

Malaviya National Institute of Technology Jaipur

Alumni Association (MNITJAA)

Executive Committee 2021-23

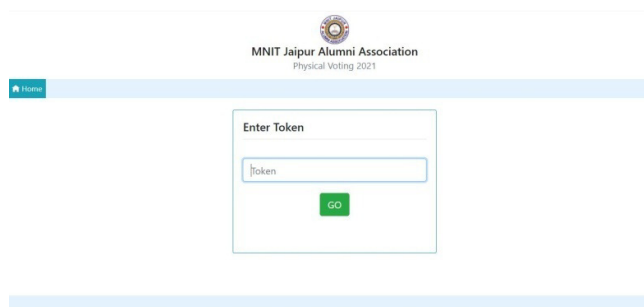
User Manual for Voters

Date: 03-09-2021

## Offline Voting

For offline voting, the voters will have to visit polling booth at VLTC Complex, MNIT Jaipur campus. The polling officer will verify their identity. Once the identity is verified, the voters will have to provide their email id to the polling officer. The polling officer then generates a unique token. The voter will receive the token into his/her email account. After receiving the unique token, the voters will be guided to voting terminal. The voters have to follow the below steps after reaching the terminal:

1. Type the **Token** received in the textbox labled as **Token** and click on **GO** button.



MNIT Jaipur Alumni Association  
Physical Voting 2021

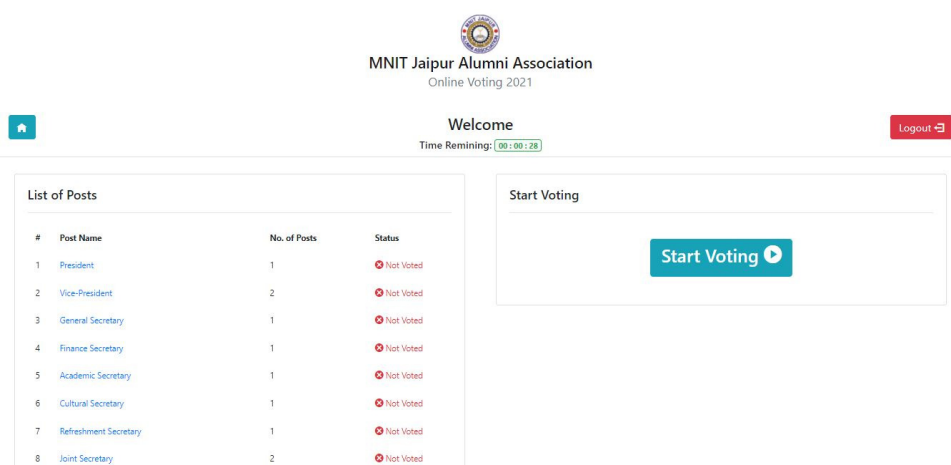
Home

Enter Token

Token

GO

2. After successful login, a list of all the posts along with number of posts and your status of voting will be displayed in the **Left Section** of the Screen. In the **Right Section**, there will be a button for **Start Voting**.



MNIT Jaipur Alumni Association  
Online Voting 2021

Home

Welcome

Logout

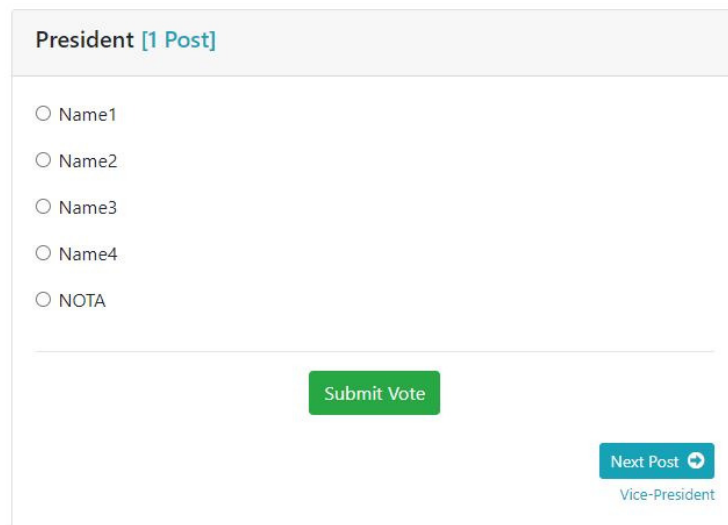
Time Remaining: 00:00:28

#	Post Name	No. of Posts	Status
1	President	1	Not Voted
2	Vice-President	2	Not Voted
3	General Secretary	1	Not Voted
4	Finance Secretary	1	Not Voted
5	Academic Secretary	1	Not Voted
6	Cultural Secretary	1	Not Voted
7	Refreshment Secretary	1	Not Voted
8	Joint Secretary	2	Not Voted

Start Voting

Start Voting

3. The login session will be active only for 30 (thirty) seconds. If no activity is performed during the login session, you will be logged out of portal. A timer will be present under the **Welcome** note to make you aware about the time left for expiring your session.
4. Click on the Start Voting button to start the voting process.
5. After starting the voting, in the Right Section of the screen, a **Voting Panel** of the first post along with the list of candidates nominated for that post will appear. Select the candidate(s) and click on Submit button to cast your vote.



President [1 Post]

Name1

Name2

Name3

Name4

NOTA

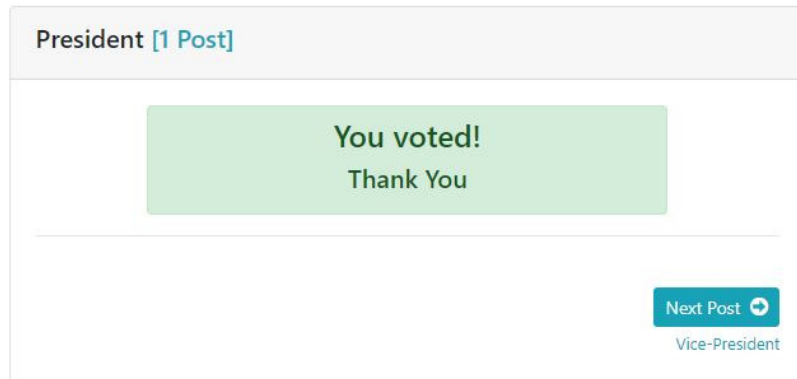
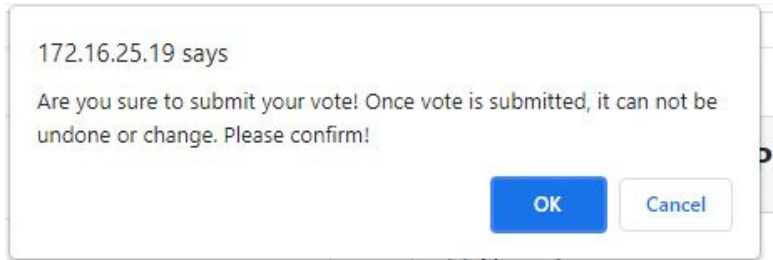
Submit Vote

Next Post ↻

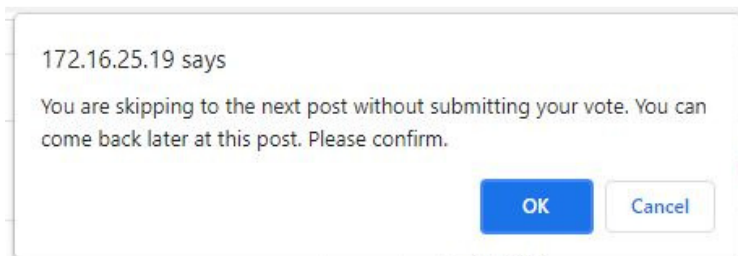
Vice-President

6. A confirmation pop-up will be displayed after clicking on **Submit** button. Click **OK** if you are sure to submit your vote. After submitting your response, a success message and note of thanks will be displayed in the Voting Panel.

Note: Once the vote is submitted for a post, it cannot be undone or change at later stage.



7. Click on **Next Post/ Previous Post** button for next/previous post. If you try to move to next/previous post without submitting your vote, a pop-up of confirmation will be displayed.



8. The number of posts to be voted is fixed, so you cannot vote more than the number of posts fixed. If you try so, a pop-up with warning will appear.

172.16.25.19 says  
Sorry! You can vote for maximum of 2 candidates.

**List of Posts**

#	Post Name	No. of Posts	Status
1	President	1	✔ Voted
2	Vice-President	2	✘ Not Voted
3	General Secretary	1	✘ Not Voted
4	Finance Secretary	1	✘ Not Voted
5	Academic Secretary	1	✘ Not Voted
6	Cultural Secretary	1	✘ Not Voted
7	Refreshment Secretary	1	✘ Not Voted
8	Joint Secretary	2	✘ Not Voted
9	Executive Members (Alumnus having 10 years	2	✘ Not Voted

**Vice-President**

Name1  
 Name2  
 Name3  
 Name4  
 Name5  
 NOTA

[Submit Vote](#)

[Previous Post](#)  
President

[Next Post](#)  
General Secretary

You can click & go directly on the Post Name (in blue) at Left Side to go directly for voting for that post quickly in addition to “Previous Post” & “Next Post” tabs of Right Section.

# Thanks