UNIVERSITY OF JOHANNESBURG

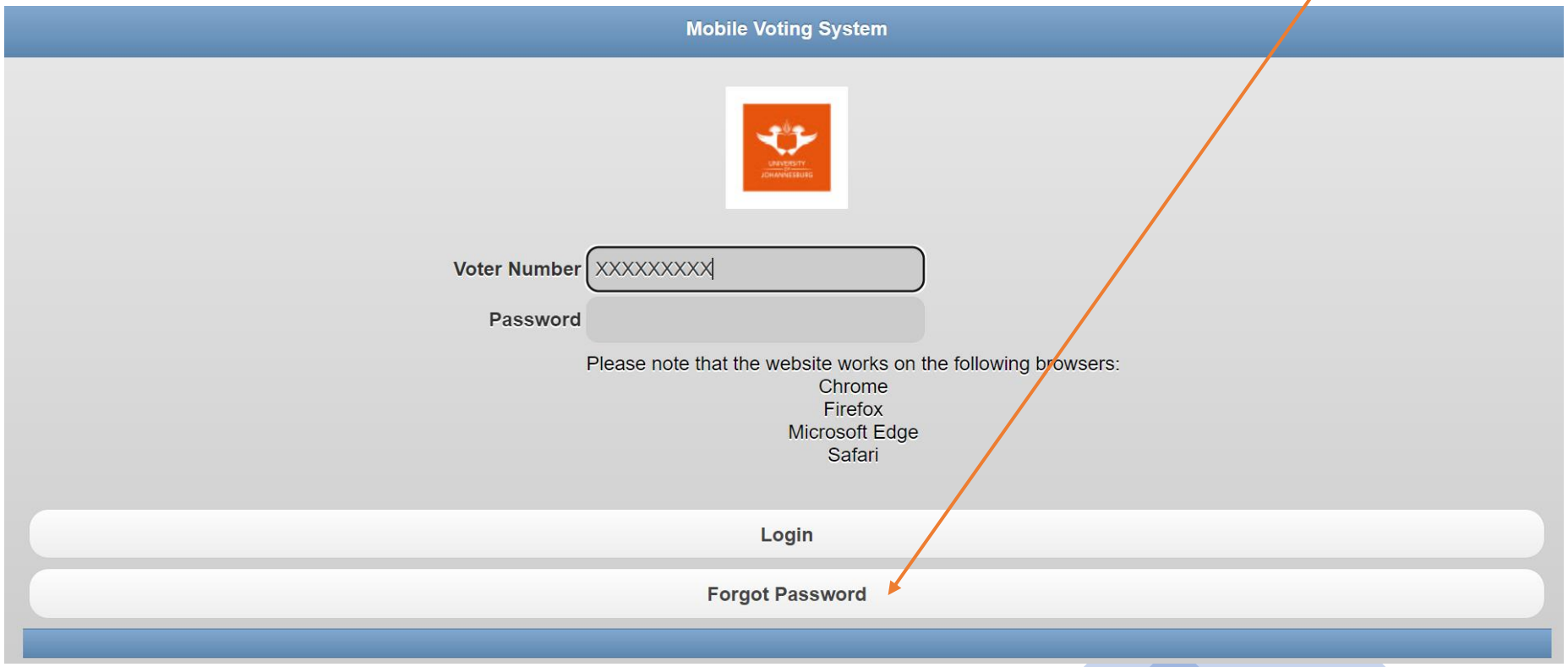
Online Voting Step by Step Guide

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

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

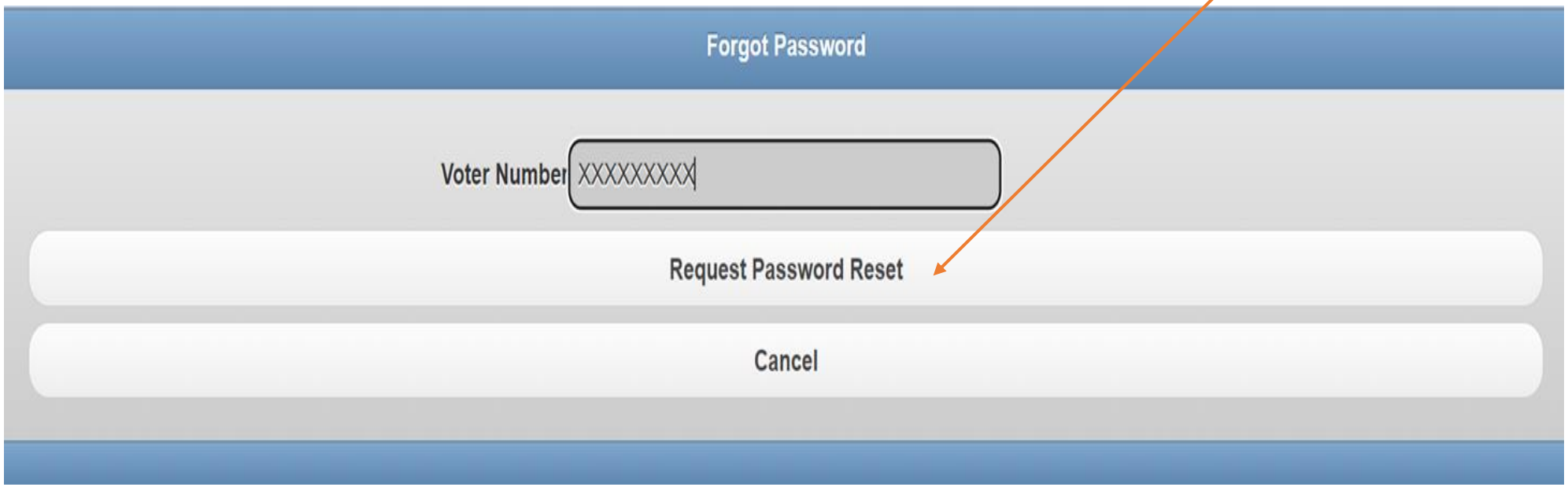
A login page will appear as per below.
Enter Voter Number and Click on **“Forgot Password”**

PLEASE NOTE THAT YOUR VOTER NUMBER IS A UNIQUE NUMBER THAT WILL BE SENT TO YOU

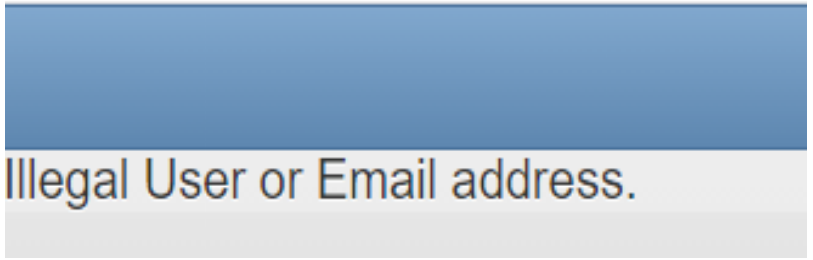


The below page will now appear. Enter your Voter Number and click on **“Request Password Reset”**

PLEASE NOTE THAT YOUR VOTER NUMBER IS A UNIQUE NUMBER THAT WILL BE SENT TO YOU



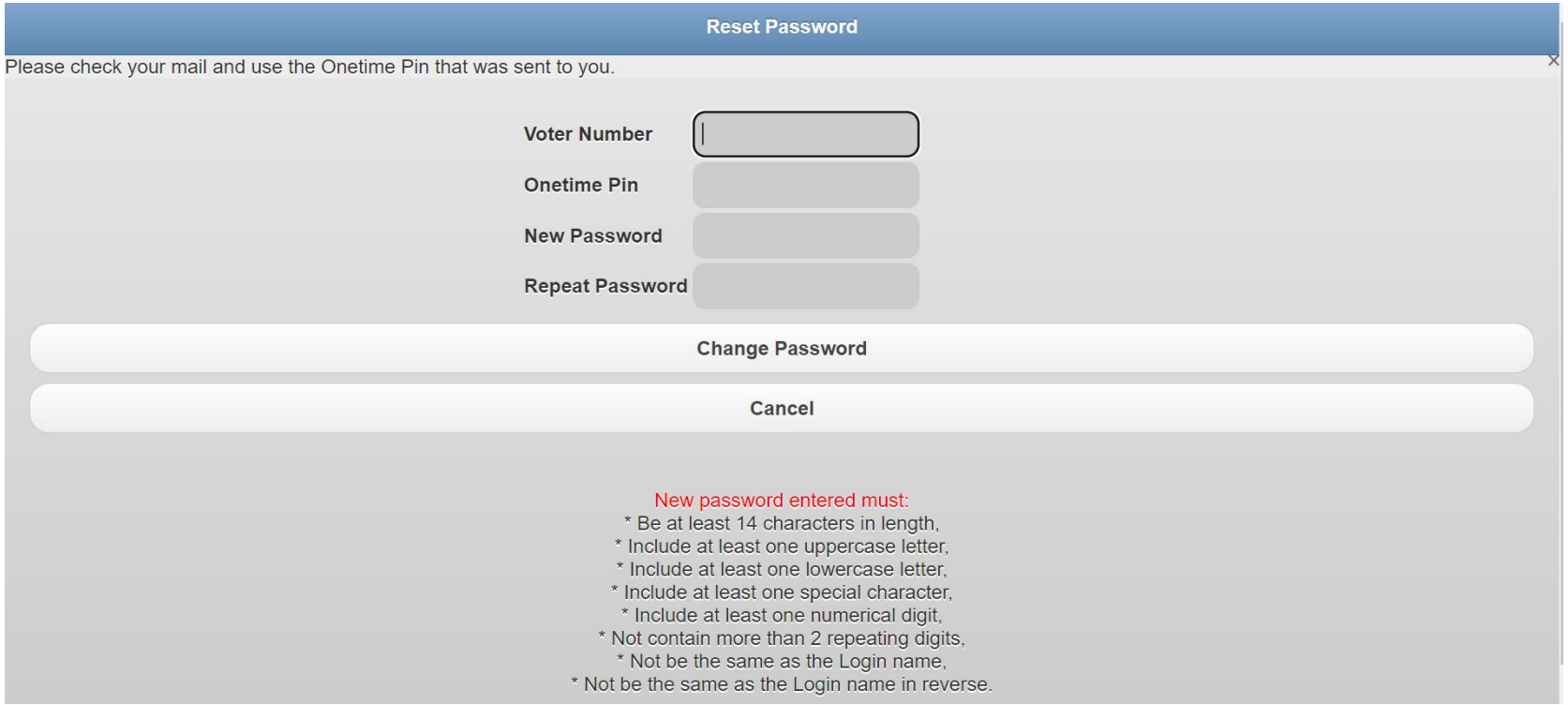
If the Voter Number is incorrect a message will indicate as such:



Please note: Convocation members whose data is not reflected correctly on the database will not be able to participate in this election.

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

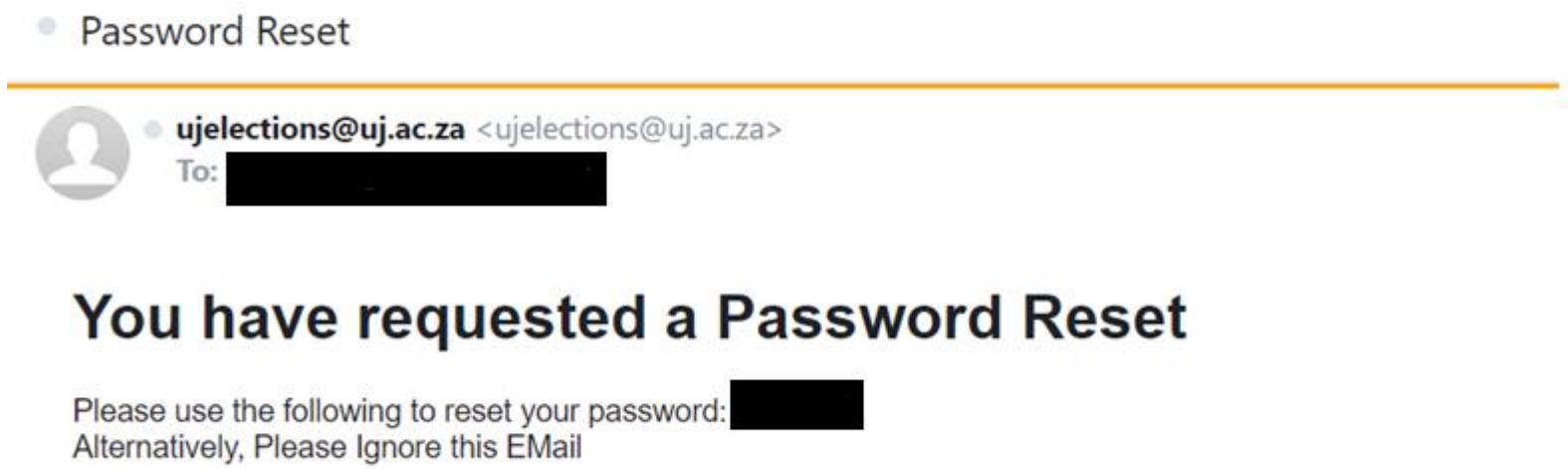
Please note that the OTP and password are case-sensitive.



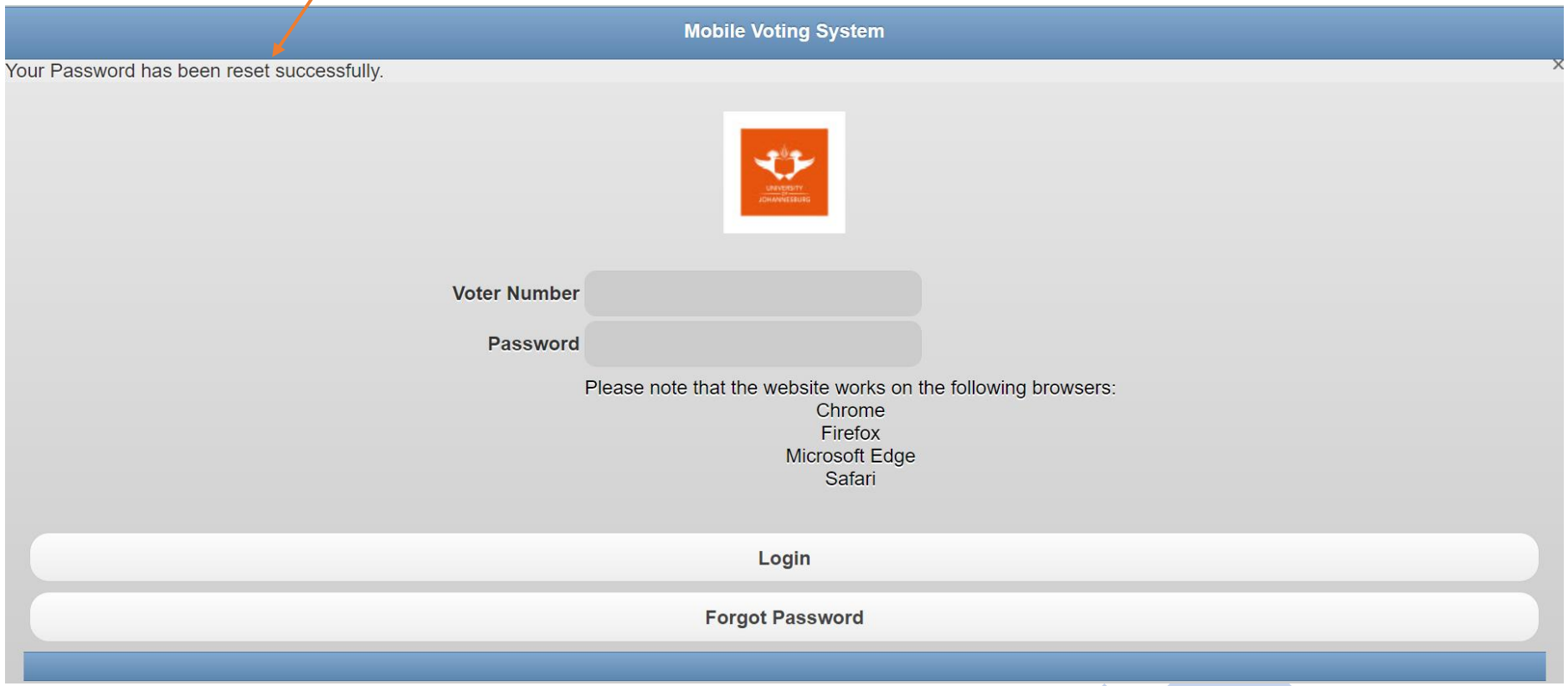
New password entered must:
* be at least 14 characters in length,
* Include at least one uppercase letter,
* Include at least one lowercase letter,
* Include at least one special character,
* Include at least one numerical digit,
* Not contain your login number,
* Not contain more than 2 repeating digits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

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

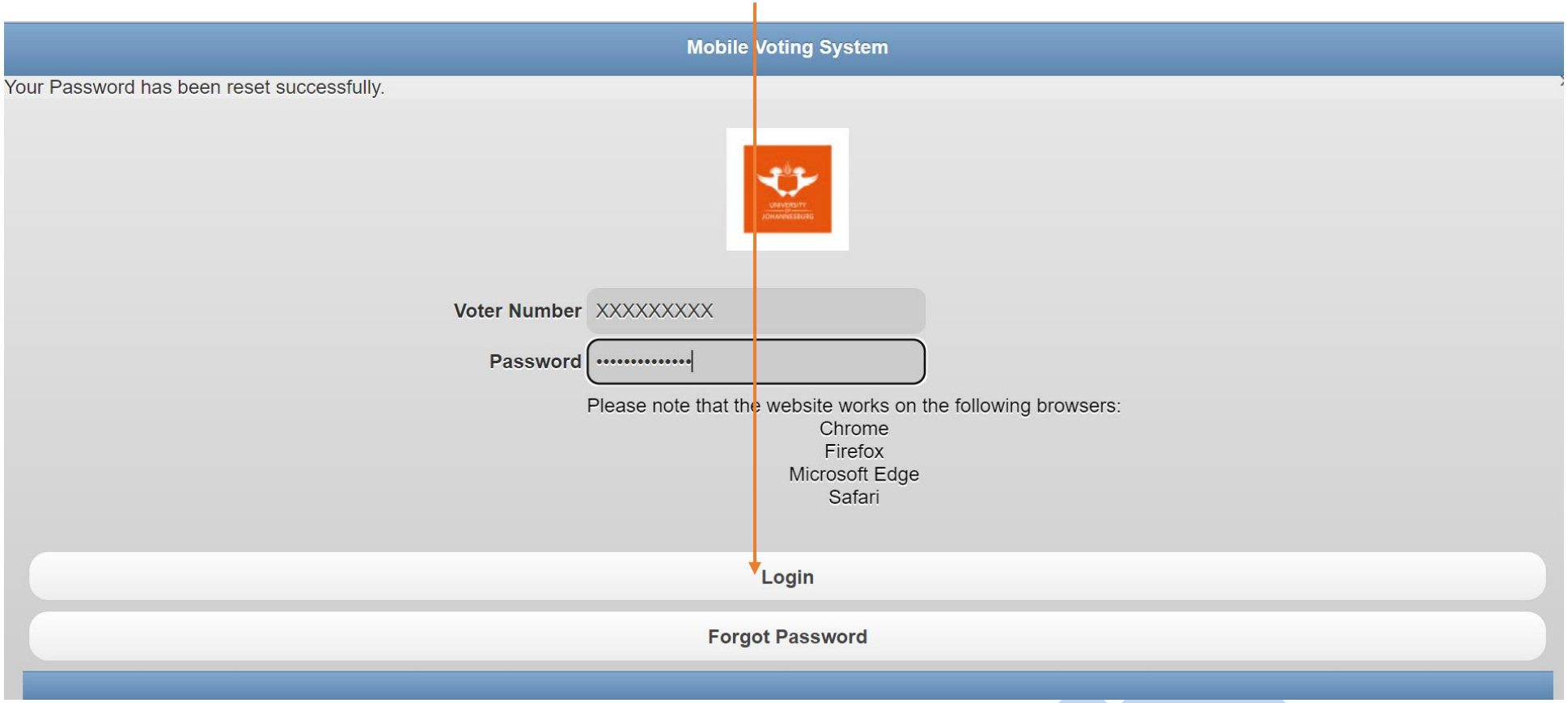
Please note that there may be a delay in receiving the OTP, therefore wait at least 10-15 minutes before requesting a new OTP.



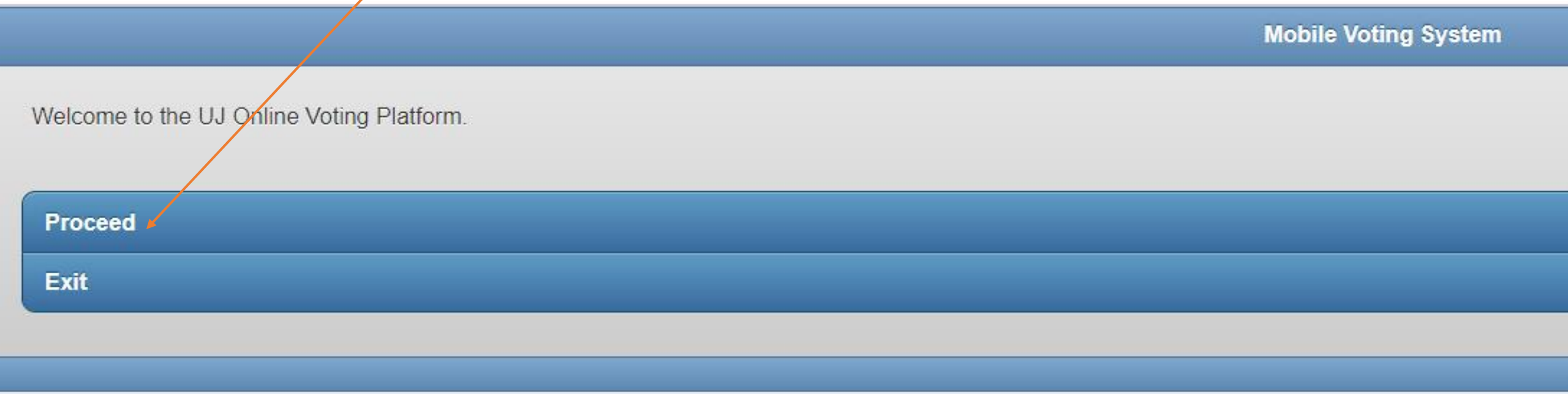
Once the password is reset, you will see the successful notification at the top of the page



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



Click on **“Proceed”**

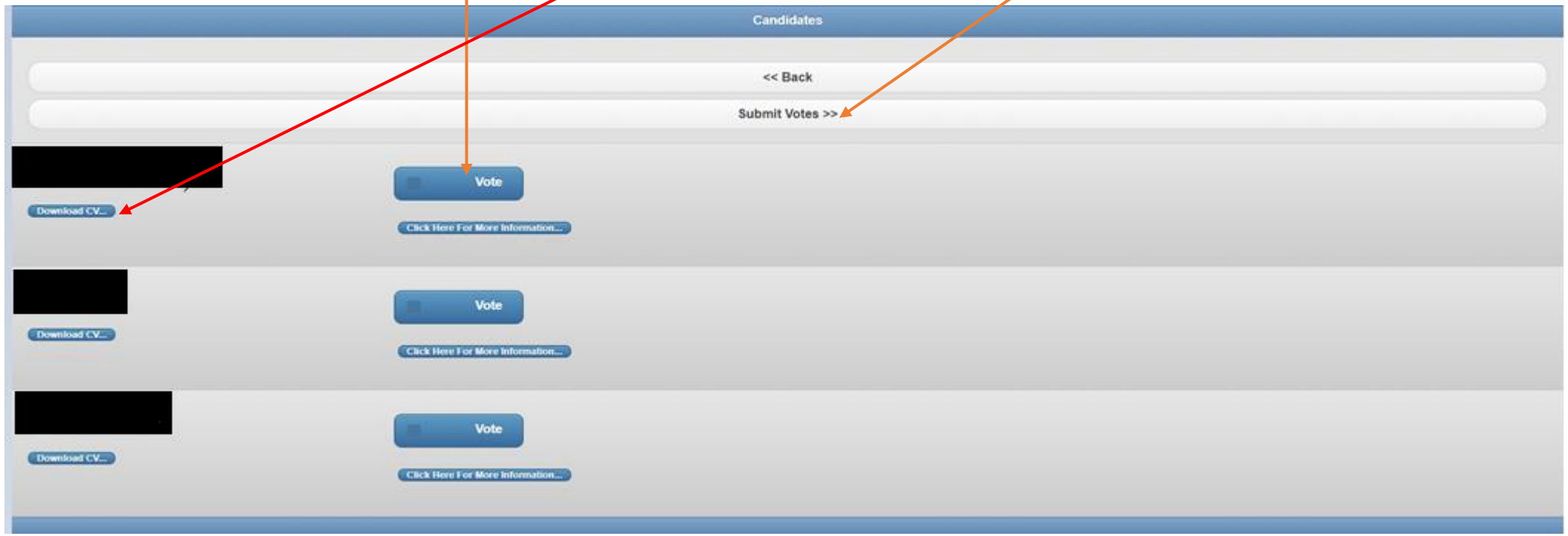


The Name of the Election will appear as per the below page. Click here to access the Election.

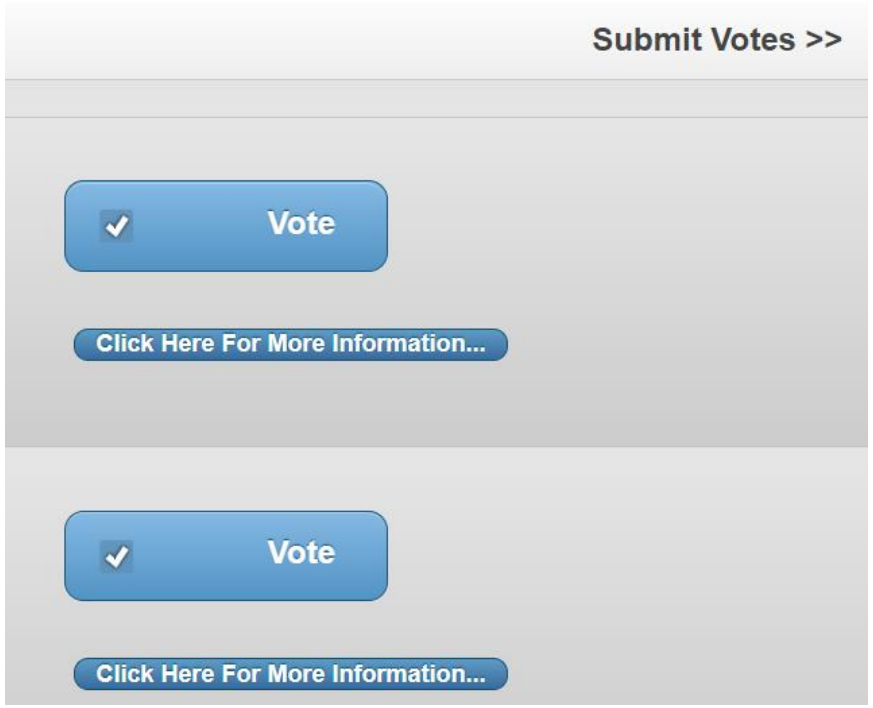
The voter can read the Terms and Conditions for Voting and then click here to view the candidates and submit **1** vote

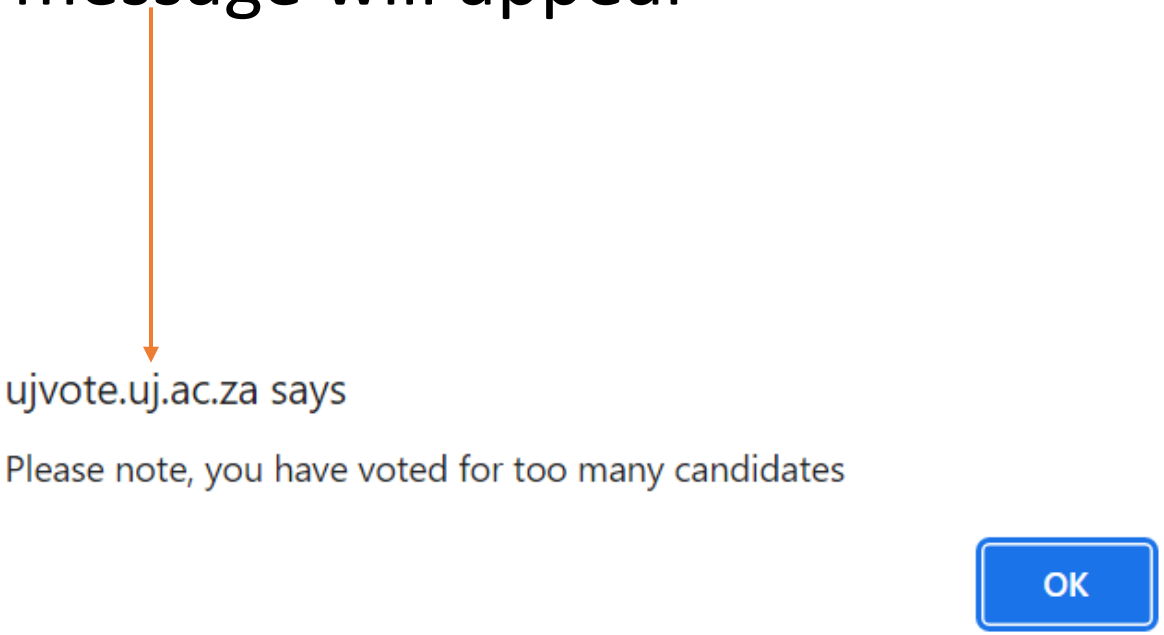
Select **1** candidate of your choice by clicking on the blue box that indicates **“Vote”** and then click on “**Submit Votes**”

You can also click on “**Download CV”** to view the candidate’s CV

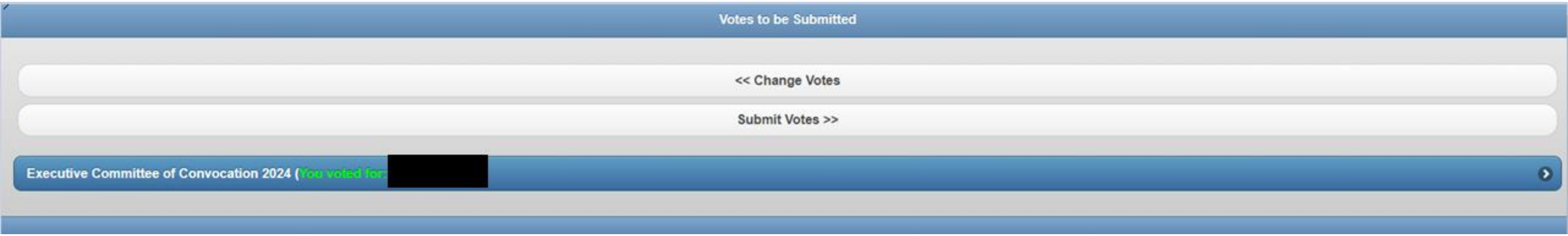


Please note that you are only allowed to select **1 candidate**; however, should you select more than **1** candidate, the following pop-up message will appear

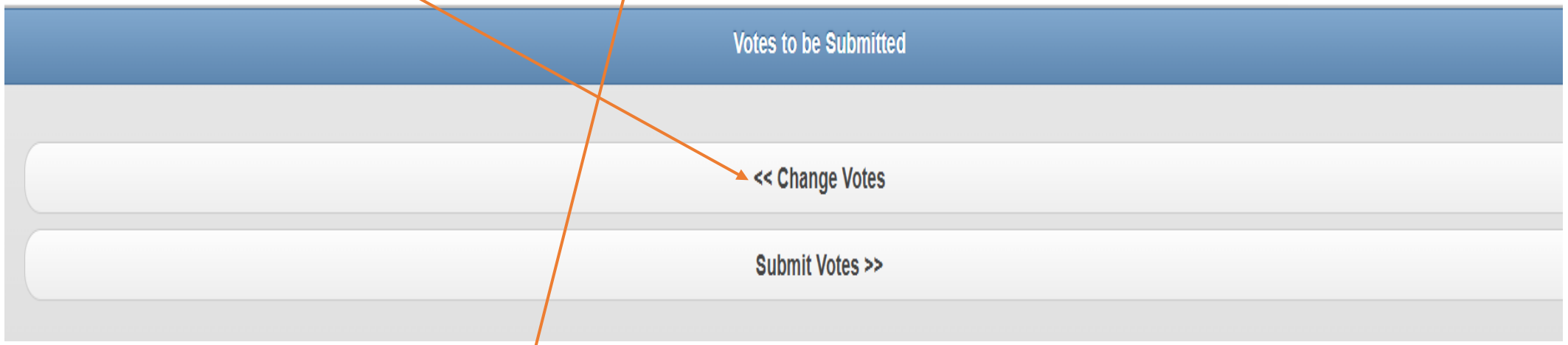


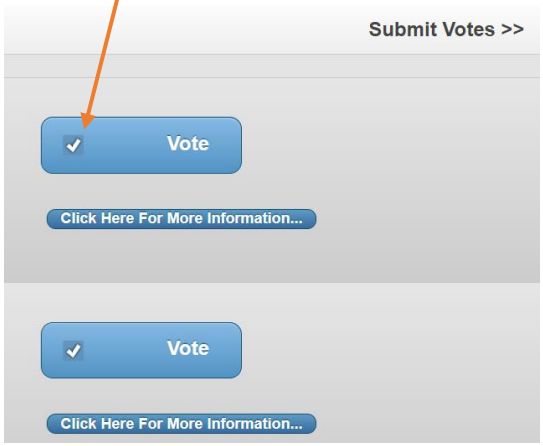


The page below will appear and will state in green **You voted for**: (*indicates the name of the candidate of your choice*)



Should you wish to change the candidate you voted for, click on "**Change Votes**" and untick the candidate you do not want to select, and tick the candidate you do want to select

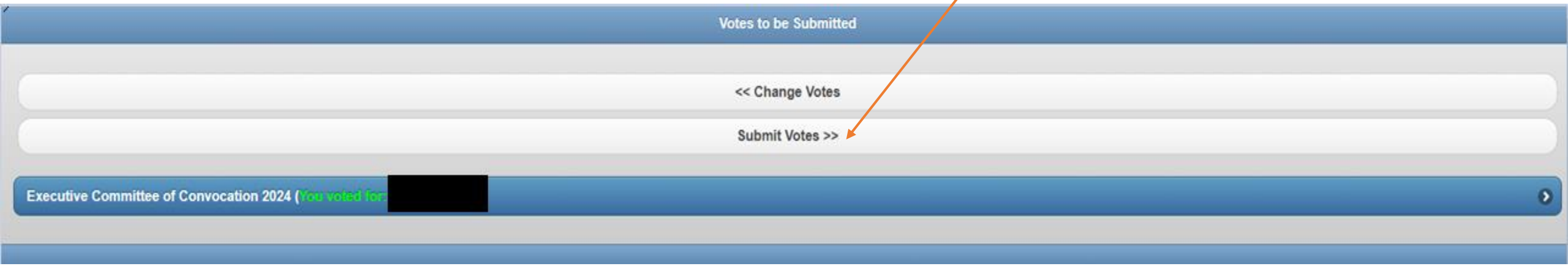




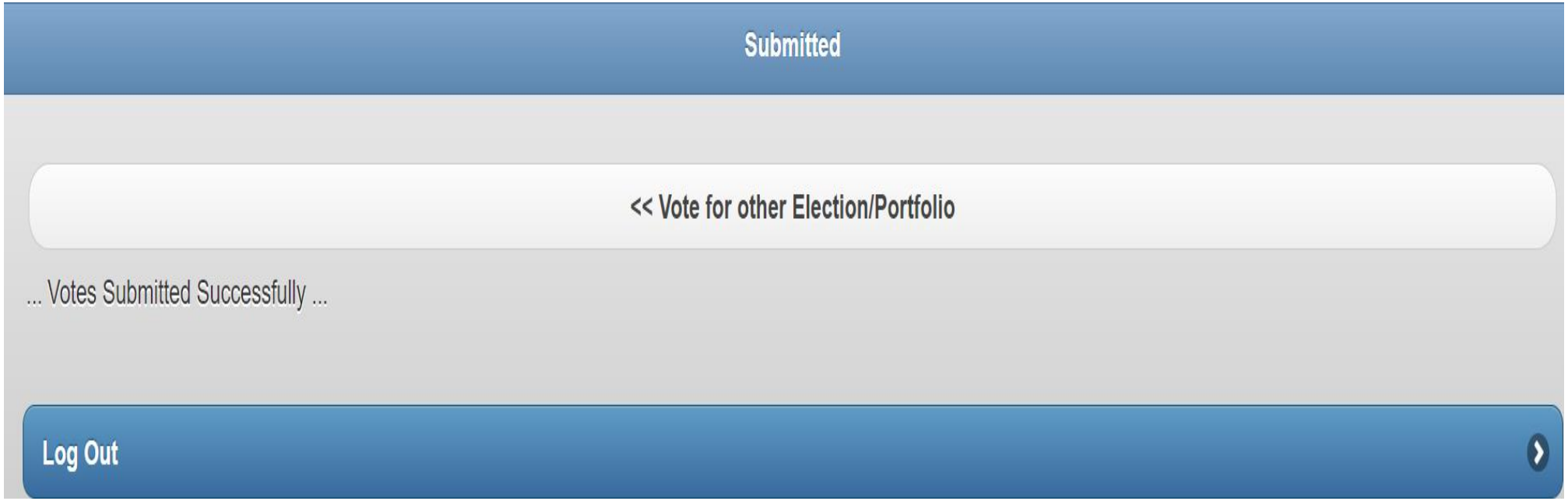
Once you have made your final selection of **1** candidate, the below page will appear stating:
You voted for (*the name of the candidate of your choice will reflect).*

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

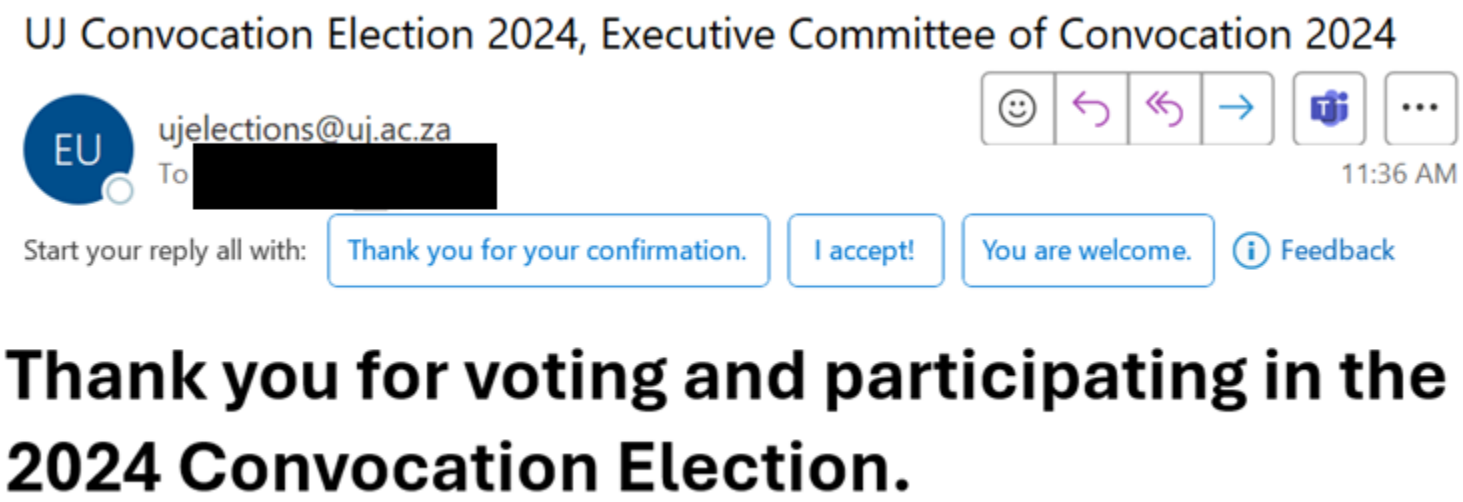
NOTE: Once you click on Submit Votes no further changes can be made.



Once your vote is submitted the system will reflect as per the below:



See example of communication sent to the voter after the vote has been submitted



Once you have submitted your vote, you will not be able to vote again. Should you attempt to vote again the system will reflect as per below.

Should you require any assistance or additional information please email:

For Alumni-related queries,
Email: alumni@uj.ac.za

For Election-related queries,
Email: ujelections@uj.ac.za