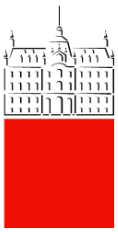
Univerza *v Ljubljani*



Instructions for Use of Simply Voting and Voting in Elections to Student Bodies

Date: 21 January 2021

Last changed by: Ahmed Jašarević

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1. Document version history and summary

Version	Date of change	Author
1	21 January 2021	Ahmed Jašarević

2. Description

The procedure describes how to log in and vote via the Simply Voting online system.
Simply Voting is an electronic voting software. It enables easy and more convenient voting. Simply Voting was designed to minimise the risk of electoral fraud.

Prior to voting, voters are required to perform standard authentication, where they log in with their digital identity. The results of voting are saved anonymously and are not displayed, so it is not possible to determine how the voters voted.

3. Where and how to vote?

The electronic voting portal is accessible at:
https://uni-lj.simplyvoting.com/

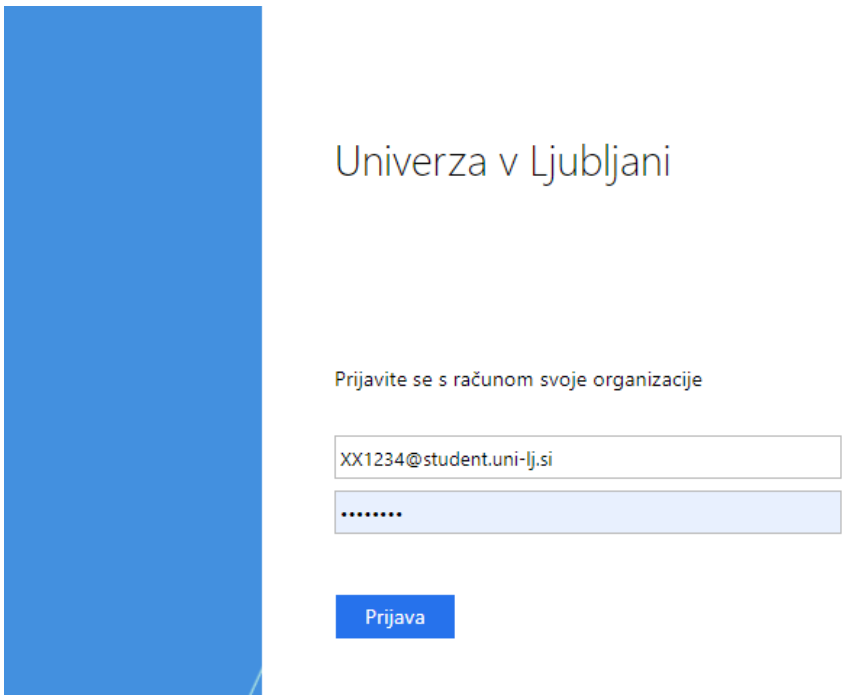
3.1. Step 1:

When entering the portal, first click the green button **"Prijava" (Login)**.



3.2. Step 2:

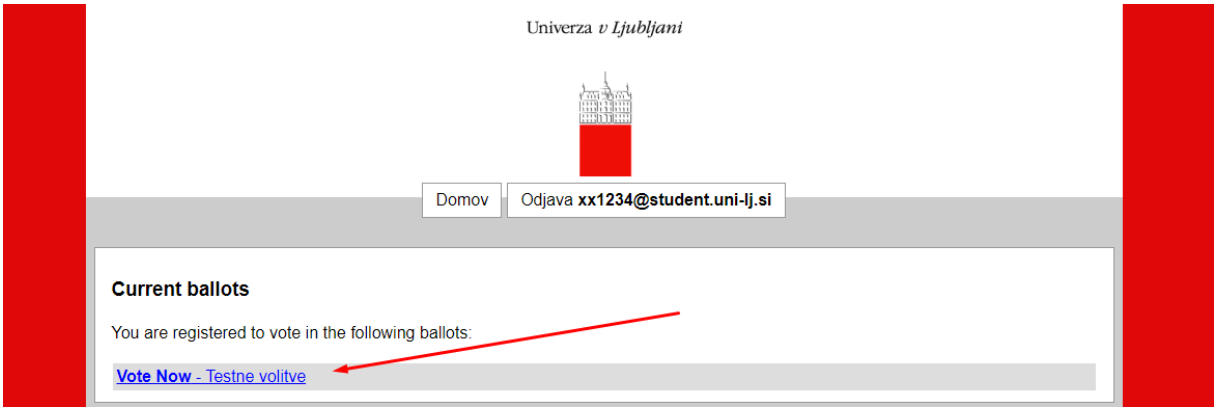
To access voting, enter your University of Ljubljana digital identity (username and password used to log into the VIS/ŠIS/Student-net system):



You can check the operation of your digital identity via the following LINK under the section **"Digitalna identiteta" (Digital Identity)** **"Preverjanje uporabniškega imena in gesla" (Verifying user name and password).**

3.3. Step 3:

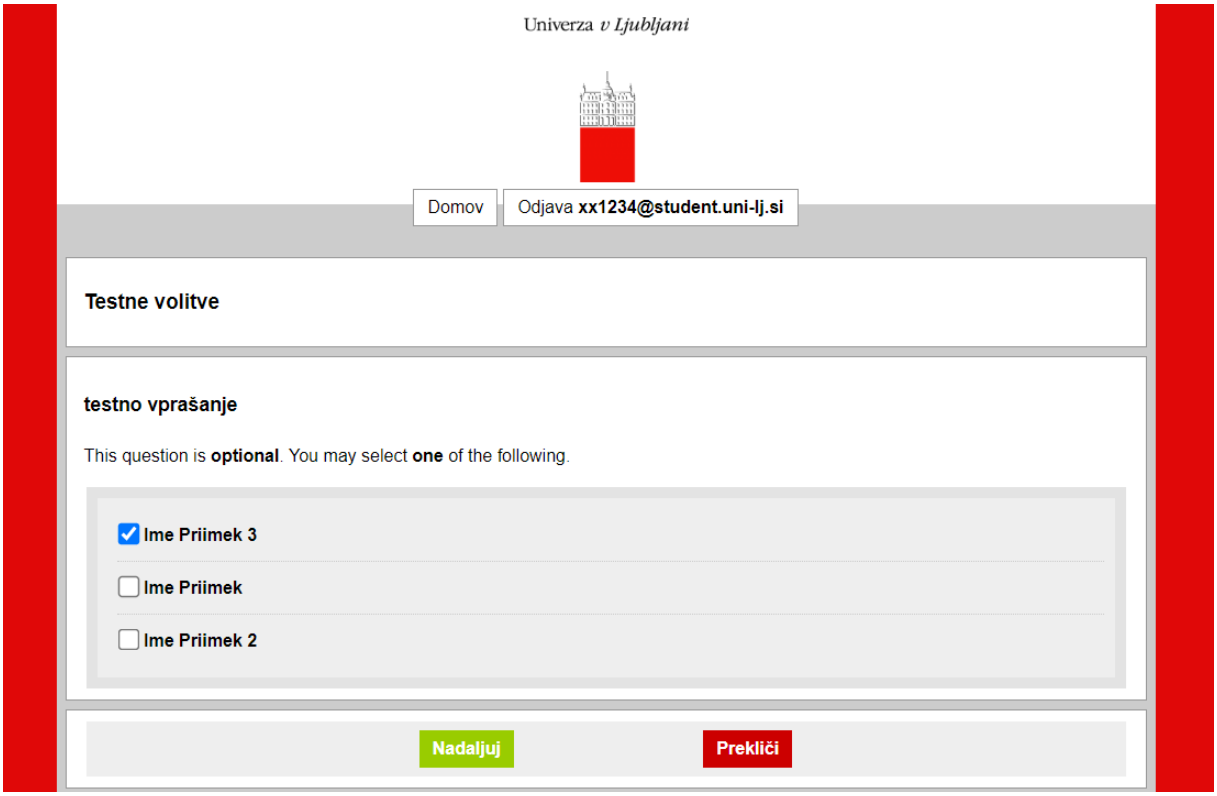
After successful login, you will see a ballot, as shown in the screenshot below:



Access to voting is enabled when you click the blue text of the polling place to which you have access.

3.4. Step 4:

You can vote for a candidate by selecting and checking the box before the candidate's name and surname.



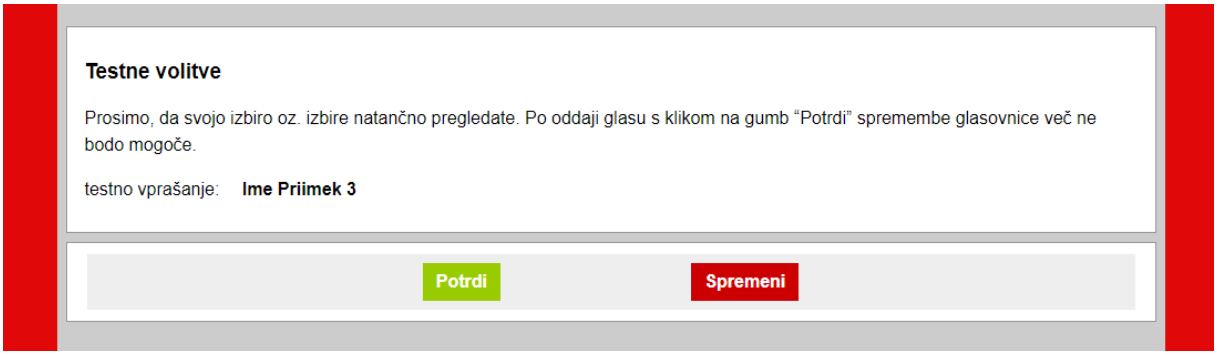
Click the green button **"Nadaljuj" (Continue)** to cast your vote.

If you do not want to vote, click the red button **"Prekliči" (Cancel)**.

If you want to abstain from voting, do not check any box and click the green button **"Nadaljuj" (Continue)**.

3.5. Step 5:

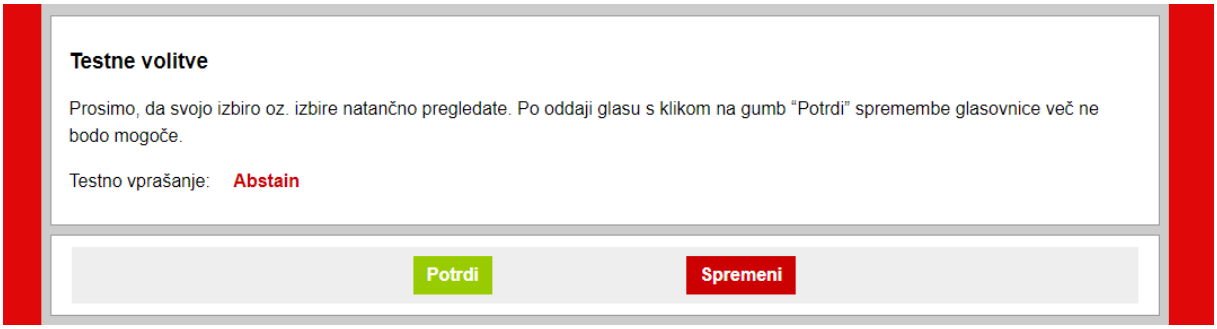
The system guides you to the page where you can verify your selection:



If you want to change your selection, click the red button **"Spremeni" (Change)**. The system will take you back to the ballot, where you can change your selection of candidates (STEP 4). Click the green button **"Nadaljuj" (Continue)** to cast your vote. A window where you can verify your selection opens.

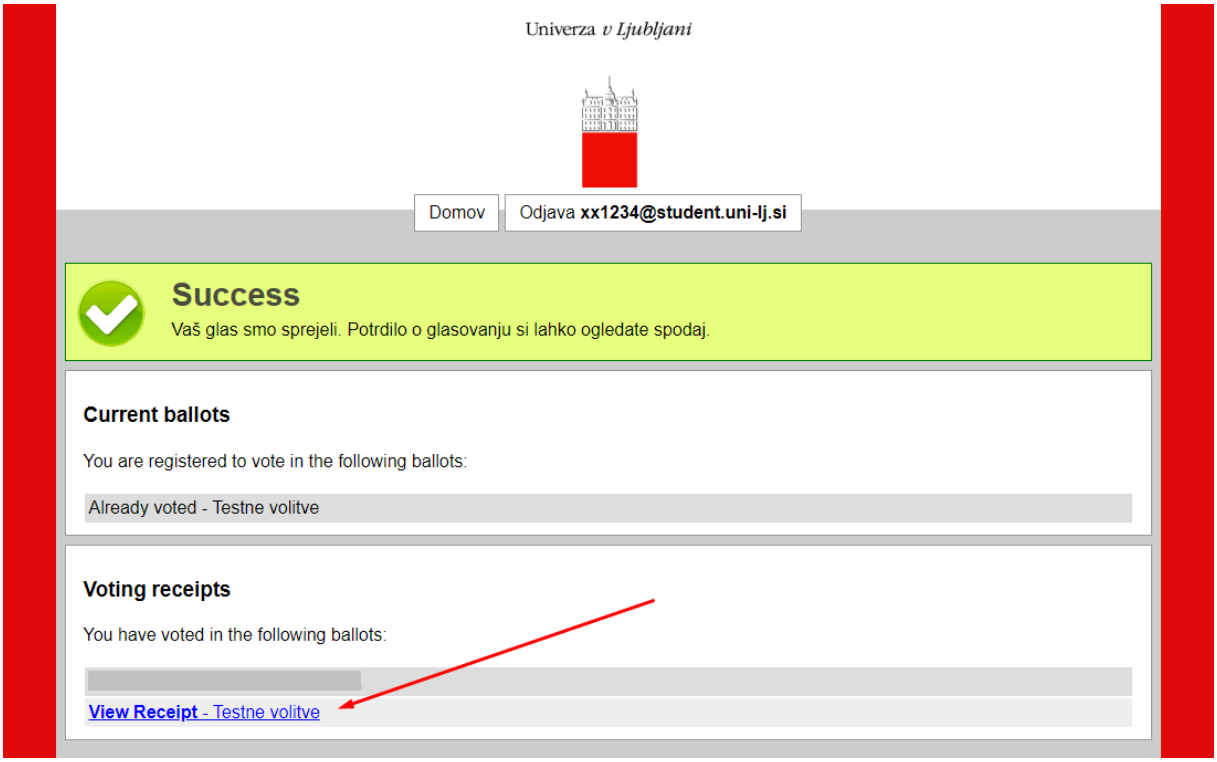
When you are satisfied with your selection, you can cast your vote by clicking the green button **"Potrdi" (Confirm)**.

If you abstain from voting, **"Abstain"** is displayed, as shown in the screenshot below:



3.6.Step 6:

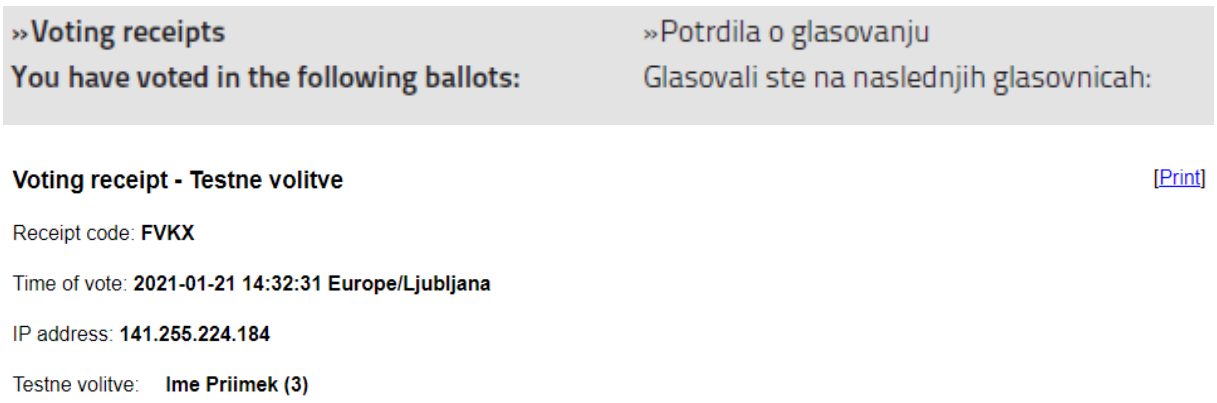
Once you have successfully cast your vote, green text will be displayed below, stating that you have successfully cast your vote.



3.7. Step 7:

After voting, you can accept your digital receipt of voting by clicking the blue text **"View Receipt"**:

Translation of screenshot below:



3.8. Voting and ballot validity

If the voting rules allow you to vote for several candidates, and you select fewer candidates than the maximum number of options, an advisory notice will be displayed.

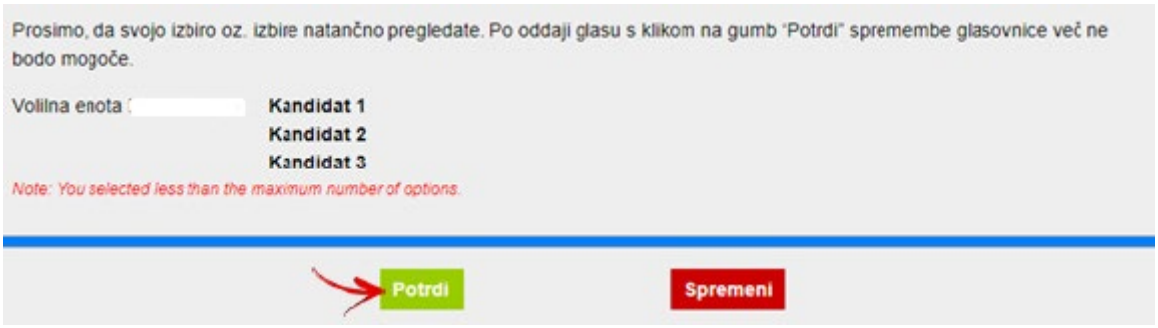
»Note: You selected less than the maximum number of options.«

You can freely choose the number of selected candidates and still submit a **valid** ballot. If you do not cast your vote for any candidate, your ballot will be considered as **invalid**.

Example (voting rules allow you to select 5 candidates):

Red text will warn you if you select fewer candidates than the maximum number of options. **You can freely choose the number of selected candidates.** For instance, if you vote for 3 candidates (more than 0 and less than 5), you can still submit a **valid** ballot. You can select up to 5 (five) candidates.

If you do not cast your vote for any candidate, your ballot will be considered as **invalid**.



»Note: You selected less than the maximum number of options.«

4. Results

When you have completed the steps described above, you have cast your vote in the elections to student bodies. You will be informed about the results in due time.