





UNIVERSITY
OF
JOHANNESBURG

Online Voting Step-by-Step Guide

PLEASE NOTE:

- A timer has been added to alert voters of the amount of time left to cast your vote before the election closes
- The system utilises the timer as reflected on the UJ Voting platform and not on the voter's device (laptop/mobile phone)
- The timer runs in the background and will change as you move between the portfolios
- Please ensure that you submit your vote before the election closes. Do not wait until the last minute to cast your vote. If you are logged into the platform and try to cast a vote after the election has closed, you will receive a message stating that "The election has closed". Please note that this means that your vote was **not** successfully cast



Voter clicks on the link below to access the UJ Mobile Voting System


<https://ujvote.uj.ac.za/vote/f?p=20302:101>



A login page will appear as per below.
Enter Voter Number and Click on **“Forgot Password”**

PLEASE NOTE THAT YOUR STUDENT NUMBER IS YOUR VOTER NUMBER

Mobile Voting System



Voter Number

Password

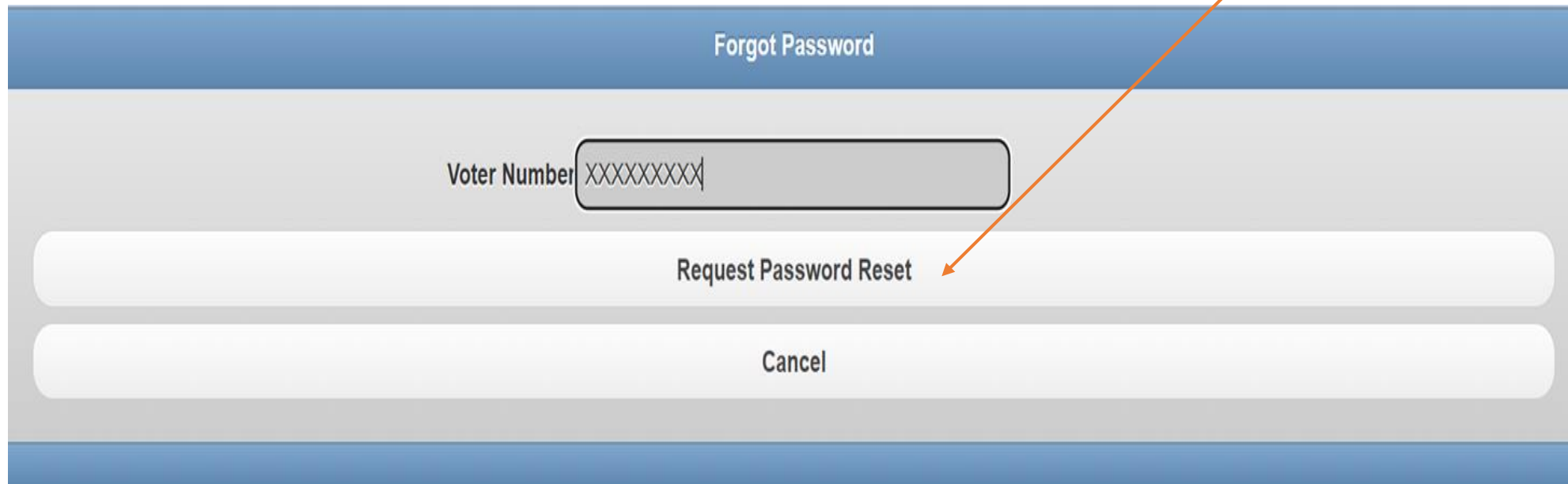
Please note that the website works on the following browsers:
Chrome
Firefox
Microsoft Edge
Safari

Login

Forgot Password

The below page will now appear. Enter your Voter Number and click on **“Request Password Reset”**

PLEASE NOTE THAT YOUR STUDENT NUMBER IS YOUR VOTER NUMBER





Forgot Password

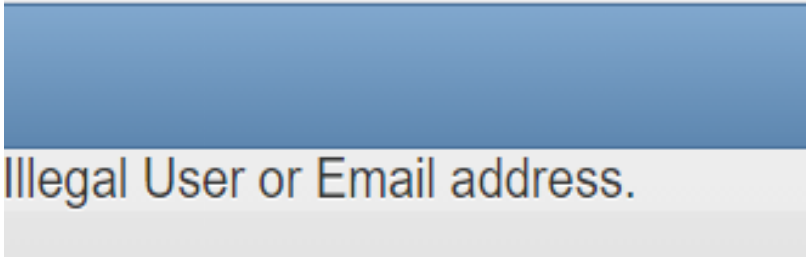
Voter Number

Request Password Reset


Cancel



If the Voter Number is incorrect, the below message will appear:



Illegal User or Email address.



If the correct Voter Number is entered, the voter will receive an email with an OTP (Onetime Pin). The voter will need to enter the Voter Number (Student Number), OTP, and the new password created as per the criteria mentioned.

Please note that the OTP and password are case-sensitive.

Reset Password

Please check your mail and use the Onetime Pin that was sent to you.

Voter Number

Onetime Pin

New Password

Repeat Password

Change Password

Cancel

New password entered must:

- * Be at least 14 characters in length,
- * Include at least one uppercase letter,
- * Include at least one lowercase letter,
- * Include at least one special character,
- * Include at least one numerical digit,
- * Not contain more than 2 repeating digits,
- * Not be the same as the Login name,
- * Not be the same as the Login name in reverse.

New password entered must:

- * be at least 14 characters in length,
- * Include at least one uppercase letter,
- * Include at least one lowercase letter,
- * Include at least one special character,
- * Include at least one numerical digit,
- * Not contain your login number,
- * Not contain more than 2 repeating digits and
- * Not be the same as the previous password.

See the
example of
communication
sent to email
address with
the OTP

Password Reset



ujelections@uj.ac.za

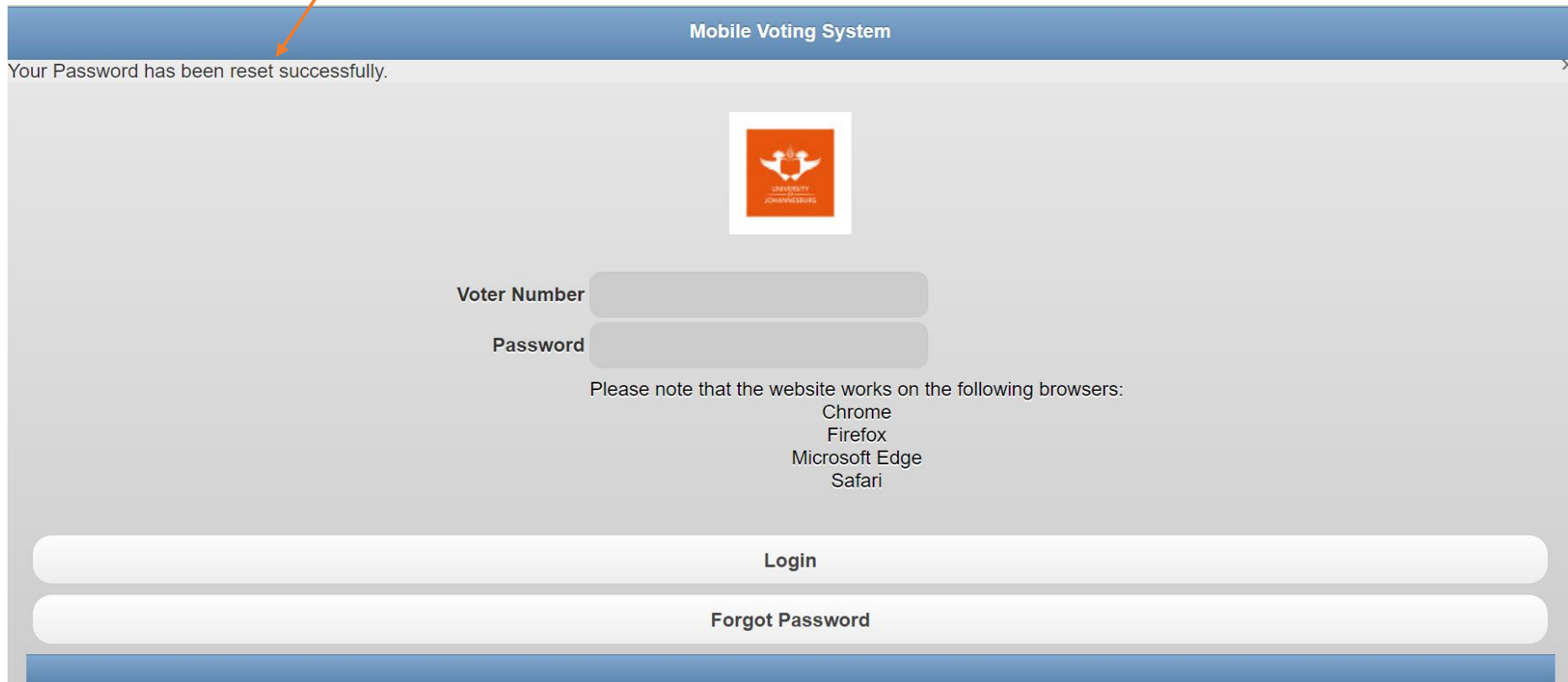
To [REDACTED]

You have requested a Password Reset

Please use the following to reset your password: [REDACTED]

Alternatively, Please Ignore this EMail


Once the password is reset, you will see the successful notification at the top of the page



The screenshot displays the 'Mobile Voting System' interface. At the top, a blue header bar contains the text 'Mobile Voting System'. Below this, a notification banner states 'Your Password has been reset successfully.' with a close button (X) on the right. An orange arrow points from the text above to this notification. The main content area features the University of Johannesburg logo, two input fields for 'Voter Number' and 'Password', and a list of supported browsers: Chrome, Firefox, Microsoft Edge, and Safari. At the bottom, there are two buttons: 'Login' and 'Forgot Password'.

Mobile Voting System

Your Password has been reset successfully.



Voter Number

Password

Please note that the website works on the following browsers:

- Chrome
- Firefox
- Microsoft Edge
- Safari


Login

Forgot Password

Enter your Voter Number (Student Number) and the 14-character password you have created and then click on **“Login”**

Mobile Voting System

Your Password has been reset successfully.



Voter Number XXXXXXXXXXXX

Password

Please note that the website works on the following browsers:
Chrome
Firefox
Microsoft Edge
Safari

Login

Forgot Password

Click on **“Proceed”**

Mobile Voting System

Welcome to the UJ Online Voting Platform.

Proceed

Exit

The Campus Election relevant to you will appear as per the below page. **A timer has been inserted alerting you of the time left to cast your vote before the election closes.** Click here to access the portfolios for the Election.

Active Elections

<< Back

SRC Elections APK 2024 (2 Days, 5 Hours And 6 Minutes)

The Voter can read the information of the Election and then click on each Portfolio to view the candidates and submit **1** vote per Portfolio

Portfolios

<< Back

ELECTIONS OF THE UNIVERSITY OF JOHANNESBURG STUDENT REPRESENTATIVE COUNCIL

Voting will be officially open from 9 October 2024 at 09:00 to 11 October 2024 at 17:00 via a secure online voting system.

The SRC Constitution provides for election of both Central SRC and Campus SRC by registered students registered for formal subsidised qualifications. Student organisations and/or independent candidates of a particular campus may contest two positions of Central SRC.

VOTING

Each student registered for a formal subsidised qualification has the right to:

- cast one vote for each position of the campus SRC of the campus on which the person is registered;
- cast one vote for each position of the Central SRC of the campus on which the person is registered.

In order to cast a vote:

- the name of a voter has to appear on a voters' roll;

Each voter may cast:

- one vote for the candidate or student society of person's choice for each position of the campus SRC;
- one vote for the candidate or student society of person's choice for each position of the Central SRC.

As per the timer on the UJ voting platform you have 2 Days, 4 Hours And 59 Minutes left to submit your vote.

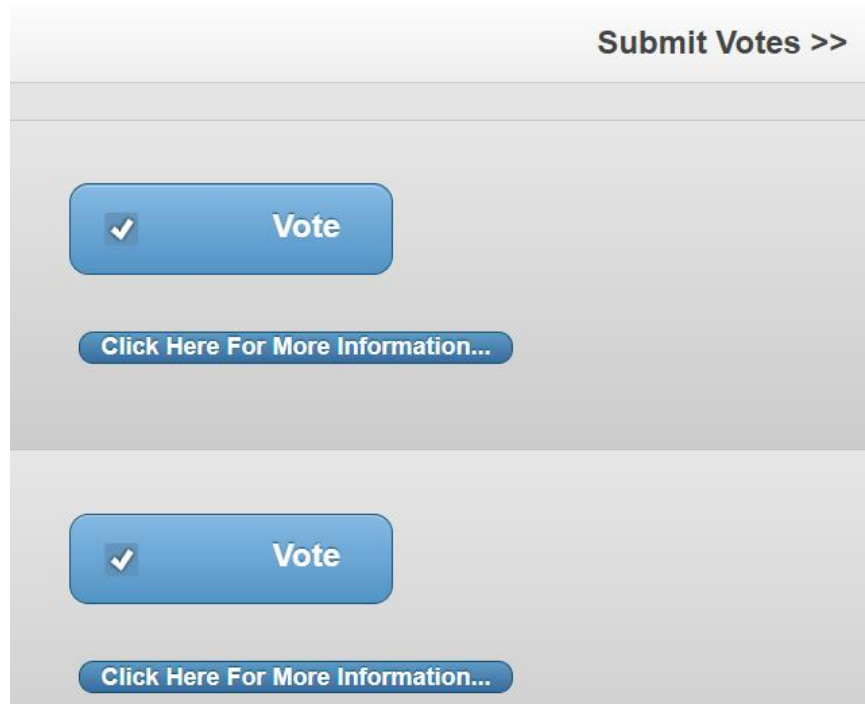
SRC Chairperson APK 2024 (Please vote for a candidate)



Select the candidate of your choice by clicking on the blue box that indicates **“Vote”** and then click on **“Submit Votes”**

The screenshot shows a voting interface with a blue header bar labeled "Candidates". Below the header, there are two navigation buttons: "<< Back" and "Submit Votes >>". A red timer message reads: "As per the timer on the UJ voting platform you have 2 Days, 4 Hours And 58 Minutes left to submit your vote." Below this, there are two candidate entries, each consisting of a black placeholder box on the left and a blue button labeled "Vote" on the right. Underneath each "Vote" button is a smaller blue button labeled "Click Here For More Information...". An orange arrow points from the text "Vote" in the instruction above to the "Vote" button of the first candidate. Another orange arrow points from the text "Submit Votes" in the instruction above to the "Submit Votes >>" button.

Please note that you are only allowed to select **1 candidate** per Portfolio; however, should you select more than **1** candidate, the following pop-up message will appear



ujvote.uj.ac.za says

Please note, you have voted for too many candidates

OK

The Portfolio will state in green **You selected:** (*indicates the name of the candidate of your choice*)

Important: Click on the remainder of the portfolios that still reflect in **RED** and cast your **1** vote)

Votes to be Submitted

<< Change Votes

Submit Votes >>

As per the timer on the UJ voting platform you have 2 Days, 4 Hours And 52 Minutes left to submit your vote.
Remember to click on the Submit Votes tab above to ensure that your vote(s) are successfully cast.

SRC Chairperson APK 2024 (**You selected:** [REDACTED])

SRC Deputy Secretary APK 2024 (**Please vote for a candidate**)

SRC Position 1 APK 2024 (**Please vote for a candidate**)

SRC Position 2 APK 2024 (**Please vote for a candidate**)

SRC Transformation, Gender & Policy Off. APK 2024 (**Please vote for a candidate**)

SRC Treasurer APK 2024 (**Please vote for a candidate**)

Should you wish to change your vote cast click on “**Change Votes**” & untick the candidate you do not want to select and tick the candidate you do want to select

Votes to be Submitted

<< Change Votes

Submit Votes >>

As per the timer on the UJ voting platform you have 2 Days, 4 Hours And 52 Minutes left to submit your vote.
Remember to click on the Submit Votes tab above to ensure that your vote(s) are successfully cast.

SRC Chairperson APK 2024 (You selected: [REDACTED])

SRC Deputy Secretary APK 2024 (Please vote for a candidate)

SRC Position 1 APK 2024 (Please vote for a candidate)

SRC Position 2 APK 2024 (Please vote for a candidate)

SRC Transformation, Gender & Policy Off. APK 2024 (Please vote for a candidate)

SRC Treasurer APK 2024 (Please vote for a candidate)

Once you have made your selection of **1** candidate for each portfolio, all portfolios will state, **You selected** *(the name of the candidate of your choice will reflect)*.
At this point, you can change your selection of candidates should you wish to do so by clicking on **“Change Votes”**

If you are satisfied with your selection, click on **“Submit Votes”**.

NOTE: Once you click on Submit Votes no further changes can be made.

Votes to be Submitted

<< Change Votes

Submit Votes >>

As per the timer on the UJ voting platform you have 2 Days, 4 Hours And 36 Minutes left to submit your vote.
Remember to click on the Submit Votes tab above to ensure that your vote(s) are successfully cast.

SRC Academic & Quality Off. APK 2024 (You selected: [REDACTED])

SRC Chairperson APK 2024 (You selected: [REDACTED])

SRC Deputy Chairperson APK 2024 (You selected: [REDACTED])

When the voter DOES NOT vote for all Portfolios, the system will indicate as such. The voter then has an opportunity to vote for outstanding Portfolios by clicking on the **“Vote for other Election/Portfolio”** tab.

Submitted

<< Vote for other Election/Portfolio

... Votes Submitted, BUT PLEASE CHECK You need to vote for 12 portfolio(s), you only voted for 4 portfolio(s). Please vote for other portfolio(s) ...

Log Out



Once your votes are submitted, the system will reflect as per the below:

Submitted

<< Vote for other Election/Portfolio

... Votes Submitted Successfully ...

Log Out



Should you
require any
assistance or
additional
information
please
contact:

- 011 559 2788 - Student Affairs Office - APK
- 011 559 4443 - Student Affairs Office - APK
- 011 559 6226 - Student Affairs Office - DFC
- 011 559 5543 - Student Affairs Office - SWC
- 011 559 1303 - Student Affairs Office - APB

- Email: SRCelections@uj.ac.za

