# Table of Contents

Introduction .................................................................................................................................................. 2  
Mock-Voting .................................................................................................................................................. 2  
How to use the System ................................................................................................................................. 2  
  Logging In .................................................................................................................................................. 3  
Voting Window ............................................................................................................................................. 4  
Voting Process ............................................................................................................................................... 5  
  Instructions ............................................................................................................................................... 5  
  Step 1: President ....................................................................................................................................... 6  
  Step 2: First Vice President ....................................................................................................................... 6  
  Step 3: Second Vice President .................................................................................................................. 7  
  Step 4: Honorary Secretary ....................................................................................................................... 7  
  Step 5: Honorary Treasurer ...................................................................................................................... 8  
  Step 6: Ordinary Council Members .......................................................................................................... 8  
  Step 7: Review ......................................................................................................................................... 10  
Menu Items ................................................................................................................................................. 12
Introduction
The electronic voting system (eKura) implemented by IEK for the upcoming election is an online system meant to streamline voting experience by IEK members. The system can be accessed through computers (desktop and laptop), tablets and phones using a web browser.

Members eligible to vote will receive the following credentials via SMS and email;

- Username
- Password
- Voting Code

These credentials will be sent to eligible members who are on the voters list published on the IEK website. These credentials will be used for mock-voting by members and also on the actual voting day. Note that these are the same credentials that will be used on the actual voting day. It is therefore IMPORTANT to keep your username, password and voting code secure, also ensure that you remember your new password whenever you change it.

Mock-Voting
There will be a mock voting to ensure that members have a feel of the system before the actual voting day. IT is IMPORTANT to note that the candidates that will be used in the mock-voting including their names and photos are fictitious and not actual members of IEK. They have only been used for the mock-voting purpose and do not reflect in any way the actual candidates that will be in the actual voting. The purpose of the mock-voting is to give members an opportunity to get used to the system before the actual voting.

How to use the System
To access the system, members will use the link that they will receive together with the credentials (username, password and voting code). The system will be accessed using any web browser connected to the internet on a smart phone, laptop, desktop computer or tablet.

The first screen will be the login window as shown below;
Logging In

Enter your provided username, password and voting code and click O.K.

In case any of username, password or voting code you enter is incorrect, you will receive the message below;

![Incorrect login credentials provided](image)

Whenever you receive this message, check the provided username, password and voting code then enter the correct values. Remember that password, username and voting code are case sensitive, therefore ensure you enter the values in the case in which they were provided. For example, a password erwt637 is different from ERWT637 or eRwt637.

On the first successful login, the system will redirect you to a window to change your password. Changing your password is important but not mandatory. If you choose to change your password, ensure you remember the new password since it is only known to you. The change password window is as shown below;
Figure 3: Change password

To change your password, enter your current password in the Current Password field then enter the new password you wish to use in the New Password field. Enter the new password again in the Repeat New Password field. Next, click O.K. On successful password change, the system will redirect you to the Vote page as shown below;

Voting Window

Figure 4: Voting window

The voting window is the main part of the eKura application. Voting involves 7 steps that involve sequentially moving from one step to the next. Back and Next buttons are provided in each step to allow you to move either to the previous or the next step in the voting process. These buttons are on the bottom part of the page as you can see in Figure 4 above.

In addition, a train is provided whereby the current step is highlighted with a blue solid circle. You can use the train to move Back and Next just like the buttons explained earlier. Note that the first time you visit the steps, you can only visit the Next step and you cannot jump steps until you have visited all steps
first. The train component with the eight steps (Instructions, President, First Vice-President, Second Vice President, Honorary Secretary, Honorary Treasurer, Ordinary Council Members and Review) is as shown below;

![Figure 5: Voting window train](image)

This train is part of the voting window.

To vote for your preferred candidate, click on the candidate name and ensure the radio button next to the candidate’s name is selected as shown in Figure 6 below;

![ENG. SAMUEL PETERSON](image)

**Figure 6: Selected candidate**

### Voting Process

The most important process in this system is voting. The process of voting has been made to be as simple as possible and to take a short time as possible.

Once in the voting page, the process is as follows;

**Instructions**

It is the first screen that shows up on the voting window.

Read all the instructions carefully to allow you have a smooth voting process.

Once you have read and understood all the instructions, click on the **Next** button on the bottom left of the screen or on **President** on the train.
Step 1: President

This is the first voting section in the voting process after the Instructions step. Click on the candidate name you wish to vote for among the available candidates. Ensure that the radio button is checked after you click on the name of your candidate of choice. Below in the screen for the President (Step 1). The candidates’ names and photos provided in this document are not real, they are purely for training purposes.

Figure 7: President (Step 1)

Having chosen your presidential candidate, move Next to the First Vice President (Step 2) step.

Step 2: First Vice President

Here you get to select your preferred candidate for the position of First Vice President. Just as was the case with the previous (President) step, click on the name of the candidate you wish to vote for. Below is the First Vice President screen with candidates (not real);

Figure 8: First Vice President (Step 2)
Having done that, move to the next (Second Vice President) step by clicking on the Next button or on the **Second Vice President** on the train.

**Step 3: Second Vice President**

This step is where you get to select your chosen candidate for the position of Second Vice President.

![Vote For Second Vice President](image)

*Figure 9: Second Vice President (Step 3)*

To vote for your candidate of choice, click on his/her name and ensure the radio button on his/her name is selected. Once voting for Second Vice President is completed, click Next to go to Honorary Secretary (Step 4) step.

**Step 4: Honorary Secretary**

In this step, you will vote for your Honorary Secretary candidate. Just like in the other elective seats, click on the name of your preferred candidate and ensure the radio button next to his/her name is selected. See below the Honorary Secretary screen;

![Vote For Honorary Secretary](image)

*Figure 10: Honorary Secretary (Step 4)*
Step 5: Honorary Treasurer
The Honorary Treasurer position is in the 5th step in the voting process. Select your candidate of choice for the position of Honorary Treasurer by clicking or tapping on the candidate name. Make sure that the radio button is selected next to the name of the candidate you have selected. If you change your mind and select another candidate, just click on the name of your new choice and the change will be effected immediately. See the Honorary Treasurer screen below;

![Vote For Honorary Treasurer (Choose 1 out of 3)](image)

Figure 11: Honorary Treasurer (Step 5)

Click **Next** button to move to the screen for selecting Ordinary Council Members.

Step 6: Ordinary Council Members
This step differs from the previous elective positions in that you are allowed to select a maximum of 6 members for the Ordinary Council Member position. This means you can select, 1, 2, 3, 4, 5 or 6 members. You can also choose to not select any member. Once you have selected a candidate, you can still change your mind and select a different candidate. Note however that with ordinary council members, you first unselect the previously selected candidate before selecting a new candidate whenever you change your mind about an already selected candidate.
Whenever you try to select more than 6 council members, you will get a message informing you that you cannot select more than 6 members. This message is shown below on Figure 13;
In case you get the above message, simply unselect an already selected candidate and select another candidate you wish to vote for.

Once you are satisfied with your choices of Council Members, click **Next** button to move to the last step in the voting process; the Review screen.

**Step 7: Review**

Before finishing the voting process, you are given an opportunity to confirm your choices in the **Review** screen. The Review screen is as shown below;
This screen gives you an opportunity to review your choices for the various elective seats. Should you have a change of mind on a candidate you selected and wish to vote for a different candidate, go back to the specific step where the candidate was selected and make the change. To go back to the step, use the Back button or just click on the specific step on the train as previously shown.

Once satisfied with your choices, click on the checkbox that has a green outline as shown below on Figure 15;

Clicking on the above checkbox will signify you are satisfied with your choices. It will enable the Vote button that is disabled by default. Only by selecting the above checkbox does the Vote button become enabled.

Next, click the Vote button that is now enabled as a result of clicking the checkbox in Figure 15 above. Vote button is shown below in Figure 16;
Figure 16: Vote button

Clicking the Vote button will record your vote and log you out of the system. You will see the confirmation message shown in Figure 17 below;

![Vote successfully cast confirmation](image)

Figure 17: Vote successfully cast confirmation

Click on the Close button on the message to exit from the voting process. Once you have cast your vote, you will not be able to login again until after voting period is over after which you can view results.

Menu Items

The system has a number of menu items from where common functions can be accessed. The menu items are shown on Figure 18 below;

![Menu items](image)

Figure 18: Menu items

The Vote menu enables you to access the voting page. Results menu gives you access to the voting results once voting period is over. Members menu is for the list of all the members participating in the election. Change Password menu enables you to change your password. Logout menu is for your use whenever you wish to logout of the system. Note that the currently active page will be shown next to the system name eKura in Red color, E.g Home in Figure 18 above.