ⋮

Fri 2023/06/30 10:55

Start your reply all with: [I accept!](#) [Thank you for your confirmation.](#) [Received, thank you.](#) [Feedback](#)

Thank you for participating in the election for a Non-Academic Employee to serve on UJ Council.

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