

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 green header with the text "Election Portal" and "LOGIN" below it. Below the header, there is a login form with 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

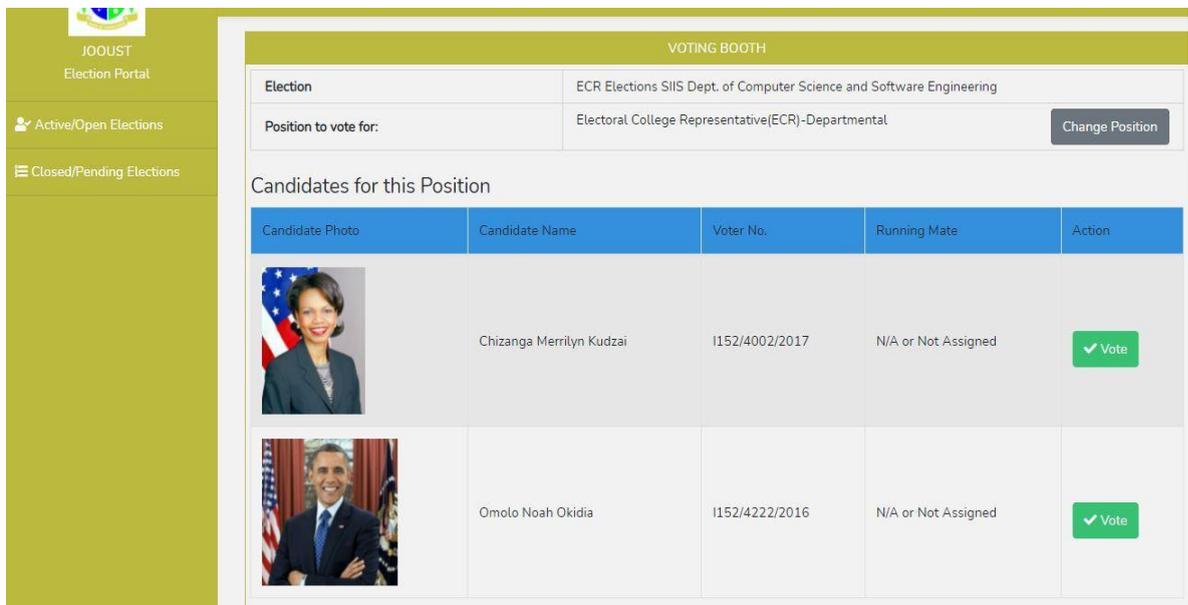
2. How to vote:

- 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 navigation menu with 'Active/Open Elections' selected. The main content area displays the election name 'ECR SIIS Dept. Of Comp. Science and Soft. Eng.' and a dropdown menu for 'Position to vote for:' with the text '--select--'.

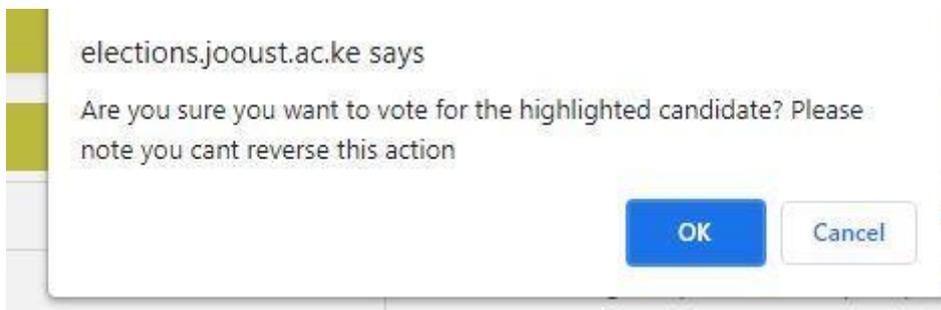
- ii) Select the position to vote for to display the candidates in that position as below:



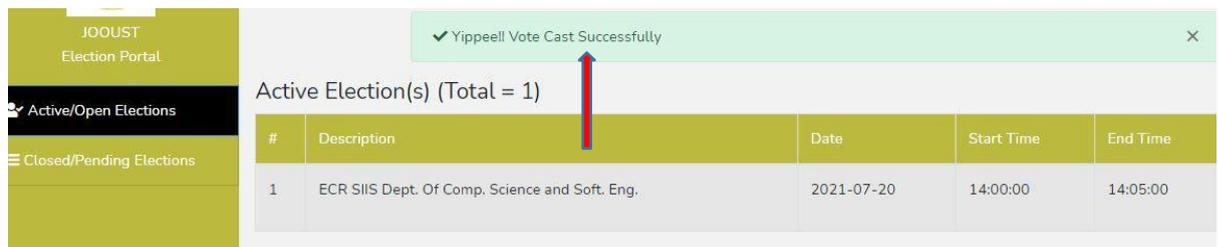
The screenshot shows the 'VOTING BOOTH' interface with the position 'Electoral College Representative(ECR)-Departmental' selected. Below the position, there is a table of candidates for this position.

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
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:

Election Results			
Election Description	ECR SISIS 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