

STEP BY STEP PROCEDURE FOR ONLINE VOTING

Objective:

- To demonstrate to the students how to vote in the upcoming online student elections.

General Prerequisite for voter eligibility:

- 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.iooust.ac.ke
- Click on SAJOOUST ELECTIONS PORTAL button



- Or type in the URL: <https://elections.iooust.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 green header with the text "Election Portal" and "LOGIN". Below the header, there are two input fields: "Student/Staff Number" and "Password". Below the input fields, there is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms".

- v) 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
 - a) Go to the Student portal and click on forgot password to load the window below:

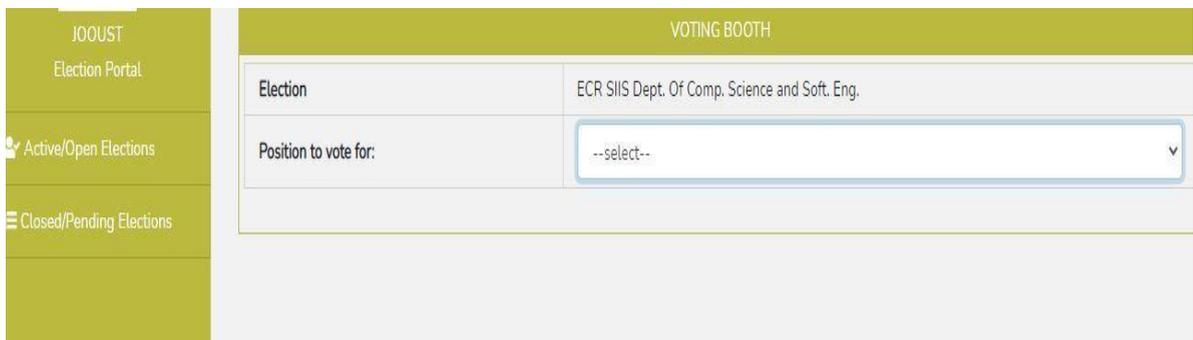


- b) Enter your student number and click the reset password button.
 - c) The system will generate a password and send to your registered email address
 - NB:** Contact Admissions office in case your reset password goes to a wrong email address.
- vii) Upon successful login, you will see a page similar 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 SIIS Dept. of Computer Science and Software Engineering | 2021-07-20 | 12:57:00 | 13:10:00 | Vote |

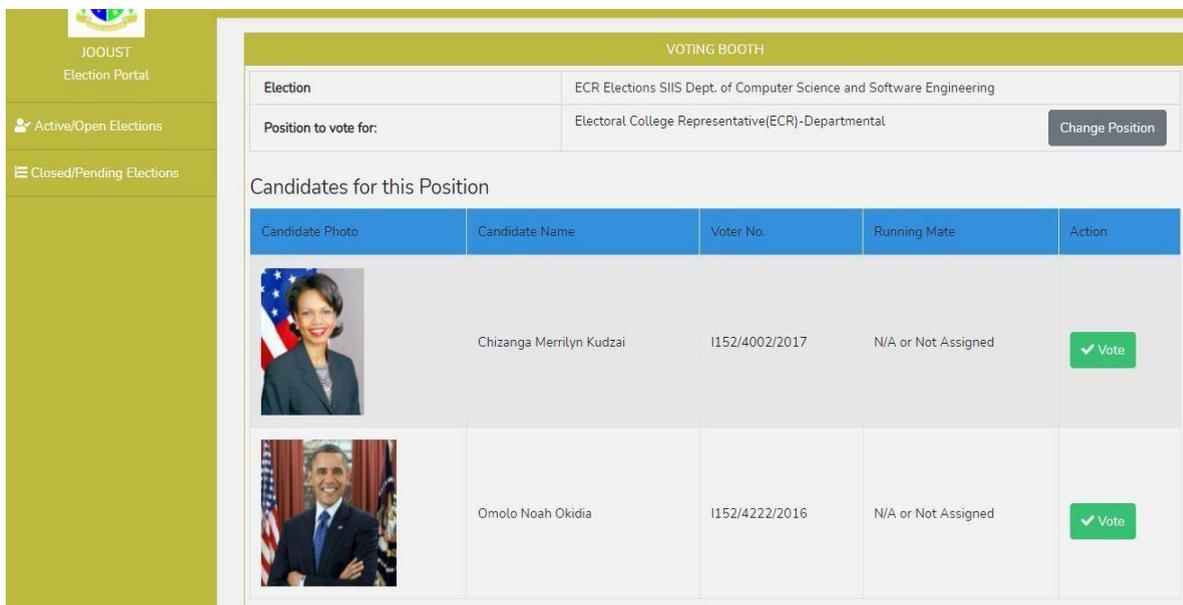
2. How to vote:

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



The screenshot shows the 'VOTING BOOTH' interface. On the left is a sidebar with 'JOOUST Election Portal' and navigation options for 'Active/Open Elections' and 'Closed/Pending Elections'. The main area displays 'Election' as 'ECR SIIS Dept. Of Comp. Science and Soft. Eng.' and 'Position to vote for:' with a dropdown menu currently set to '--select--'.

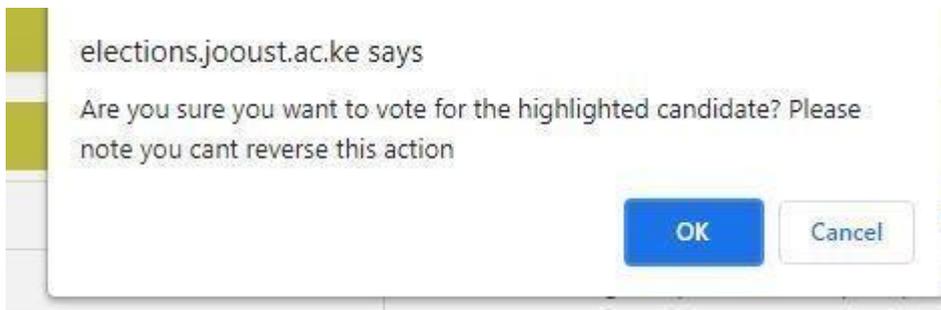
- ii) Select the position to vote for to display the candidates in that position as below:



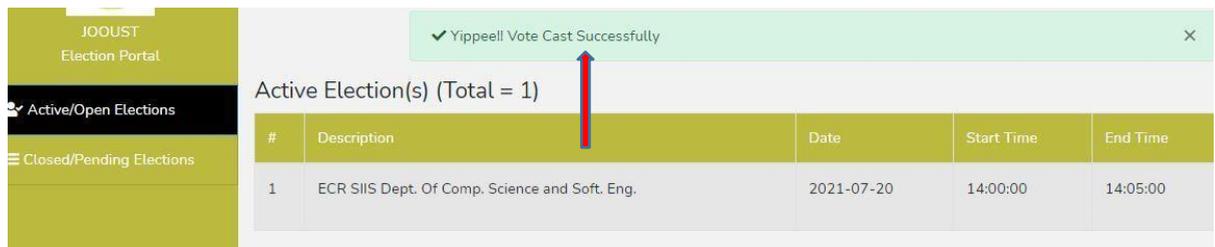
The screenshot shows the 'VOTING BOOTH' interface after a position has been selected. The 'Election' is 'ECR Elections SIIS Dept. of Computer Science and Software Engineering' and the 'Position to vote for:' is 'Electoral College Representative(ECR)-Departmental'. A 'Change Position' button is visible. Below this, a section titled 'Candidates for this Position' contains a table with two candidates.

| Candidate Photo | Candidate Name | Voter No. | Running Mate | Action |
|---|--------------------------|----------------|---------------------|-------------------------------------|
|  | Chizanga Merrilyn Kudzai | 1152/4002/2017 | N/A or Not Assigned | <input type="button" value="Vote"/> |
|  | Omolo Noah Okidia | 1152/4222/2016 | N/A or Not Assigned | <input type="button" value="Vote"/> |

- 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:



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

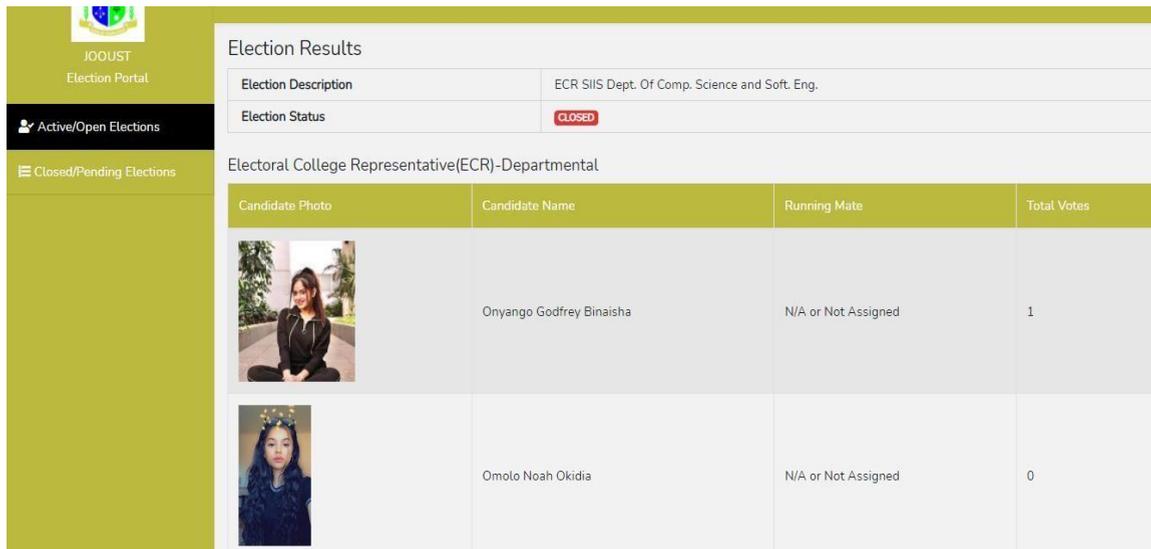
3. How to view results

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

| # | Description | Date | Start Time | End Time | Status | Actions |
|---|---|------------|------------|----------|---------|---------|
| 2 | Congress Rep. for SIIS | 2021-07-29 | 11:39:00 | 12:39:00 | PENDING | ... |
| 3 | ECR SIIS Dept of computer science | 2021-07-19 | 15:45:00 | 16:45:00 | CLOSED | ... |
| 4 | ECR MOCK SIIS- Dept. of Computer Science and Software Engineering | 2021-07-21 | 08:00:00 | 17:00:00 | PENDING | ... |
| 5 | ECR Elections SIIS Dept. of Computer Science and Software Engineering | 2021-07-20 | 12:57:00 | 13:10:00 | CLOSED | ... |
| 6 | ECR SIIS 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 JOUST Election Portal interface. At the top left is the JOUST logo and 'Election Portal'. Below it is a navigation menu with 'Active/Open Elections' (selected) 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:

1. Password reset will stop at the end of **Campaign Period**. In this case no student will be allowed to reset password after **16TH October, 2023**.
2. For any Technical assistance call the Admissions office through 0723337365 or 0711253350
3. 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