



Cape Peninsula  
University of Technology

# Voting Guide

2022 CPUT SRC Elections



KDBS Consulting

# Online Voting

## Elections and Portfolios being contested

Campus	Elections	Organisations	Portfolios	Electoral System
All Campuses	Central SRC Executive	CEO	7	PR
		EFFSC		
		PASCO		
Bellville	Local SRC	EFFSC	9	FPTP
District Six	Local SRC	EFFSC		
Mowbray	Local SRC	EFFSC		
Wellington	LSRC	EFFSC		
		Independent Candidate		



# Online Voting Requirements

To successfully cast your online ballot you will need the following

1. A reliable electronic device that is connected to the internet. This could be a smart phone, a laptop, desktop or tablet
2. Voting credentials



# Online Voting

## Voting onsite at a kiosk

1. A physical supervised online voting site (Online Kiosk) will be available at each campus to support students encountering difficulties with remote online voting. The list and location will be published on the election website.
2. Each physical site will have an electronic device that is connected to the internet
3. The same election system as that used by students voting on their phones and laptops will be accessible on the device at the voting site
4. An election official will be available at each site to assist you



# Online Voting

## 7 Steps to casting your vote online

1. Get your voting credentials via email and SMS
2. Access the voting link
3. Provide your credentials
4. Make your choices
5. Review and edit choices
6. Submit
7. Get a Verification Receipt



# Step 1

## Get Your Voting Credentials

### What credentials are required?

1. Access Key (15-digit unique alpha-numeric PIN). It can be used only once.
2. Student Number

### Where do I get the Credentials from?

1. Email: from the Independent Election Agency
2. SMS: from the Independent Election Agency

### Are the Access Keys on email, SMS and the website different?

Only one unique access key is assigned to each student

Accessing the key via email and/or SMS will provide you with the same key



# Step 2

## Access the Voting Link

### What is a Voting Link?

The voting link provides you with access to the voting platform. It is a shortcut to the voting system

### How do I get the link?

1. Email
2. SMS

### What if the link does not work?

1. Check your internet connection
2. Avoid copying and pasting the link. The most reliable way is to click on the link to access the voting system



# Step 3

## Provide your credentials

The voting platform will request you to provide your access key and student number when using a computer (laptop or desktop), tablet or smartphone to vote

### Access Key

1. Make sure that there are no spaces before, in-between and after the access key when copying and pasting it
2. If transcribing the access key, make sure that it is done accurately and that you do not miss a digit/character



# Step 4

## Make your choices

1. The CSRC ballot lists all organizations alphabetically by name (organizations).
2. LSRC ballots list candidates alphabetically by surname per portfolio.
3. You will be able to scroll down to see all ballots and choices per ballot.
4. This election allows you to vote for one organisation per CSRC ballot and one candidate per portfolio
5. You may choose to abstain from casting your ballot. To do so you will select the "Abstain" option
6. Choices are made by clicking in the box next to the organisation (CSRC) or candidate's photo (LSRC)



# Step 5

## Review and edit your choices

1. Once your choices are made, you will have the option to see the choices and to review and edit them
2. You will be able to make completely new choices
3. Once the review and editing is done you will then confirm the choices and submit your ballot



# Step 6

## Submitting your ballot

1. To submit your ballot you need to press the submit button by clicking on it.
2. Once the ballot is submitted, you will not be able to vote again



# Step 7

## Verification Receipt

1. A verification receipt will be displayed on screen as proof of voting
2. The receipt contains a unique verification code that uniquely links your ballot to your profile on the system
3. The verification receipt is used for audit purposes

