Step 1: Login to the electronic voting system using your student username and password

If you are eligible, you will see the electronic voting paper with the list of candidates.

You may click Sign-out if you wish to vote at a later date.

Do not click on the My Details or Contact options.

Step 2: Assign your preferences to candidates. You must allocate at least one preference to register a vote.

To allocate your preferences, click in the order you wish to select the candidates. Preferences will be numbered in the order you click the names: 1st preference, 2nd preference, 3rd preference, etc.

You may view the statements by clicking on click for statement alongside the candidate name.

Click Close statement to minimise the view.

Click ‘Proceed to vote confirm page’ once you are finished allocating preferences.

Step 3: Confirm you preferences

Click confirm to finalise your vote. Once confirmed, your vote cannot be reversed and will not be able to vote a second time.

You can return back and make correction by clicking Back to make a correction.

Once you have clicked confirm, you will be given the option to download the vote receipt, have the vote receipt emailed to you, or to submit a comment.

Alternatively you can click Sign-out to leave the vote system.
Step 4: Submit a comment (optional)

Select the type of comment you wish to provide to the election officer.

Select if you wish to make the comment anonymous, or if you wish to be able to contactable.

Enter your comment in the space provided.

Click the submit button to finish.

Once completed, you will be directed to close the window, and be returned to the previous page to sign-out.