

## STEP BY STEP PROCEDURE FOR ONLINE VOTING

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### Objective:

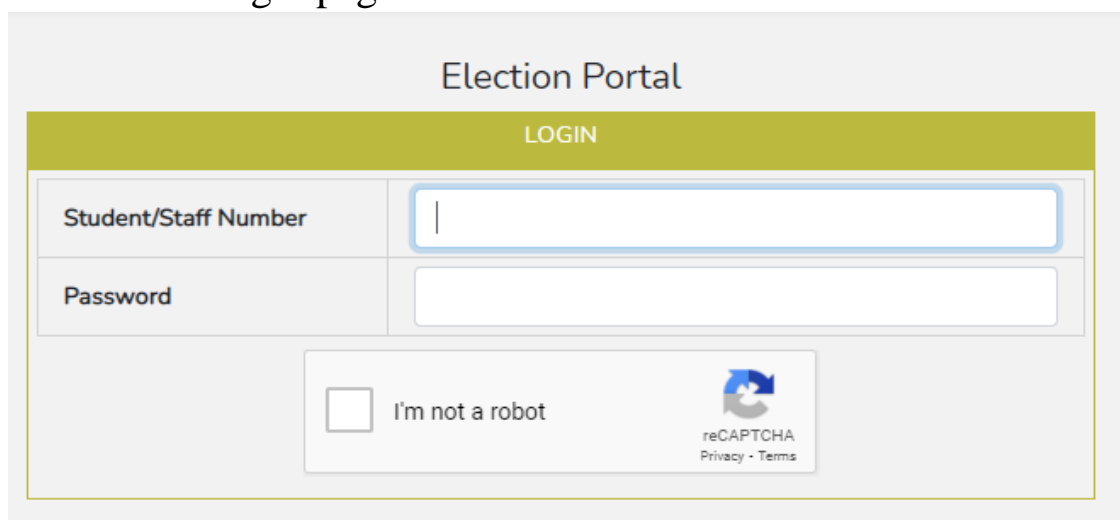
- To demonstrate to members how to vote in the upcoming DEANS' Online Elections.
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### General Prerequisite for voter eligibility:

- i). You must be a fulltime member of JOOUST Academic staff.

### 1. How to access the election portal.

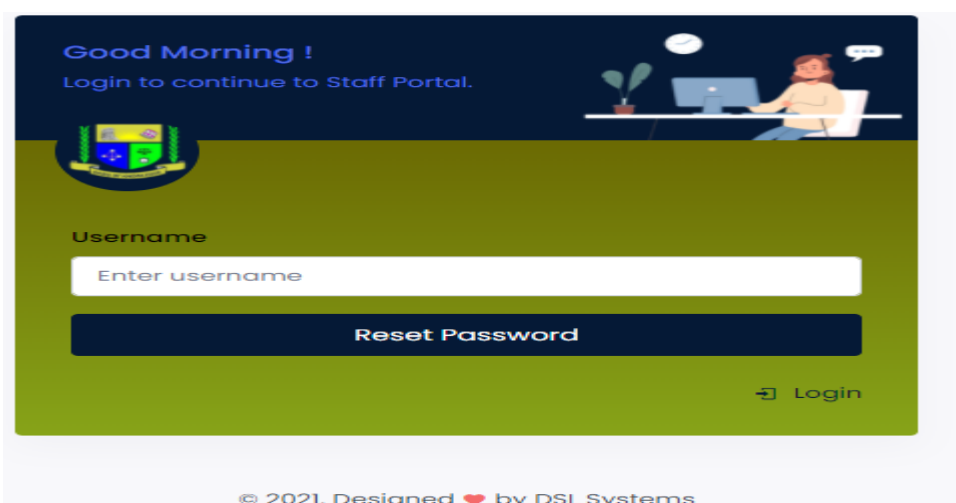
- i) Visit the University website via: [www.jooust.ac.ke](http://www.jooust.ac.ke)
- ii) Click on DEANS ELECTIONS PORTAL button on the website.
- iii) **Or** type in the URL: <https://elections.jooust.ac.ke>
- iv) Upon clicking the button or typing the URL, you will be taken to the login page below:



The screenshot shows the 'Election Portal' login interface. At the top, the title 'Election Portal' is centered. Below it is a green header bar with the word 'LOGIN' in white. The main login area contains two input fields: 'Student/Staff Number' and 'Password'. Below these fields is a reCAPTCHA widget with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. To the right of the checkbox are links for 'Privacy' and 'Terms'.

- v) Use your Staff 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 Staff portal and click on forgot password to load the window below:



- vii) Enter your PF number and click the reset password button.
- viii) The system will generate a password and send to your University email address.  
**NB:** Contact us (ICT) in case of any login related challenges.
- 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	Election of Dean school of Agricultural and Food Sciences	2022-08-29	15:00:00	17:50:00	 Vote

## 2. How to vote:

- i) Click the “Vote” button in **1. (ix)** above to take you to the window below:



JOOUST  
Election Portal

Active/Open Elections

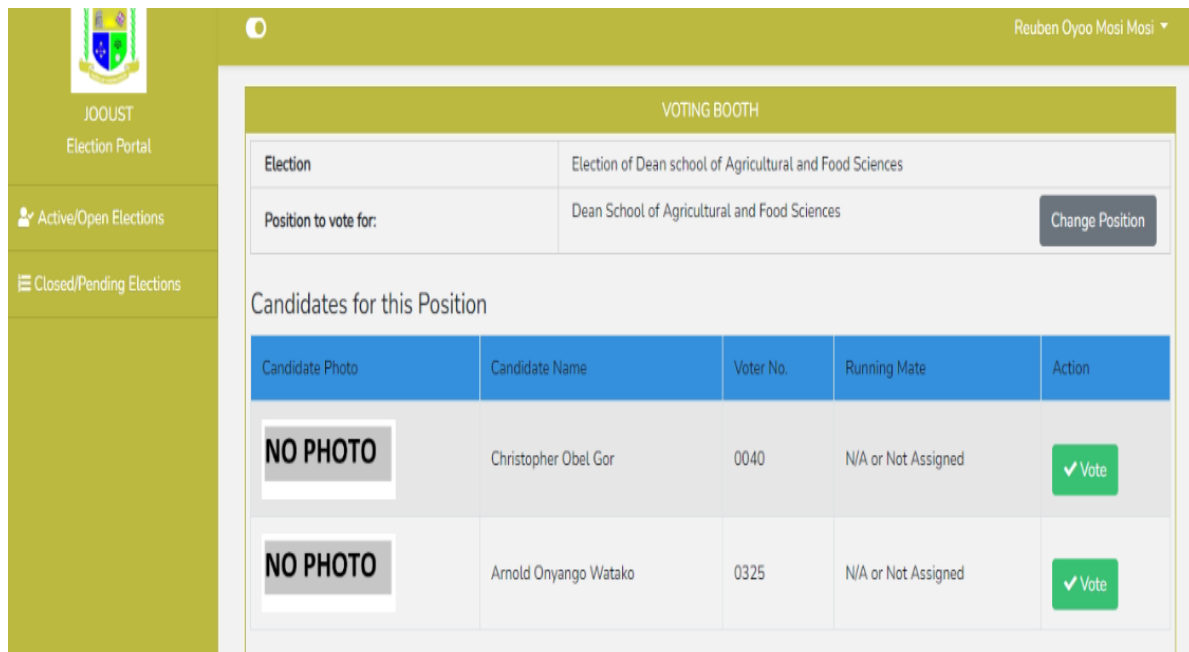
Closed/Pending Elections

Reuben Oyoo Masi Masi

VOTING BOOTH

Election	Election of Dean school of Agricultural and Food Sciences
Position to vote for:	--select--

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



JOOUST  
Election Portal

Active/Open Elections

Closed/Pending Elections

Reuben Oyoo Masi Masi

VOTING BOOTH

Election	Election of Dean school of Agricultural and Food Sciences
Position to vote for:	Dean School of Agricultural and Food Sciences <span>Change Position</span>

Candidates for this Position

Candidate Photo	Candidate Name	Voter No.	Running Mate	Action
NO PHOTO	Christopher Obel Gor	0040	N/A or Not Assigned	<span>✓ Vote</span>
NO PHOTO	Arnold Onyango Watako	0325	N/A or Not Assigned	<span>✓ Vote</span>

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



elections.jooust.ac.ke says

Are you sure you want to vote for the highlighted candidate? Please note you cant reverse this action

OK Cancel

- 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.

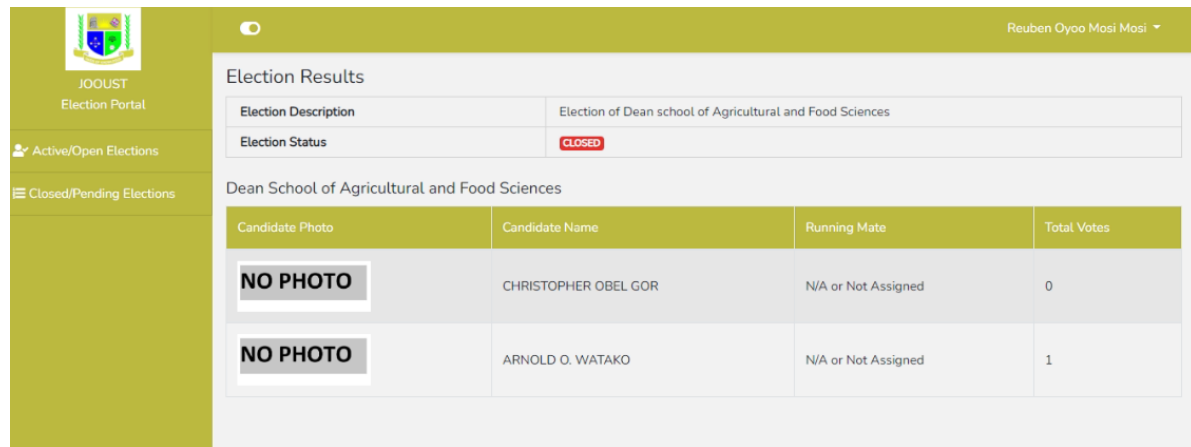
### 3. How to view results.

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



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

iii) The result page will be as below:



The screenshot displays the JOOUST Election Portal interface. On the left is a green sidebar with the JOOUST logo and navigation links for 'Active/Open Elections' and 'Closed/Pending Elections'. The main content area has a green header with the user name 'Reuben Oyoo Mosi Mosi'. Below the header, the 'Election Results' section shows the election description as 'Election of Dean school of Agricultural and Food Sciences' and the status as 'CLOSED'. A table titled 'Dean School of Agricultural and Food Sciences' lists two candidates: Christopher Obel Gor with 0 votes and Arnold O. Watako with 1 vote. Both candidates have 'NO PHOTO' placeholders.

Candidate Photo	Candidate Name	Running Mate	Total Votes
NO PHOTO	CHRISTOPHER OBEL GOR	N/A or Not Assigned	0
NO PHOTO	ARNOLD O. WATAKO	N/A or Not Assigned	1

**NOTE THAT:**

**1. Results shall only be available to the voters after being officially declared and published by the returning officer at the end of the election.**

**2. PASSWORD SHARING IS HIGHLY DISCOURAGED TO AVOID THE RISK OF SOMEONE GAINING ACCESS TO YOUR ELECTION PORTAL ACCOUNT AND VOTING FOR YOU!**

**THE END**