

Senate Election: Guidelines on How to Vote

The process to elect one member of Support Staff to membership of Senate is underway.

As a member of **Support Staff**, you are entitled to vote(*) for candidates within the Support Staff constituency. The following Support Staff nominations have been received:

- Donna Hyland
- Ted Jensen
- John Mackel

If you wish to view the candidates' Supporting Statements and list of Proposers, these can be accessed via the [website](#).

(*) To be eligible to vote, you must have been in post on 1 January 2021 and remain in the constituency until the opening of the poll.

Voting will take place online and you can vote anytime between **8 February and midnight on 21 February 2021** - you will need access to a computer and you will also need a unique username and password to login to the Online Voting application.

What is my Username and Password?

Your username is your staff number. If you do not know your password, then you need to:

- Contact the Information Services Helpdesk, which is located on the ground floor in the McClay Library or via 028 9097 3760.

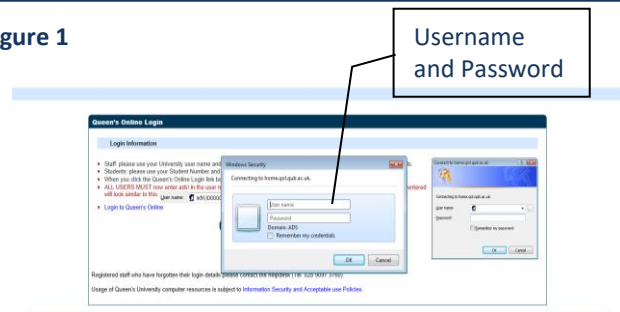
How do I Vote?

When you have your Queen's username and password, you are then ready to cast your vote.

Login to your computer (**Note:** You can also login to a computer using your username and password in any of the Student Computer Centres on campus).

- Log in to Queen's Online Open via the Queen's homepage.
- You will be prompted for a username and password (see Figure 1).

Figure 1

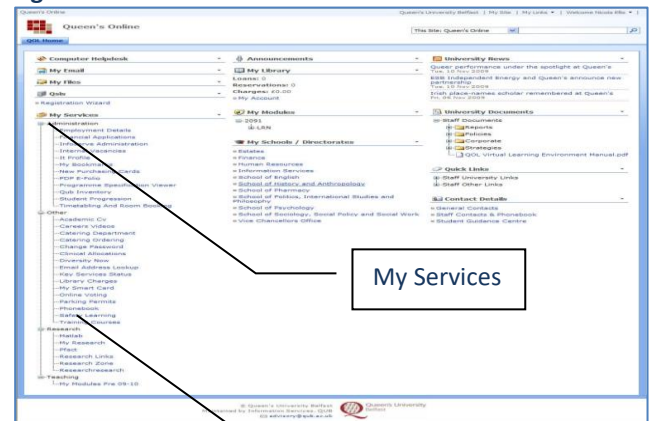


- In the **Username** field, you **must** type **ads** in front of your username (**Note:** your username is your staff number).
- In the **Password** field, type your password and click on the **OK** button. Your Queen's Online homepage will be displayed (see Figure 2).

Note: If you have any problems logging in using your username and password, please contact the Information Services Helpdesk on 028 9097 3760 (Internal ext. 3760).

In the **My Services** section (see Figure 2), under the heading **Other**, click on the **Online Voting** application.

Figure 2



Online Voting

Vote Selection

Please select the election constituency in which you are eligible to vote.

If you experience any difficulty

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Please select an election from the list below to vote in and click next
When you leave the voting section please ensure you log out of Queens Online fully
You have not voted in the following main elections

Academic Staff Representatives

Vote Interface

The “ballot paper” is displayed, select the priority you want to assign to the candidates (the number of candidates determines the number of entries in the dropdown list). The order of candidates on the ballot is generated randomly each time the ballot is viewed.

Order of Preference	Candidate Name
2	Candidate 3
1	Candidate 2
3	Candidate 1

Submit Vote

Vote Confirmation

Having chosen your preferences, the “ballot paper” is then displayed. Check that the vote is correct before submitting it or return to the Vote Interface and amend the vote.

Candidate Name	Preference of Candidate
Candidate 1	Not selected
Candidate 2	1
Candidate 3	2

Confirm Vote

Amend Vote

Vote Submission

This page commits the vote to the database. All votes are anonymous.

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Thank You for Voting

Your Vote has been submitted with the following ballot

Candidate Name	Preference of Candidate
Candidate 1	Not selected
Candidate 2	1
Candidate 3	2

Return to Online Voting

When you have finished voting, click on the **drop down arrow** beside your name on the top right corner of your Queen’s Online homepage and choose **Sign Out**.

- **Log off** the computer.

Note: If you have any problems accessing or using the Online Voting application, please contact Damien Corridan via email at d.corridan@qub.ac.uk.