

STEP BY STEP PROCEDURE FOR ONLINE VOTING

Objective:

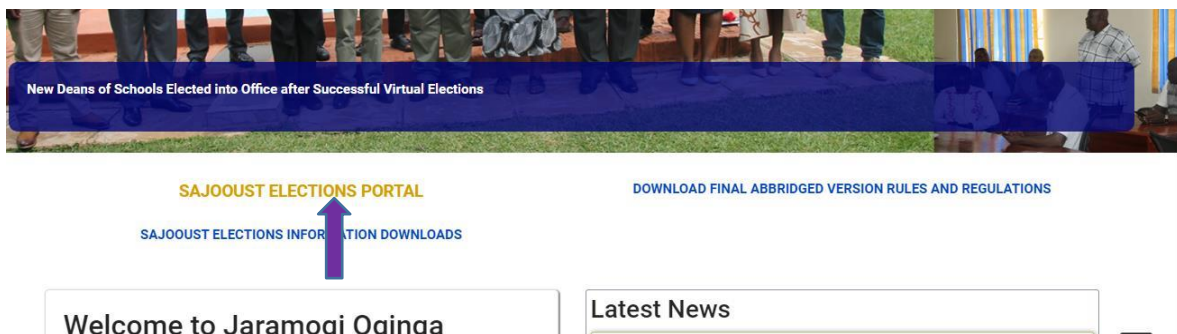
- To demonstrate to the students how to vote in the upcoming online student elections.

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



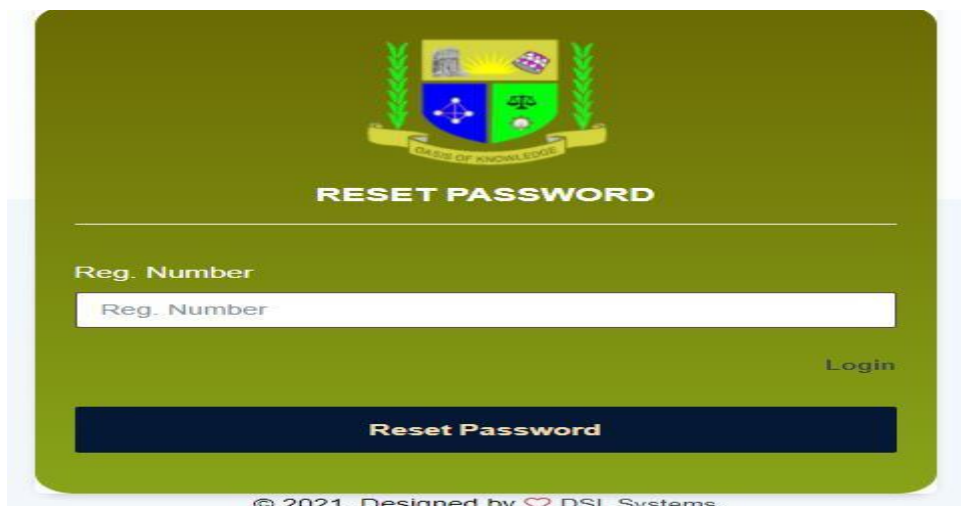
- Or type in the URL: <https://elections.jooust.ac.ke>
- Upon clicking the button or typing the URL, you will be taken to the login page below:

A screenshot of the 'Election Portal' login page. The page has a light gray background. At the top, there is a header 'Election Portal'. Below the header, there is a green bar with the word 'LOGIN' in white. The main content area is a white box with a gray border. It contains 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 links for 'Privacy' and '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:

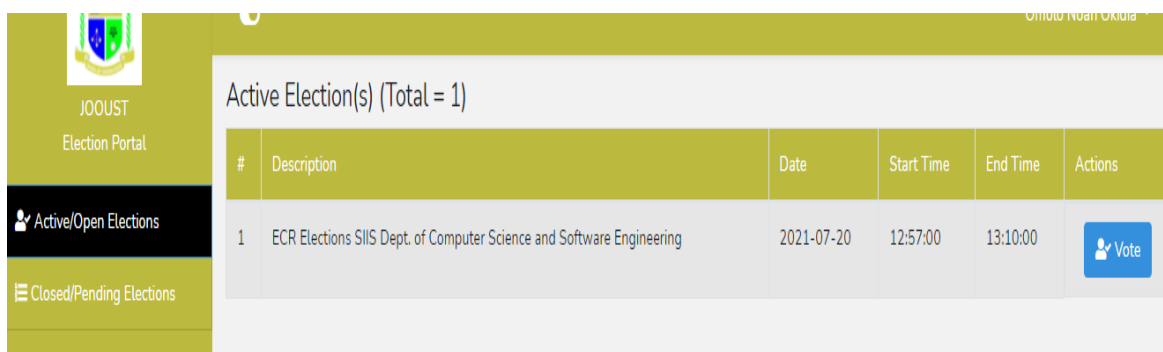


b) Enter your student number and click the reset password button.

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.

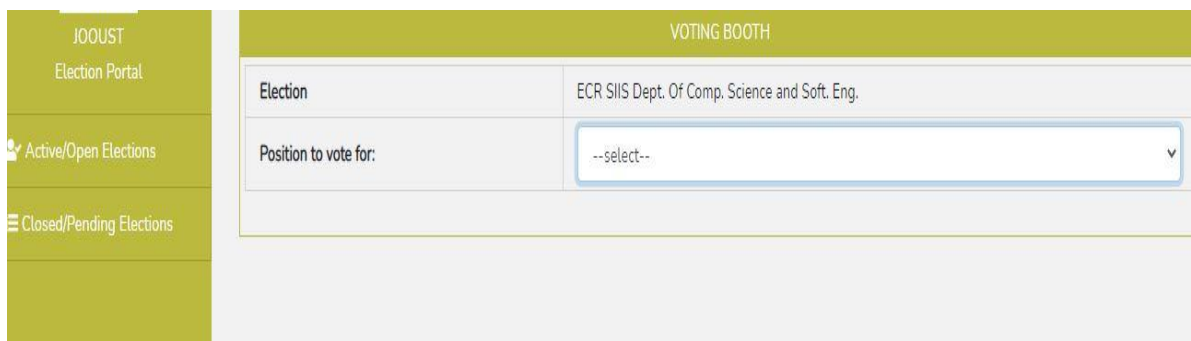
vii) Upon successful login, you will see a page similar to the one below with a list of all active elections in which you are an eligible voter:



Active Election(s) (Total = 1)					
#	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

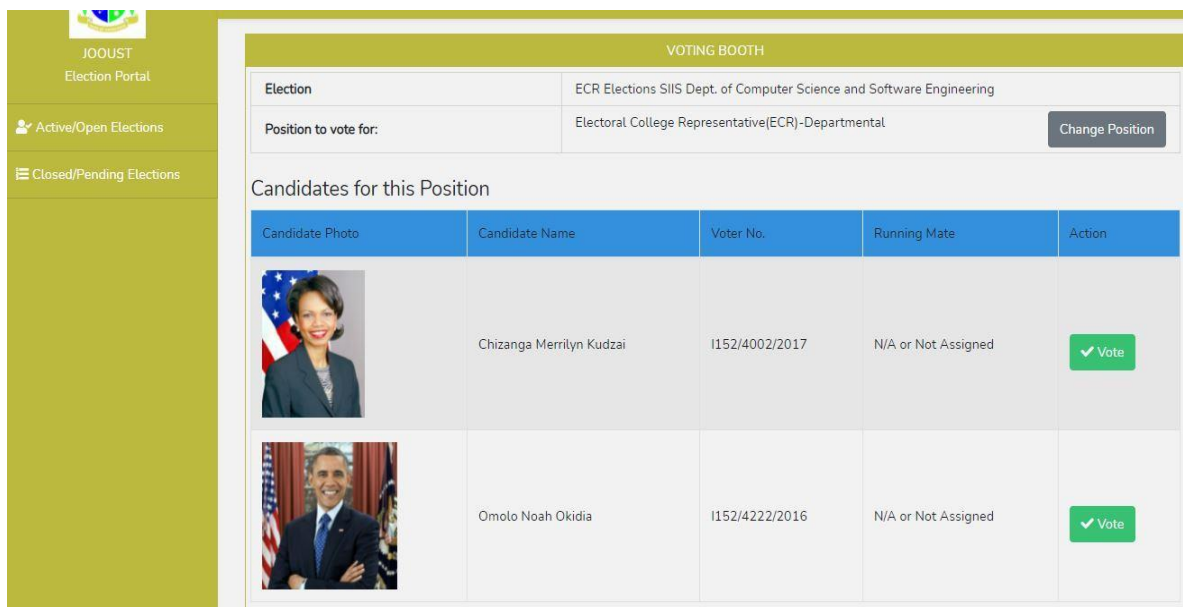
2. How to vote:

- 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 the JOOUST Election Portal logo and two menu items: 'Active/Open Elections' and 'Closed/Pending Elections'. The main area has a header 'VOTING BOOTH' and two fields: 'Election' with the value 'ECR SIIS Dept. Of Comp. Science and Soft. Eng.' and 'Position to vote for:' with a dropdown menu showing '--select--'.

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



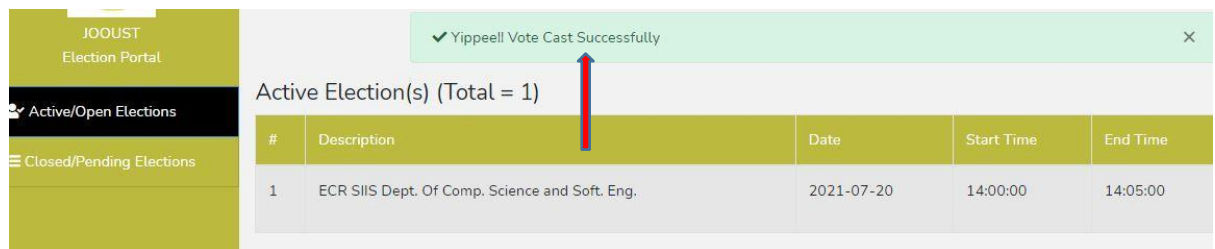
The screenshot shows the 'VOTING BOOTH' interface after selecting a position. The 'Election' field remains 'ECR Elections SIIS Dept. of Computer Science and Software Engineering'. The 'Position to vote for:' field now shows 'Electoral College Representative(ECR)-Departmental' with a 'Change Position' button next to it. Below this, a section titled 'Candidates for this Position' displays a table of candidates.

Candidate Photo	Candidate Name	Voter No.	Running Mate	Action
	Chizanga Merrilyn Kudzai	I152/4002/2017	N/A or Not Assigned	✓ Vote
	Omolo Noah Okidia	I152/4222/2016	N/A or Not Assigned	✓ 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
Closed/Pending Elections						
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:



JOUUST

Election Portal



Active/Open Elections

Closed/Pending Elections

Election Results

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 **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