STEP BY STEP PROCEDURE FOR ONLINE VOTING

Objective:

- To demonstrate to members how to vote in the upcoming SRBS online elections.

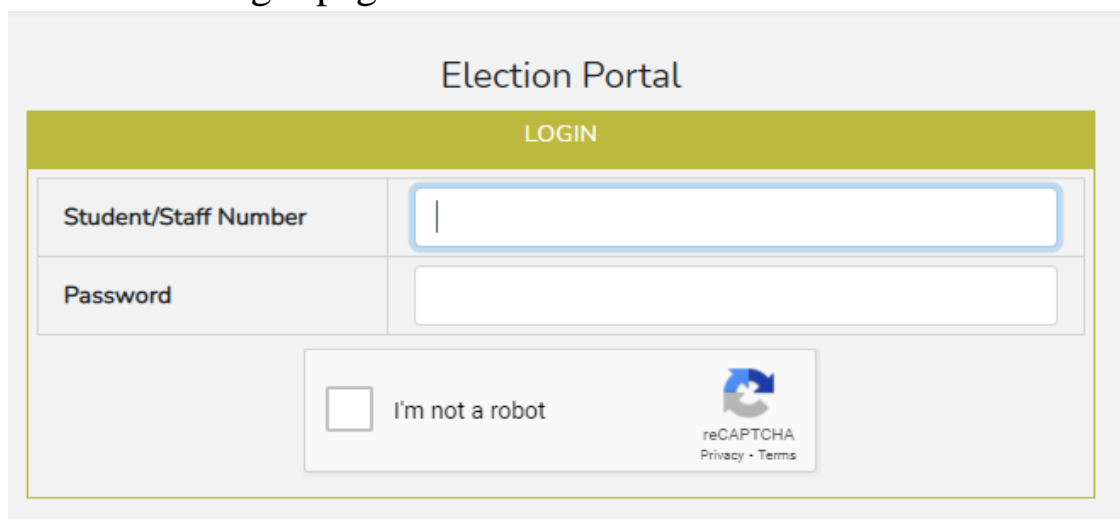**General Prerequisite for voter eligibility:**

i). You must be a bonafide member of JOOUST Staff Retirement Benefit Scheme (Be on permanent and pensionable terms).

1. **How to access the election portal.**
   i)   Visit the University website via: www.jooust.ac.ke
   ii)   Click on SRBS ELECTIONS PORTAL button

   iii)   Or type in the URL: https://elections.jooust.ac.ke
   iv)   Upon clicking the button or typing the URL, you will be taken to the login page below:

   v)   Use your Staff portal credentials to login to the election portal. Make sure you click on the "I'm not a robot" button to be able to login.

vi) If you have forgotten your password, go to the Staff portal and click on forgot password to load the window below:
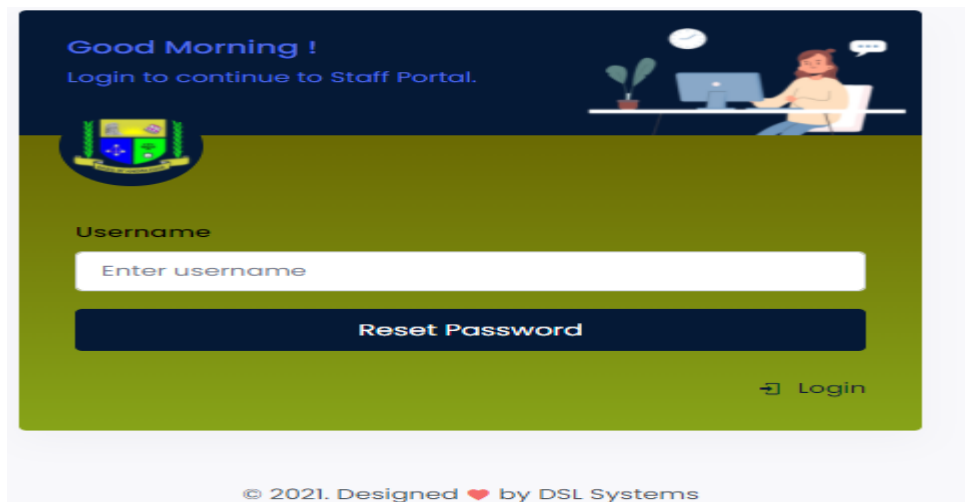
vii) Enter your PF number and click the reset password button.

viii) The system will generate a password and send to your University email address.
NB: Contact us (ICT) in case of any login related challenges.

ix) Upon successful login, you will see a page similar to the one below, with a list of all active elections in which you are an eligible voter:
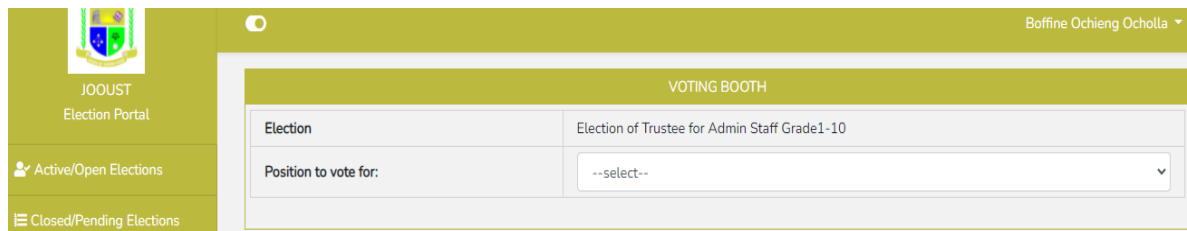

2. **How to vote:**
   i) Click the "Vote" button in (ix) above to take you to the window below:

ii)   Select the position to vote for to display the candidates in that position as below:
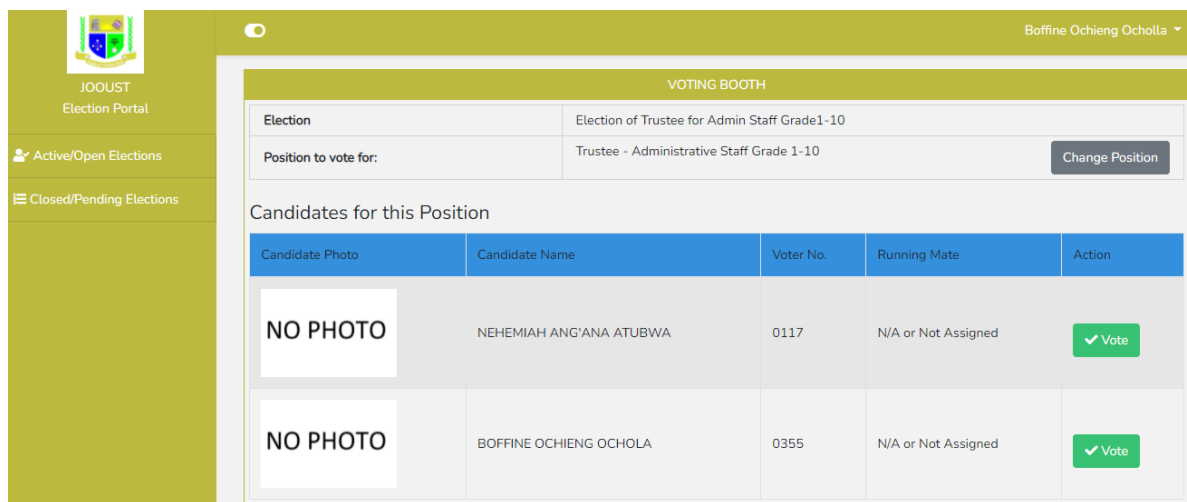
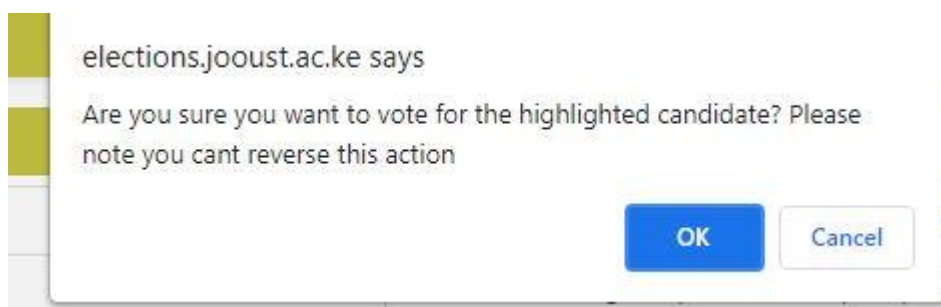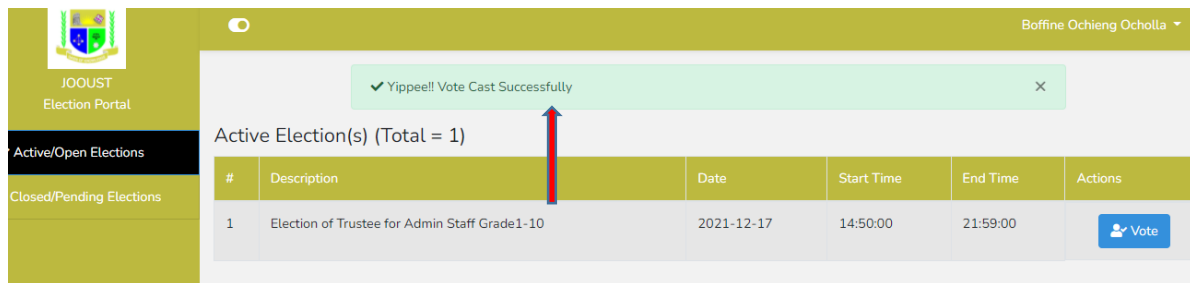iii)   Click the "Vote" button against your preferred candidate, a confirmation message similar to the one below will be displayed.


iv)   Click "OK" to confirm your vote and a message indicating successful voting will be displayed as below:

v)   Once you have voted, the position and the candidates automatically disappear to ensure that you can only vote once per position.

3. How to view results.

  i)   Click the Closed/Pending Elections button to see the closed election for which you want to view the result as below:
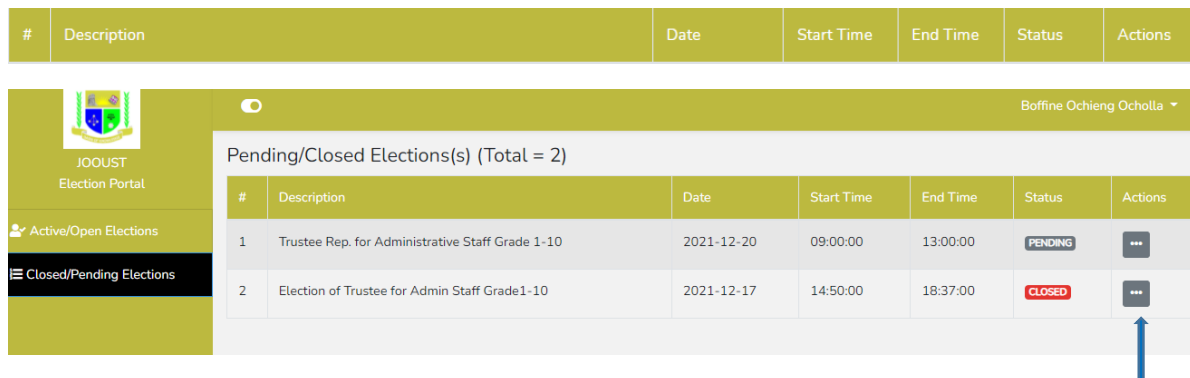
  ii)   Under Actions, against the closed election for which you want to view results, click the button with three(3) dots as shown in (i) above and select results.

  iii)   The result page will be as below:

☑ Active/Open Elections

☰ Closed/Pending Elections

Election Results

Election Description	Election of Trustee for Admin Staff Grade1-10
Election Status	**CLOSED**

Trustee - Administrative Staff Grade 1-10

Candidate Photo	Candidate Name	Running Mate	Total Votes
NO PHOTO	NEHEMIAH ANG'ANA ATUBWA	N/A or Not Assigned	1
NO PHOTO	BOFFINE OCHIENG OCHOLA	N/A or Not Assigned	0

Note that results shall only be available to the voters after being officially declared and published by the returning officer at the end of each election.

THE END