




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

Mobile Voting System



Voter Number

Password

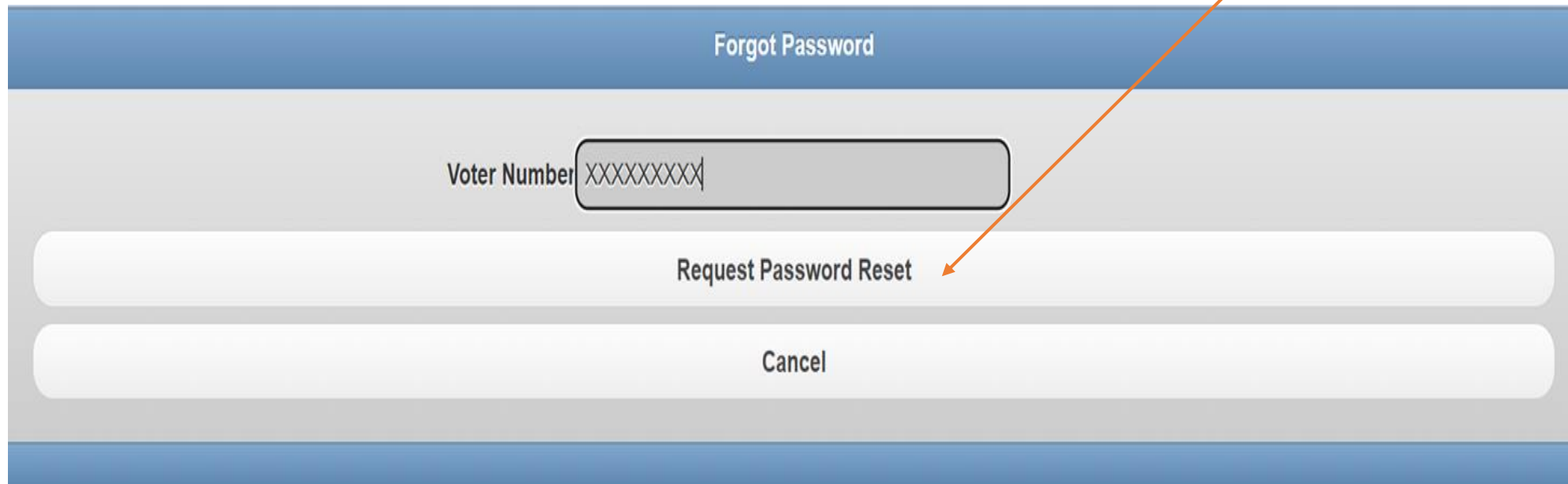
Please note that the website works on the following browsers:
Chrome
Firefox
Microsoft Edge
Safari

Login



Forgot Password

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

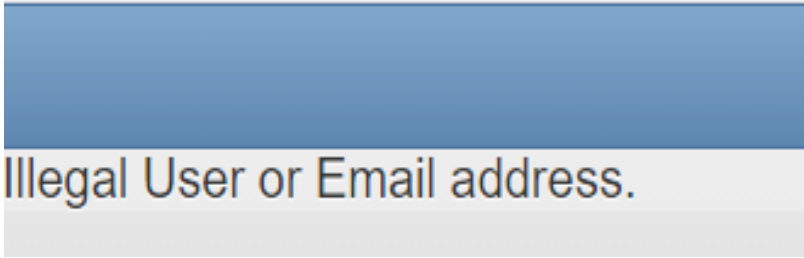
PLEASE NOTE THAT YOUR VOTER NUMBER IS A UNIQUE NUMBER THAT WILL BE SENT TO YOU



The screenshot shows a web form titled "Forgot Password" with a blue header bar. Below the header is a light gray background area containing a text input field labeled "Voter Number" with a placeholder of "XXXXXXXXXX". Below the input field are two white buttons with rounded corners: "Request Password Reset" and "Cancel". An orange arrow points from the text above to the "Request Password Reset" button.




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



Illegal User or Email address.

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.

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 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.

• Password Reset



• ujelections@uj.ac.za <ujelections@uj.ac.za>

To:

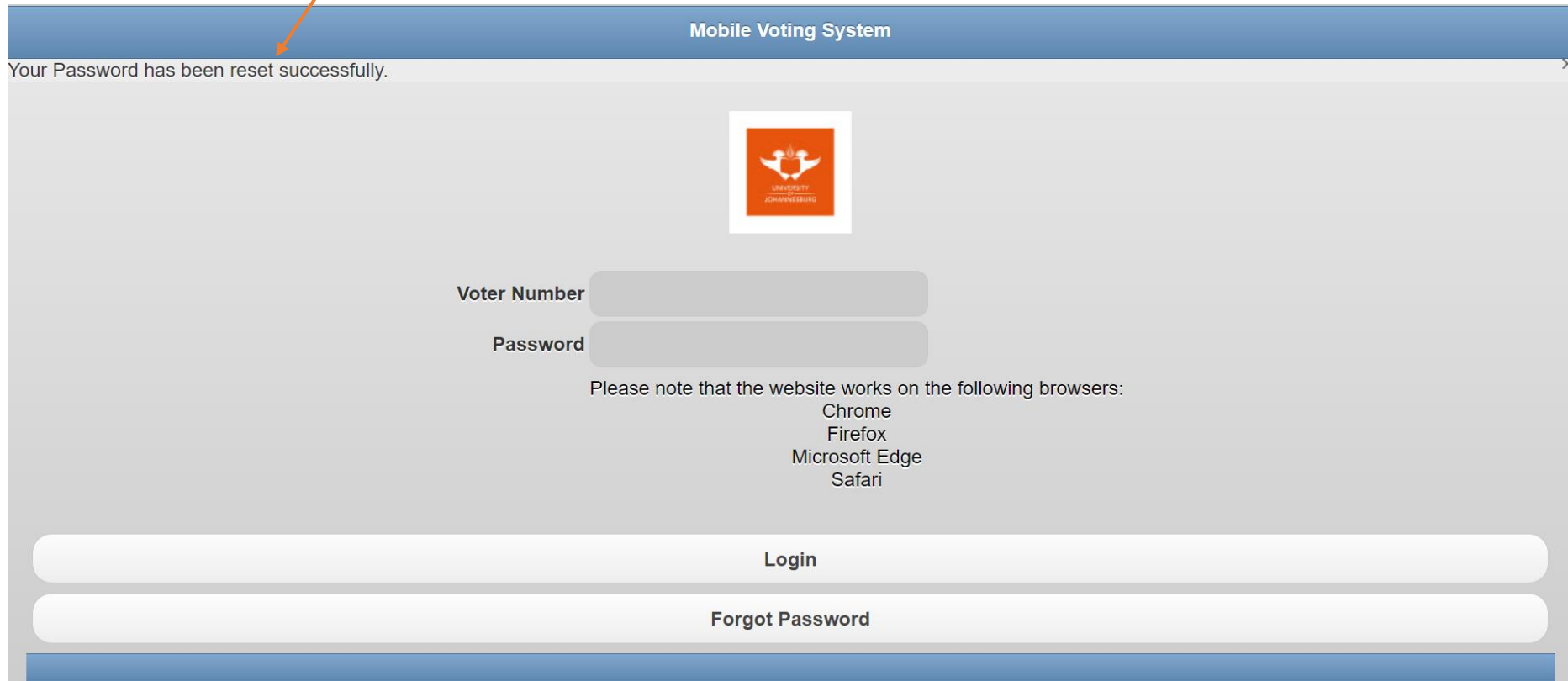
[Redacted]

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, followed by input fields for 'Voter Number' and 'Password'. Below the fields, a note specifies supported browsers: Chrome, Firefox, Microsoft Edge, and Safari. At the bottom, there are two large buttons: 'Login' and 'Forgot Password'.

Mobile Voting System

Your Password has been reset successfully. X



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

Active Elections

<< Back

UJ Convocation Election 2024



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

Portfolios

<< Back

ELECTION FOR THE VACANT POSITION ON THE EXECUTIVE COMMITTEE OF CONVOCATION

Terms and Conditions

As per the Constitution of the Convocation of the University of Johannesburg, the Executive Committee of the Convocation includes five members elected by Convocation. A vacancy currently exists for one member of the Executive Committee. Following the Call for Nominations, you are now invited to participate in the election for the vacant position on the Executive Committee of Convocation. Members of Convocation are allowed to cast one vote for the candidate of their choice.

The candidates have been classified as being Internal or External. A candidate is regarded as 'Internal' if they are currently registered as a student at UJ or in the employ of UJ. A candidate is regarded as 'External' if they are neither a registered student at UJ nor in the employ of UJ.

The candidate with the highest number of votes will be assigned to the vacant position on the Executive Committee of Convocation.

The election for the vacant position on the Executive Committee of Convocation will open on 3 July 2024 and close on 19 July 2024 at 15:00.

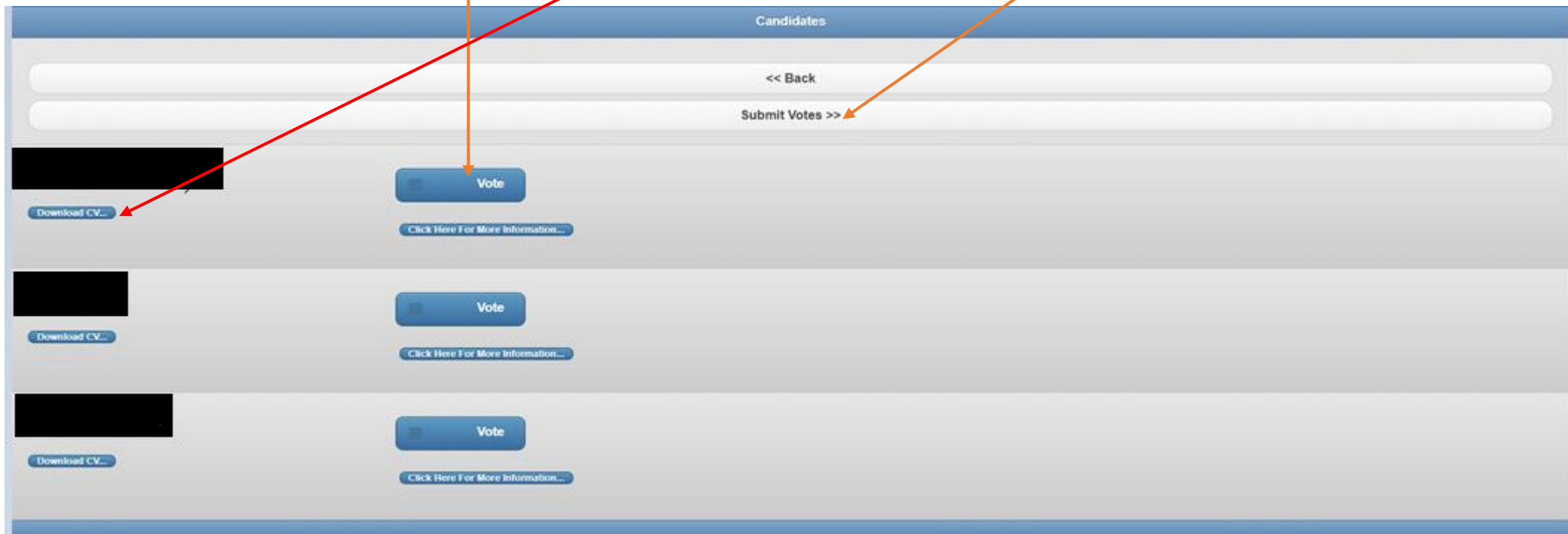
Please note:

Your voter number and password are confidential and should not be shared. Do not allow any person to vote on your behalf.

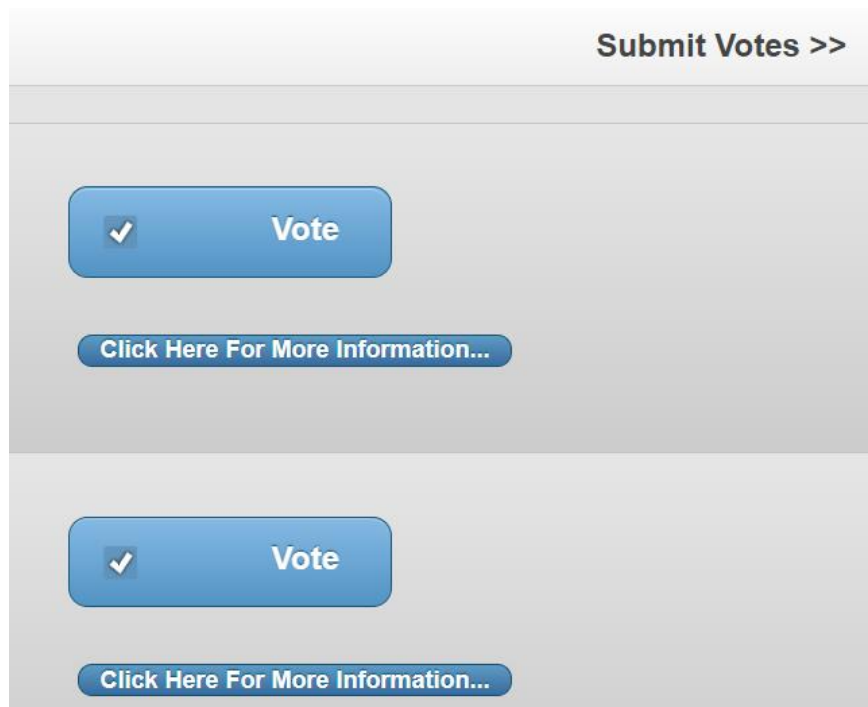
Executive Committee of Convocation 2024 (Please vote for up to 1 candidate(s))



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



ujvote.uj.ac.za says

Please note, you have voted for too many candidates

OK

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

Votes to be Submitted

<< Change Votes

Submit Votes >>

Executive Committee of Convocation 2024 (You voted for [REDACTED])

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

Votes to be Submitted

<< Change Votes

Submit Votes >>

Submit Votes >>

Vote

[Click Here For More Information...](#)

Vote

[Click Here For More Information...](#)

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.

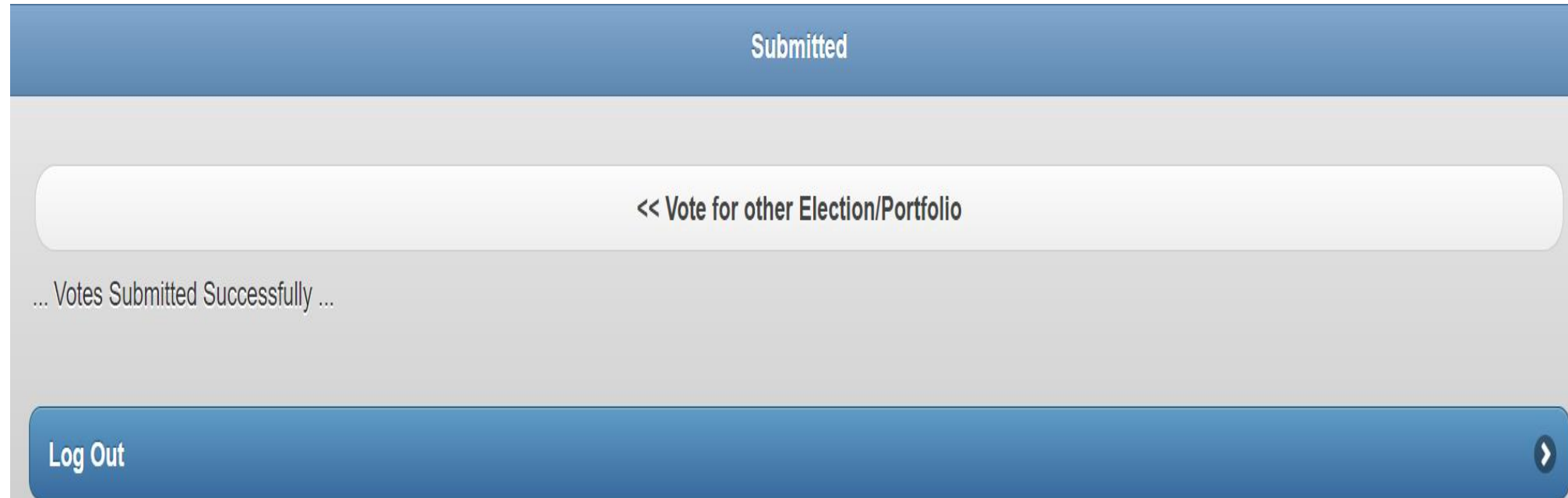
Votes to be Submitted

<< Change Votes

Submit Votes >>

Executive Committee of Convocation 2024 (You voted for [redacted])

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

UJ Convocation Election 2024, Executive Committee of Convocation 2024



ujelections@uj.ac.za

To [Redacted]



11:36 AM

Start your reply all with:

[Thank you for your confirmation.](#)

[I accept!](#)

[You are welcome.](#)

[Feedback](#)

Thank you for voting and participating in the 2024 Convocation Election.

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.



Active Elections

<< Back

Log Out

No active elections available for this Voter.

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