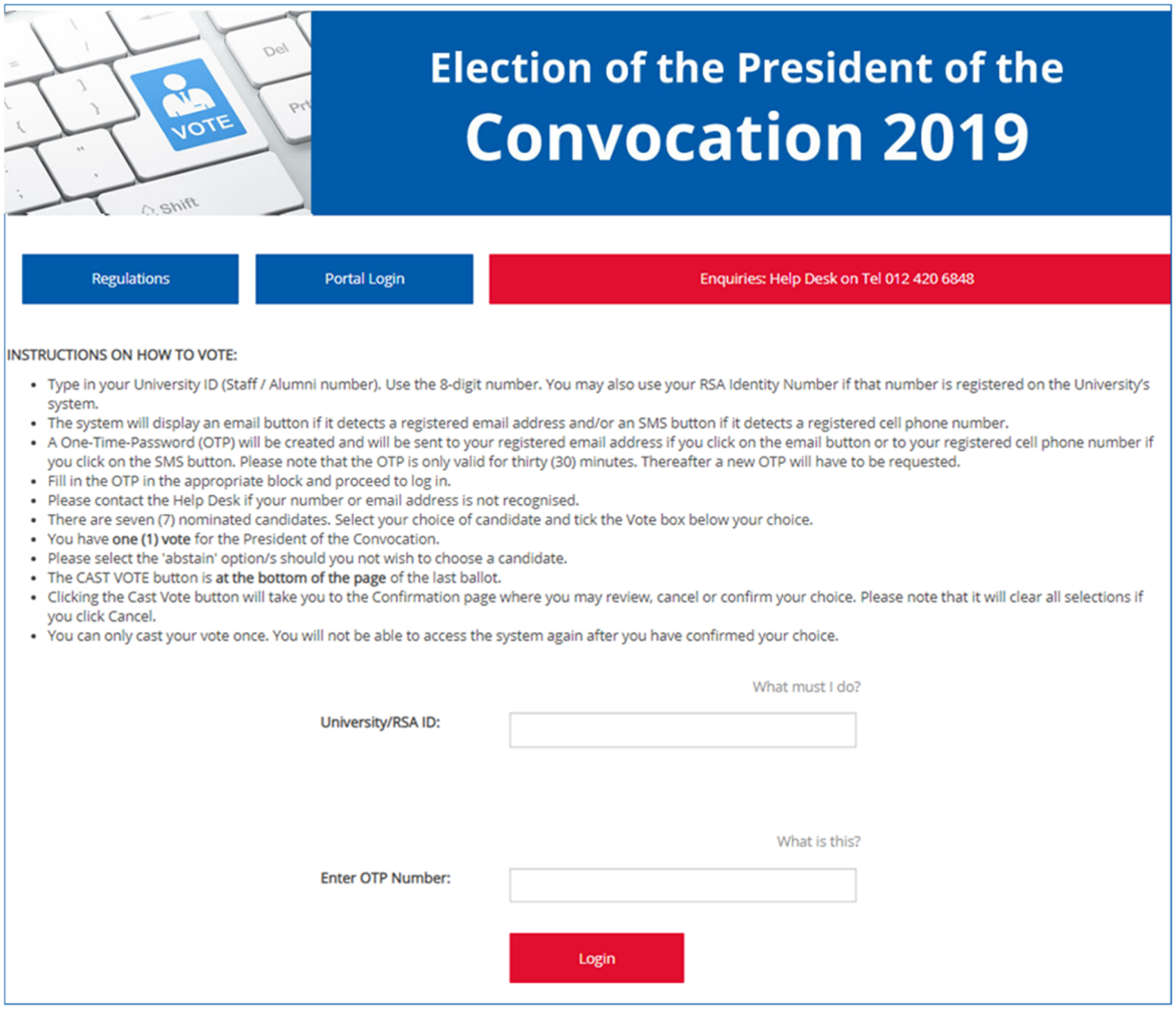
Votech Election System Manual

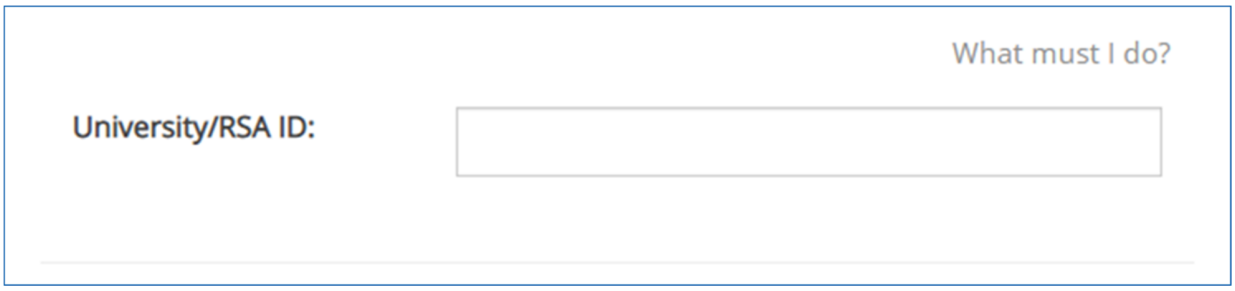
This document aims to cover the basic use of the Votech election system.

How to Login

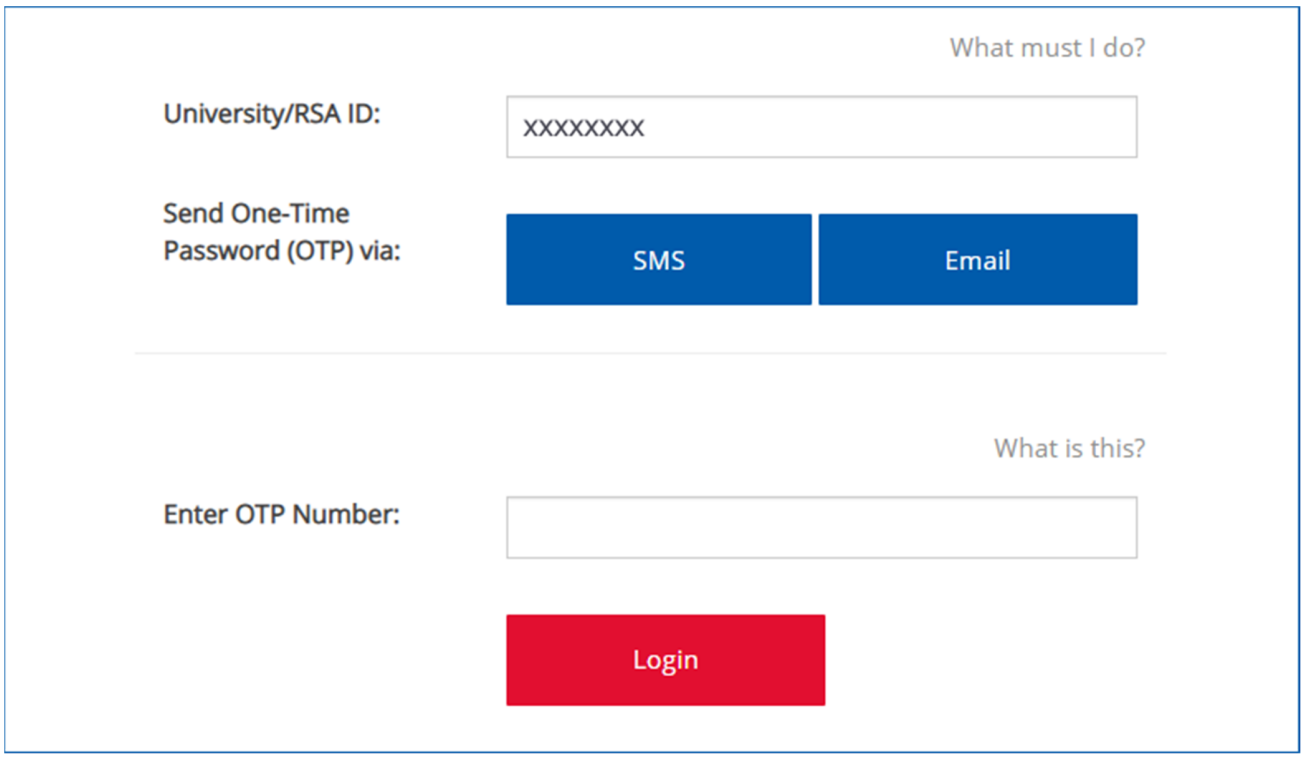
First you will login to the election platform using a link provided by the University of Pretoria. This will take you to the following page:



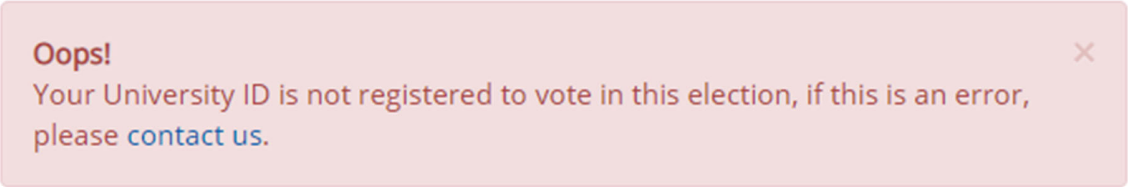
1. Once the election is open, you will be able to enter your registered University ID or RSA ID Number in the space provided in the middle of the page:



2. If the entered University ID or RSA ID Number is registered to vote in the election, you will see the following buttons after a brief delay:

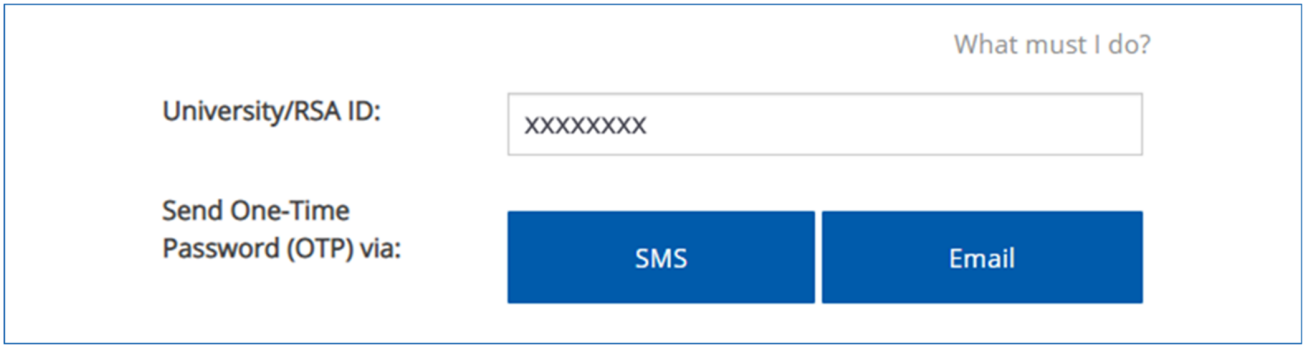


- If the University ID or RSA ID is not registered you will see the following:



- If this happens you should contact the help desk for further action.

3. You may then select one of the following buttons to send a One-Time Password (OTP) to your registered email or cell phone number:



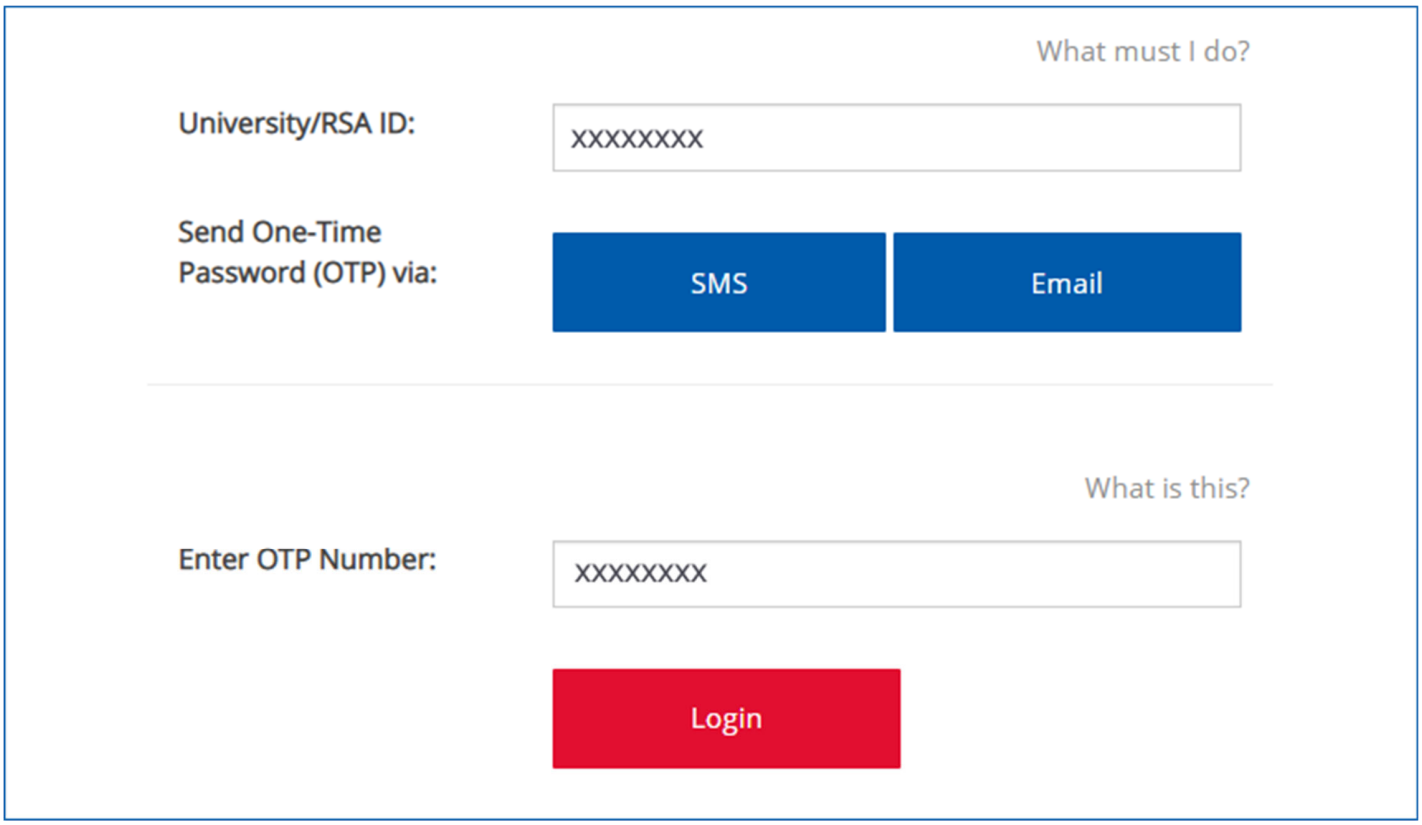
- Please note, if you do not have an email registered, only the SMS button will be displayed and if you do not have a cell phone number registered, only the email button will be displayed. If you have no contact details registered, you will not be able to vote in this election.

4. After clicking one of the buttons to request an OTP, please wait a few minutes to receive your OTP. If you have opted to receive the OTP via email, and the email takes longer than 5 minutes to arrive, check your spam inbox.

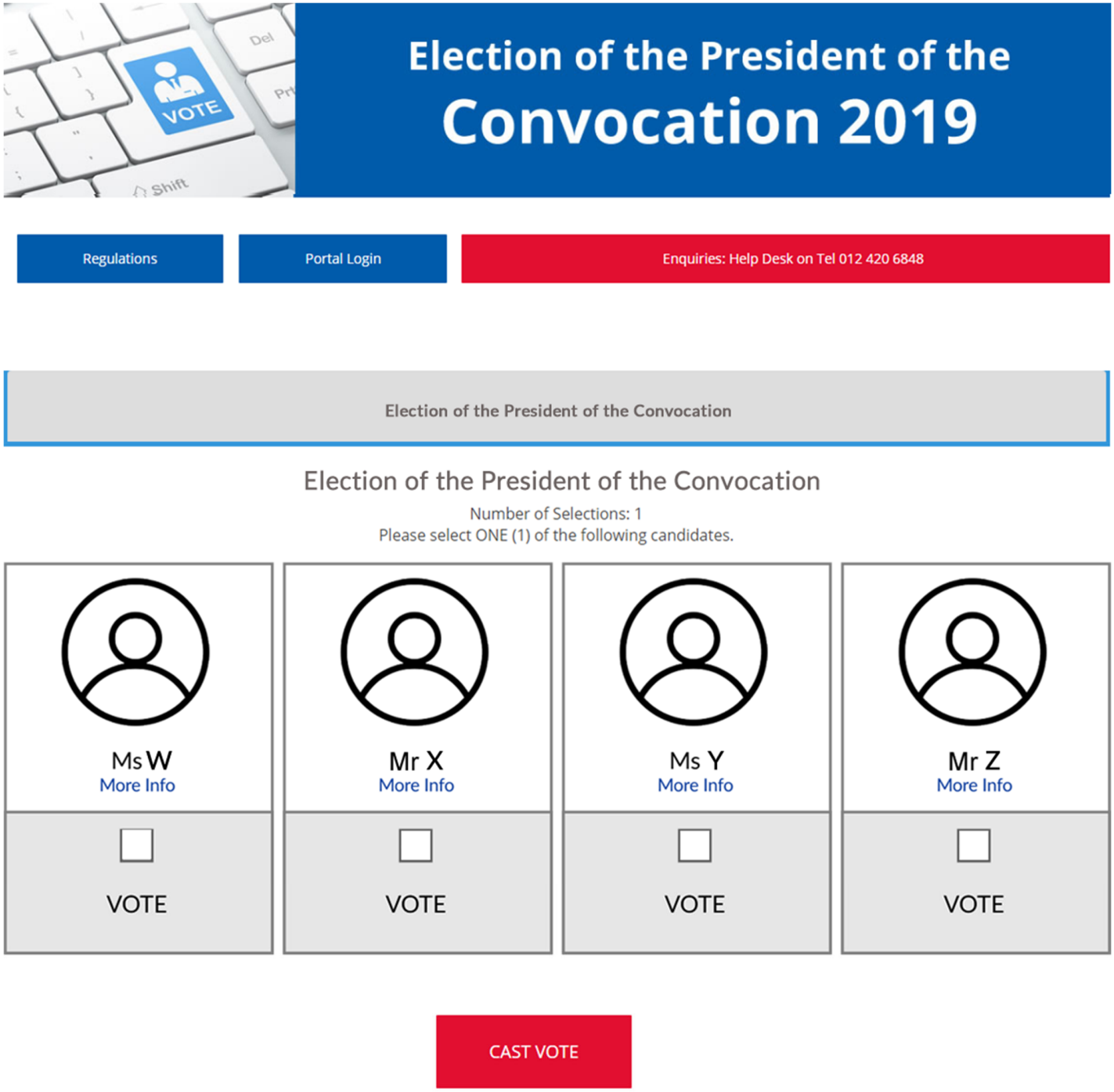
- Your OTP message will look like this:

Your Name HereThis message is to inform you that a One-Time Password has been requested for your EMPLID 12345678 to cast a vote in the current online election. If this message was not requested by you, please report this to your system administrator as soon as possible. OTP: 573197

5. Please enter the OTP found at the end of the message in the space marked “Enter OTP Number”. You will also need to enter your University ID or RSA ID. For example:



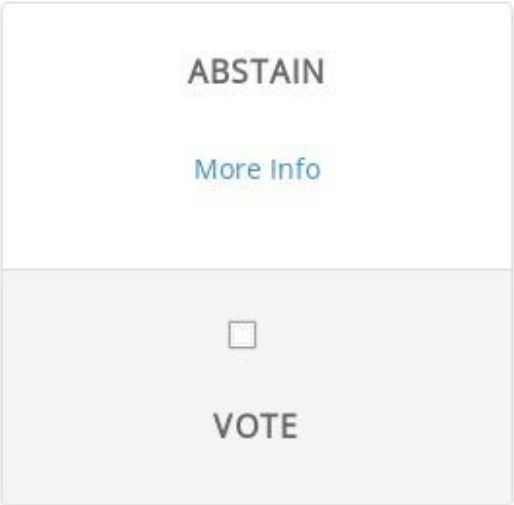
6. If you entered the OTP correctly, when you click on the Login button you will be taken to the election itself. The first page will look like this:



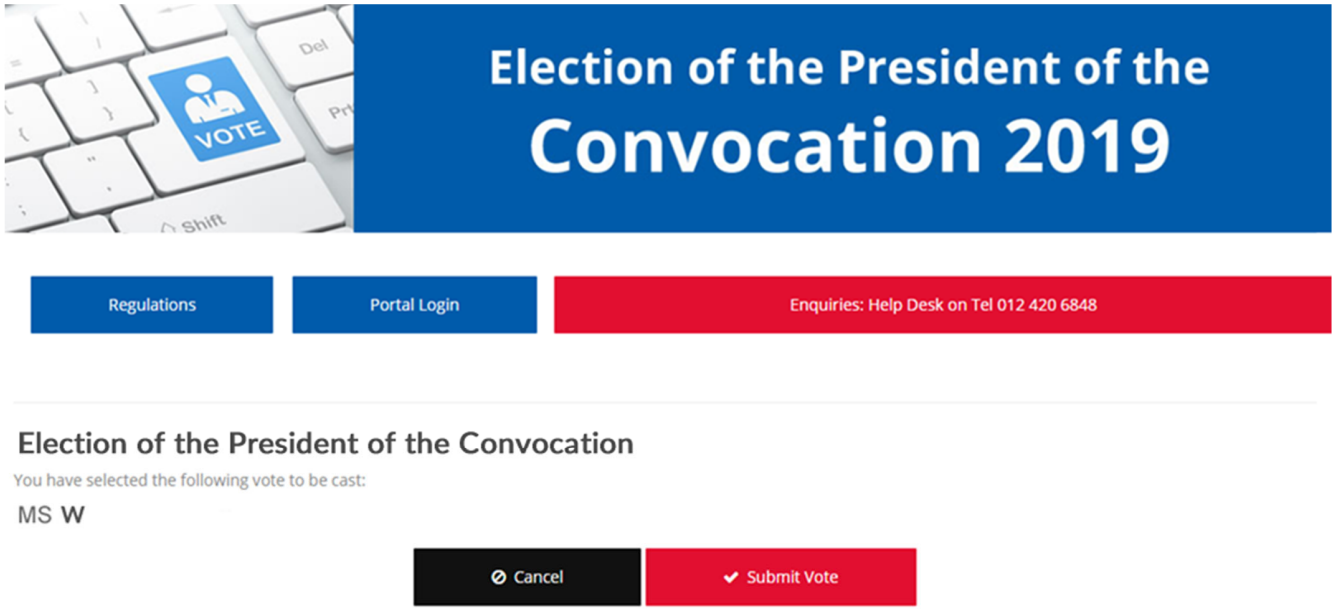
7. In order to vote for a candidate, you must click on the checkbox marked “Vote” on the candidate’s information box, so to vote for Ms W check the box as follows:

   - If there are multiple election sections, you will be able to use the “Next” and “Previous” buttons to move from one section to another.
   - After you have voted for your chosen candidates, you will see the “Cast Vote” button on the last election section, or on the current one if there is only one section:

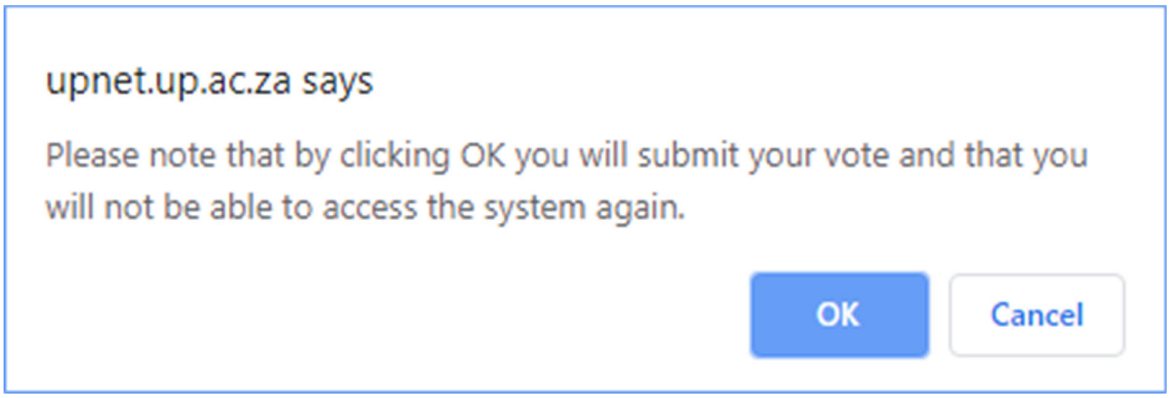
   - After clicking on “Cast Vote”, you will not be able to proceed if you have not used your available vote. Please ensure you allocate your available vote, making use of the available “Abstain” option should you not wish to vote:



8. If you have allocated your vote, clicking on “Cast Vote” will take you to the following confirmation page:



- On this page you will be shown the candidate you have selected. Please take time to review your choice before proceeding.
- Clicking on the “Cancel Button” will clear your allocated vote, allowing you to reselect a candidate as desired.
- Upon clicking “Submit Vote”, you will be prompted to confirm your vote before it is cast:



- Clicking “Cancel” will keep you on the current confirmation page without submitting your vote, allowing you to check your selection again, cancel your selection or submit your vote.
- Clicking “OK” will submit your vote and mark your ballot as cast. At this point you will no longer be able to access the system again, or alter your vote.