

STEP BY STEP PROCEDURE FOR ONLINE VOTING

Objective:

- To demonstrate to the students how to vote in the upcoming online student elections.
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General Prerequisite for voter eligibility:

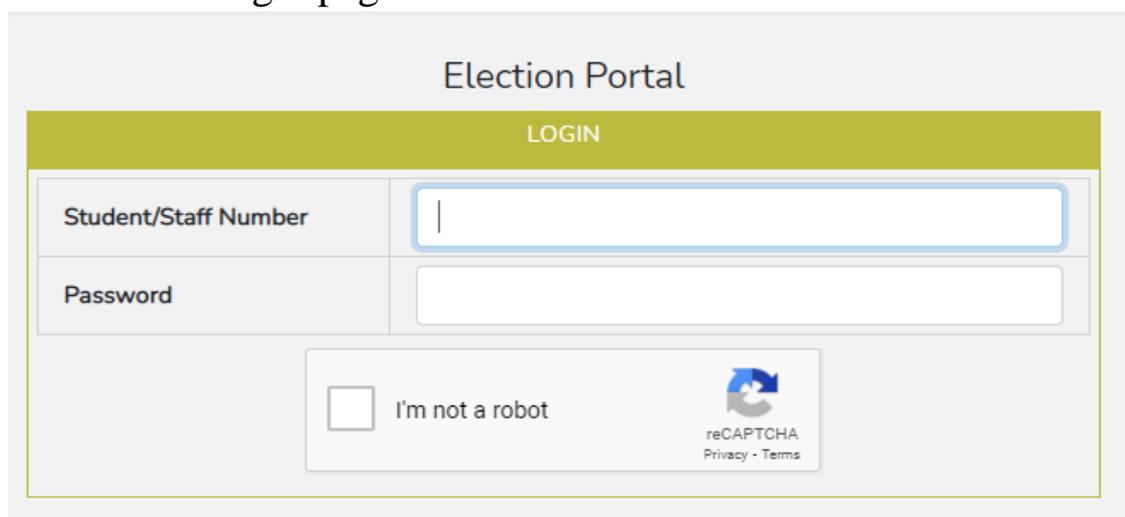
i). You must be a bonafide JOOUST student whose status in the system is Active.

1. How to access the election portal.

- Visit the University website via: www.jooust.ac.ke
- Click on SAJOOUST ELECTIONS PORTAL button



- Or type in the URL: <https://elections.jooust.ac.ke>
- Upon clicking the button or typing the URL, you will be taken to the login page below:

A screenshot of the 'Election Portal' login page. The page has a light gray background with a green header bar containing the text 'Election Portal' and 'LOGIN'. Below the header is a login form with two input fields: 'Student/Staff Number' and 'Password'. At the bottom of the form is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'.

- Use your student portal credentials to login to the election portal. Make sure you click on the "I'm not a robot" button to be able to login.

- vi) If you have forgotten your password, go to the Student portal and click on forgot password to load the window below:

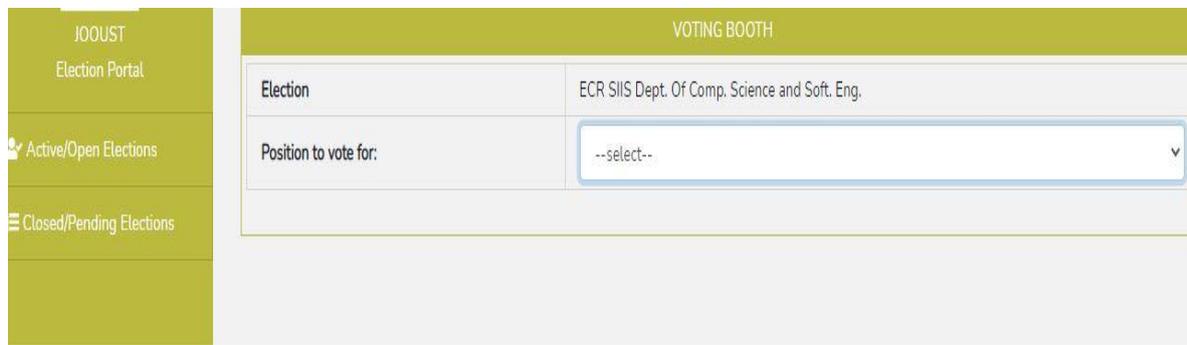
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- vii) Enter your student number and click the reset password button.
- viii) The system will generate a password and send to your registered email address
NB: Contact us in case your reset password goes to a wrong email address.
- ix) Upon successful login, you will see a page similar to the one below with a list of all active elections in which you are an eligible voter:

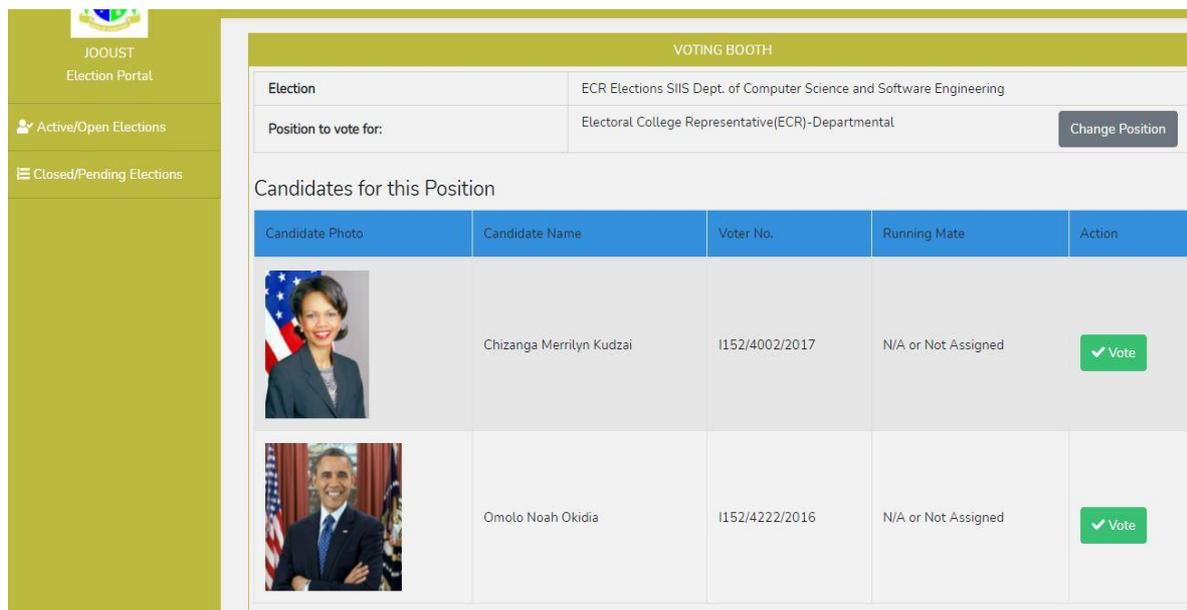
#	Description	Date	Start Time	End Time	Actions
1	ECR Elections SISIS Dept. of Computer Science and Software Engineering	2021-07-20	12:57:00	13:10:00	Vote

2. How to vote:

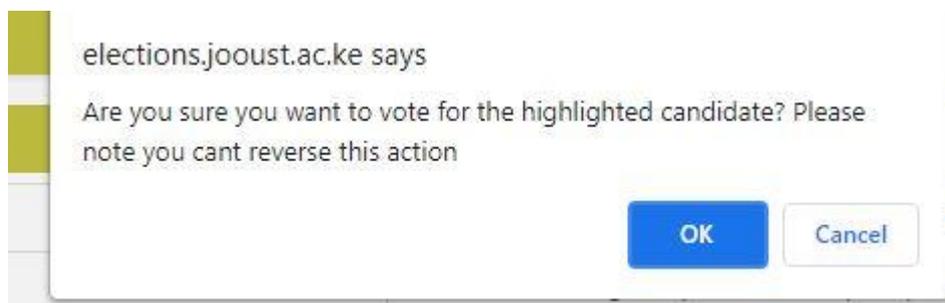
- i) Click the “Vote” button in (ix) above to take you to the window below:



- ii) Select the position to vote for to display the candidates in that position as below:



- iii) Click the “Vote” button against your preferred candidate, a confirmation message similar to the one below will be displayed.



- iv) Click “OK” to confirm your vote and a message indicating successful voting will be displayed as below:

The screenshot shows the JOOUST Election Portal interface. A green notification banner at the top reads "Yippeell Vote Cast Successfully". Below it, a table titled "Active Election(s) (Total = 1)" contains one entry:

#	Description	Date	Start Time	End Time
1	ECR SllS Dept. Of Comp. Science and Soft. Eng.	2021-07-20	14:00:00	14:05:00

- v) Once you have voted, the position and the candidates automatically disappear to ensure that you can only vote once per position.

3. How to view results.

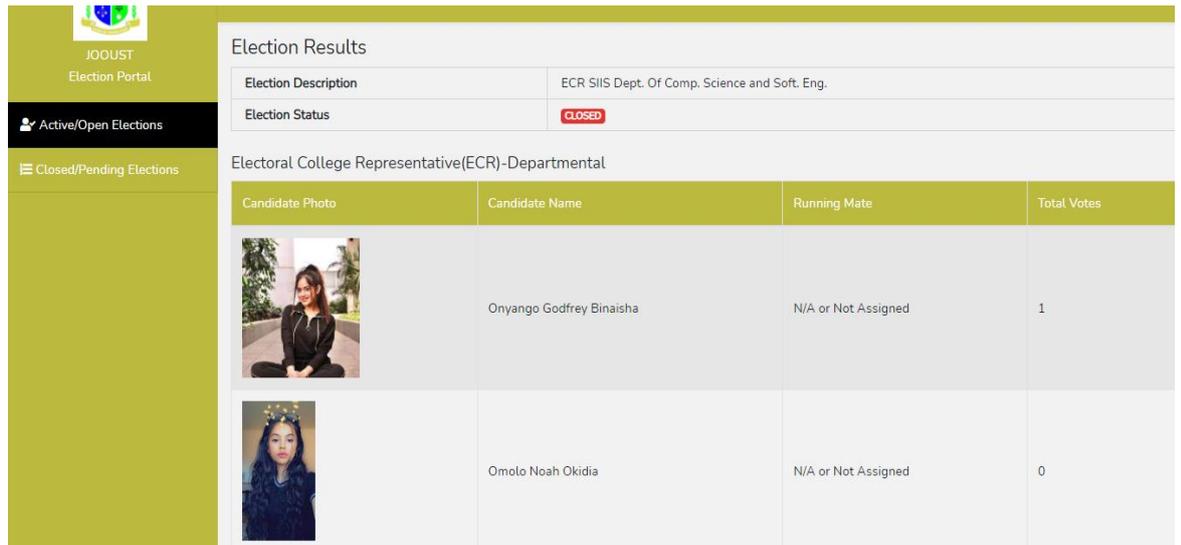
- i) Click the Closed/Pending Elections button to see the closed election for which you want to view the result as below:

The screenshot shows the "Closed/Pending Elections" section of the portal. A table lists several elections with their status and actions:

#	Description	Date	Start Time	End Time	Status	Actions
2	Congress Rep. for SllS	2021-07-29	11:39:00	12:39:00	PENDING	...
3	ECR SllS Dept of computer science	2021-07-19	15:45:00	16:45:00	CLOSED	...
4	ECR MOCK SllS- Dept. of Computer Science and Software Engineering	2021-07-21	08:00:00	17:00:00	PENDING	...
5	ECR Elections SllS Dept. of Computer Science and Software Engineering	2021-07-20	12:57:00	13:10:00	CLOSED	...
6	ECR SllS Dept. Of Comp. Science and Soft. Eng.	2021-07-20	14:00:00	14:05:00	CLOSED	...

- ii) Under Actions, against the closed election for which you want to view results, click the button with three(3) dots as shown in (i) above and select results.

iii) The result page will be as below:



The screenshot displays the JODUST Election Portal interface. The left sidebar contains the JODUST logo and navigation options: 'Election Portal', 'Active/Open Elections', and 'Closed/Pending Elections'. The main content area is titled 'Election Results' and shows the following details:

- Election Description:** ECR SIIS Dept. Of Comp. Science and Soft. Eng.
- Election Status:** CLOSED
- Electoral College Representative(ECR)-Departmental**

Candidate Photo	Candidate Name	Running Mate	Total Votes
	Onyango Godfrey Binaisha	N/A or Not Assigned	1
	Omolo Noah Okidia	N/A or Not Assigned	0

Note that results shall only be available to the voters after being officially declared and published by the returning officer at the end of each election.

THE END