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

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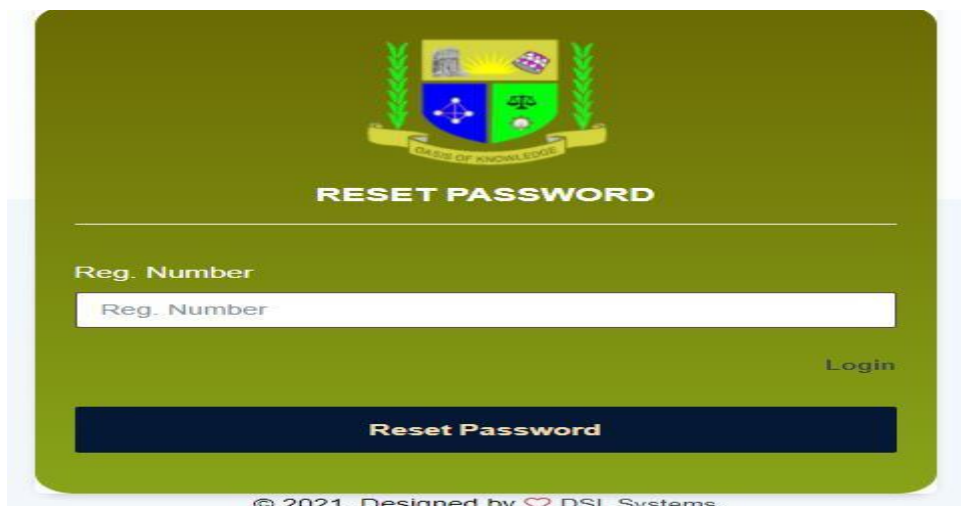
ii)   Click on SAJOOUST ELECTIONS PORTAL button

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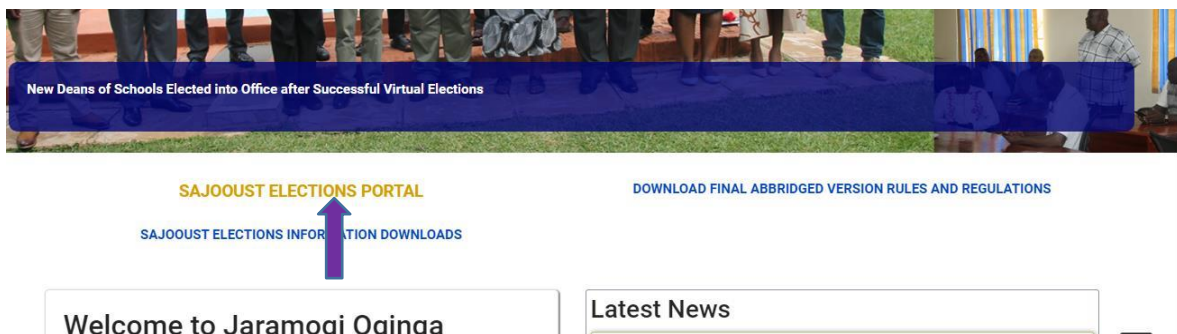
iv)   Upon clicking the button or typing the URL, you will be taken to the login page below:

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:
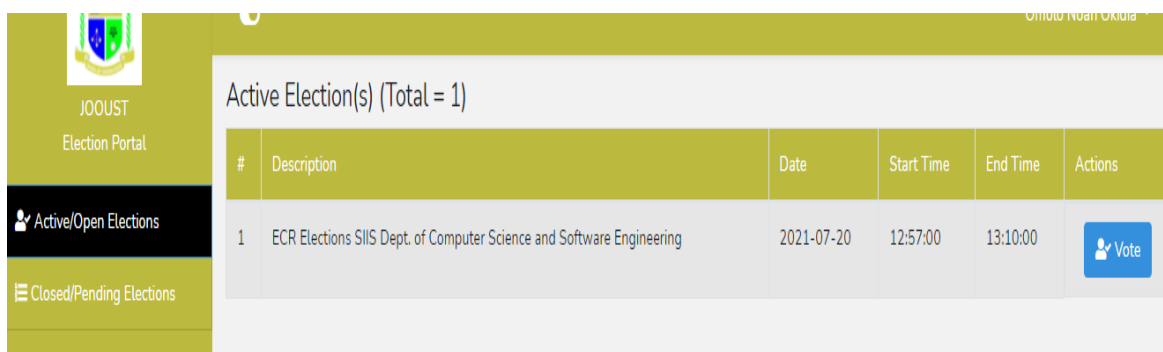

   b) Enter your student number and click the reset password button.
   c) The system will generate a password and send to your registered email address

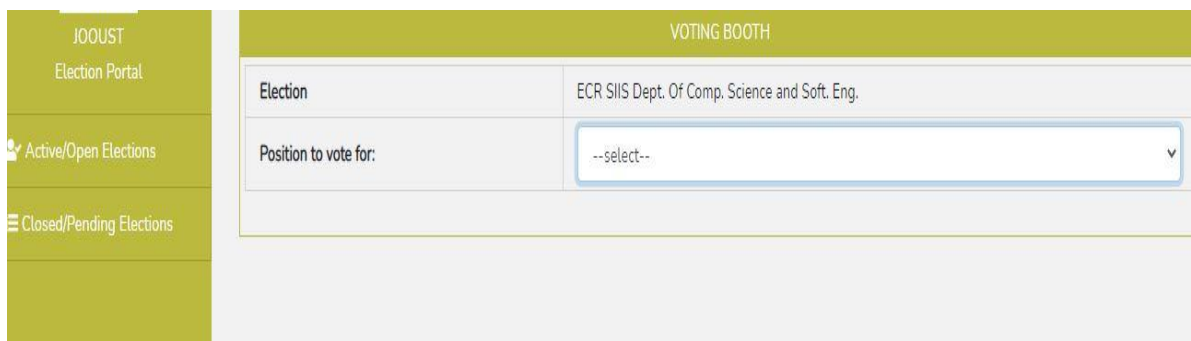   **NB:** Contact Admissions office in case your reset password goes to a wrong email address.

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:
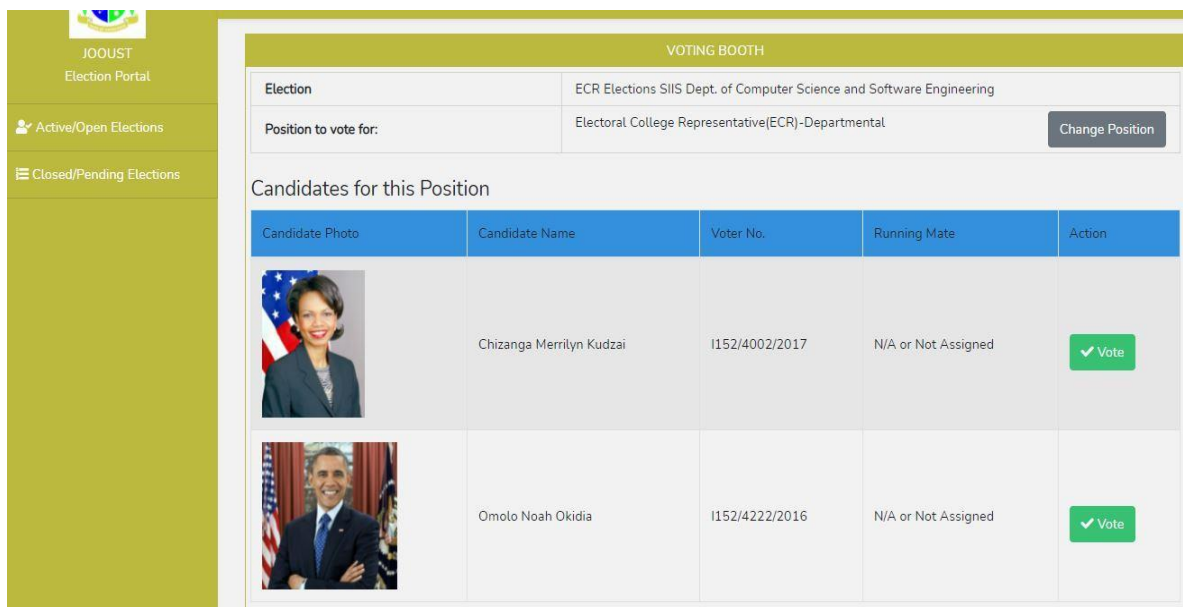
2. How to vote:

i) Click the "Vote" button in **(vii)** 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.

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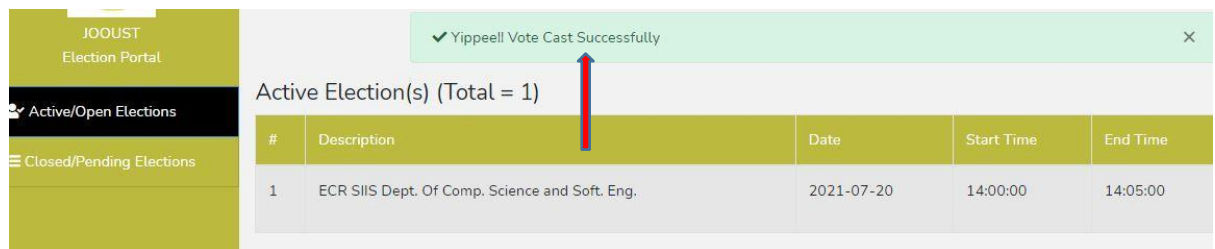
v) Once you have voted, the position and the candidates automatically disappear to ensure that you can only vote once per position.

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 (i) above and select results.

iii)   The result page will be as below:

Note:

1. Password reset will stop at the end of **Campaign Period**. In this case no student will be allowed to reset password after **3rd October, 2022**.

2. 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