**Technical Assistance uVote <u>available on March 21ˢᵗ from 9 AM to 4 PM</u>**
e-mail: <u>sd-uvote@cineca.it</u>
phone: 051 6171 844

A few days before the Elections, you will receive the link to access to the voting system.

The link will also be published on the university website (https:///www.unimib.it/news/elezione-dei-rappresentanti-dei-PhD-candidates-in-the-school-doctoral-council-2023)
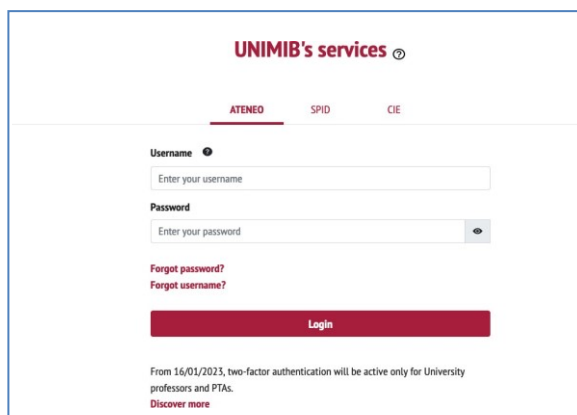


**Fig. 1: Authentication**

Enter your University credentials (Fig. 1).
You'll see a **summary of your personal data** (Fig. 2).



**Fig. 2: Confirm your identity**

Verify that your personal data are correct, confirm your identity and accept the notification selecting the button "***CONFERMO LA MIA IDENTITÀ E ACCETTO***" (*If you don't recognize the displayed data as your own, you must select the button **"NON SONO IO. ESCI"** and **immediately report any problem to the technical assistance**, interrupting the voting operations*)

You'll see the ballot corresponding to your electoral section (Fig. 3): select "**VOTA**".



**Fig. 3: electoral section**

Looking at the list of Candidates (Fig. 4), you can:
- **Leave the ballot empty** by selecting the "**SCHEDA BIANCA**" button.
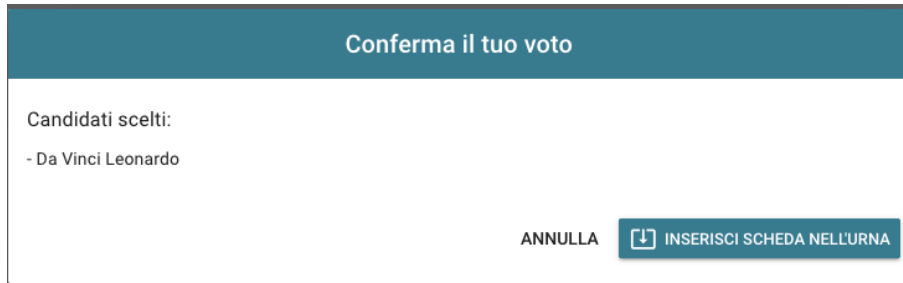- **Express a preference** selecting the symbol ⊘ to the right of candidate's name.



**Fig. 4: List of Candidates**

*You may need to scroll through the pages to see the full list of candidates.*
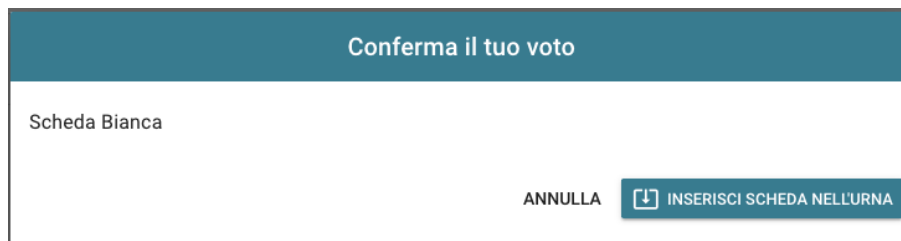


**Fig. 5: Candidate selected**

To conclude the voting procedure, select "**VOTA**"(Fig. 5), then "**INSERISCI SCHEDA NELL'URNA**" (Fig. 6). If you change your mind, you can return to the list of candidates by selecting the "**ANNULLA**" button (Fig. 6). To change the selection, deselect the previously chosen candidate and select a different candidate or "Scheda Bianca"



**Fig. 6: Vote confirmation (for the candidate)**
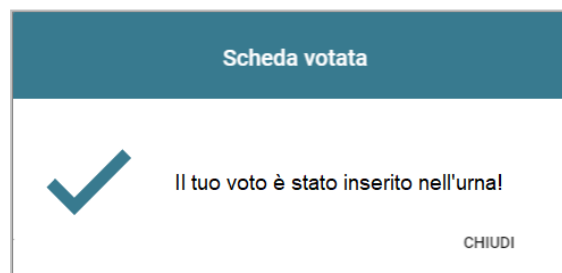
If you have chosen "**Scheda Bianca**", you will see the screen below (Fig. 7).



**Fig. 7: Vote confirmation (for "scheda bianca")**

Once you selected "**INSERISCI SCHEDA NELL'URNA**", it'll appear a confirmation message (Fig. 8) and **it is no longer possible to change your vote**.



**Fig. 8: Procedure performed correctly**

It will appear the message "**GRAZIE PER AVER VOTATO, OPERAZIONI DI VOTO CONCLUSE**" to confirm the finalization of the voting process. You can click "**LOGOUT**" (Fig. 9) to end the voting session.

**Fig. 9: Finalization of the voting process.**

*Connection problems* may not allow you to see the confirmation message.

To **verify** if your vote has been correctly registered, you should log in the voting system again.

If you voted correctly, you will see the message "**GRAZIE PER AVER VOTATO, OPERAZIONI DI VOTO CONCLUSE**" and the button "**LOGOUT**" (Fig. 9).

If you didn't conclude the voting session, you will see again the "**VOTA**" button (Fig. 3) in order to complete the process.

**Remember to log out at the end of voting operations or in case the voting device is out of your sight.**

**If appears the message "*Scheda Bloccata – Contattare l'assistenza*", you should contact the technical assistance.**