

**Malaviya National Institute of Technology Jaipur
Alumni Association (MNITJAA)
Executive Committee 2021-23**

User Manual for Voters

Date: 03-09-2021

Online Voting

1. Type <http://mnitjaaelection2021.mnit.ac.in/> in your browser's address bar.


MNIT Jaipur Alumni Association
Online Voting 2021

Home

User Login

Registered Email *
Registered Email Id

Captcha Verification *
 Can't Read? [Reload](#)
Letters are case sensitive

Type the text shown in above image

[Get OTP](#)

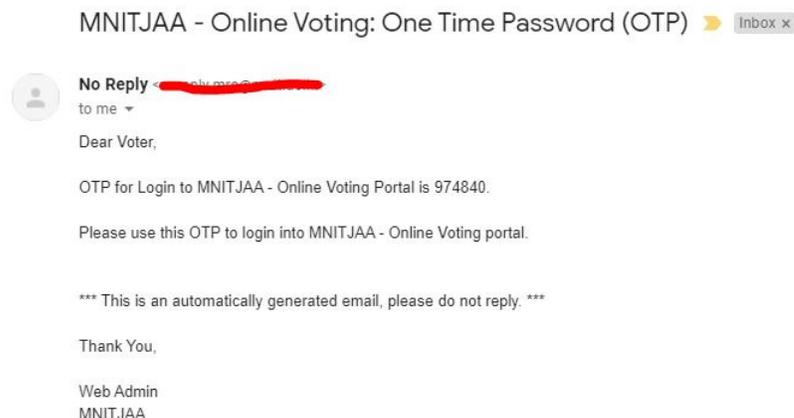
Instructions for Voters

1. Type your registered email id in the textbox labeled as **Registered Email** and Captcha text in the textbox labeled as **Captcha Verification** and click on **Get OTP** button.
2. You will receive a One Time Password (OTP) on your registered email id from noreplyvotingmnitjaa@mnit.ac.in.
Note: OTP will be sent only to the email ids which are registered with MNITJAA.
3. Check your all folders (inbox, spam, promotion, update etc.) of your mailbox if otp is not received in the primary folder of mailbox.
4. The OTP will be valid only for 5 minutes. After 5 minutes of sending the OTP, you will have to start the process a fresh as the OTP will become inactive.
5. Type the OTP received in the textbox labeled as **OTP** and Captcha text in the textbox labeled as **Captcha Verification** and click on **Login** button.
6. After Successful Login, a list of all the posts along with no. 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**.
Note: Note: If you are using device with small screen size (Ex. Smartphone), the screen will be rearranged such that the left section will be shifted to top and right section to the bottom.
7. 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.
8. Click on the **Start Voting** button to start the voting process.
9. 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.
10. 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 can not be undone or change at later stage.
11. Click on **Next Post** button for next post. If you try to move to next post without submitting your vote, a pop-up of confirmation will be displayed.
12. Click on **Previous** button for previous post. If you try to move to previous post without submitting your vote, a pop-up of confirmation will be displayed.
13. The no. of posts to be voted is fixed, so you cannot vote more than the no. of posts fixed. If you try so, a pop-up with warning will appear.

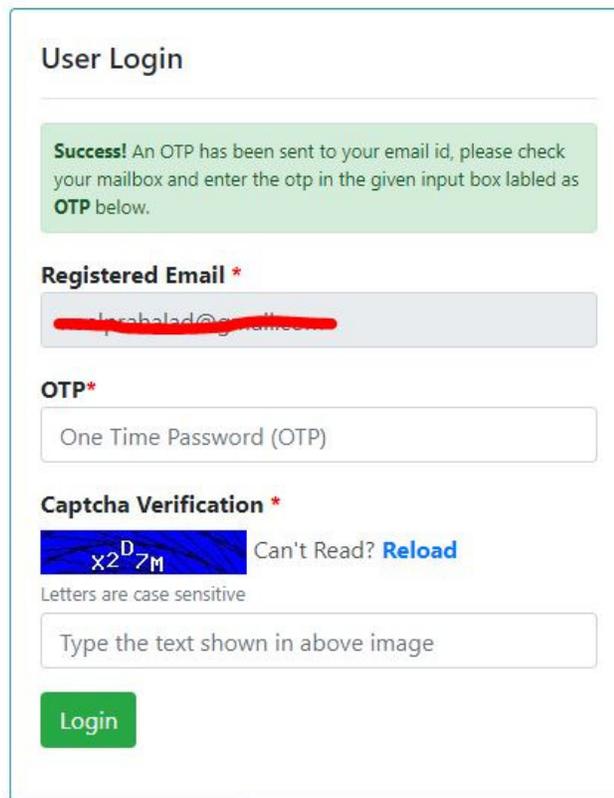
2. Go to the **User Login** section, type your registered email id in the textbox labeled as **Registered Email** and Captcha text in the textbox labeled as **Captcha Verification** and click on **Get OTP** button.

3. You will receive a One Time Password (OTP) on your registered email id from noreplymnitjaaelection2021@mnit.ac.in.

Note: The OTP will be sent only to the email ids which are registered with MNITJAA.



4. Check your all folders (inbox, spam, promotion, update etc.) of your mailbox if OTP is not received in the primary folder of mailbox.
5. The OTP will be valid only for 5 minutes. After 5 minutes of sending the OTP, you will have to start the process a fresh as the OTP will become inactive.
6. Type the OTP received in the textbox labled as **OTP** and Captcha text in the textbox labled as **Captcha Verification** and click on Login button.



The screenshot shows a 'User Login' form. At the top, there is a green success message: 'Success! An OTP has been sent to your email id, please check your mailbox and enter the otp in the given input box labled as **OTP** below.' Below this, there are three main sections: 1. 'Registered Email *' with a text input field containing a redacted email address. 2. 'OTP*' with a text input field containing the placeholder text 'One Time Password (OTP)'. 3. 'Captcha Verification *' which includes a captcha image showing the characters 'x2 D 7M', a 'Can't Read? Reload' link, the text 'Letters are case sensitive', and a text input field with the placeholder 'Type the text shown in above image'. At the bottom of the form is a green 'Login' button.

7. 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**.
Note: If you are using device with small screen size (Ex. Smartphone), the screen will be rearranged such that the left section will be shifted to top and right section to the bottom.


MNIT Jaipur Alumni Association
 Online Voting 2021

Welcome
 Time Remaining: 00:00:28
Logout

#	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

8. 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.
9. Click on the Start Voting button to start the voting process.
10. 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

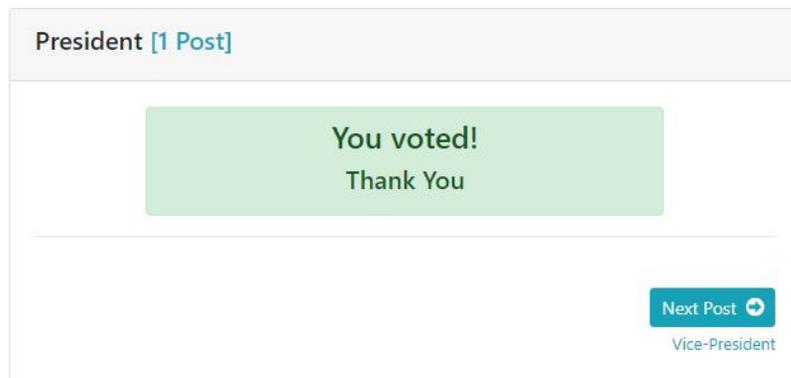
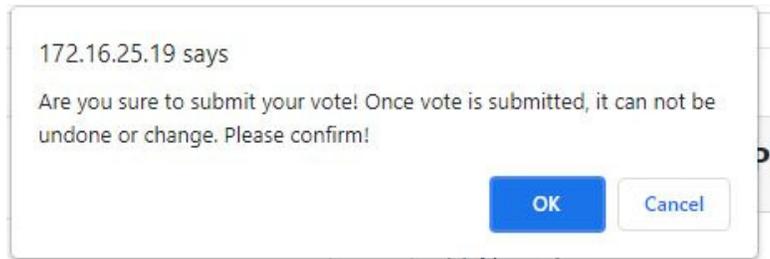
NOTA

Submit Vote

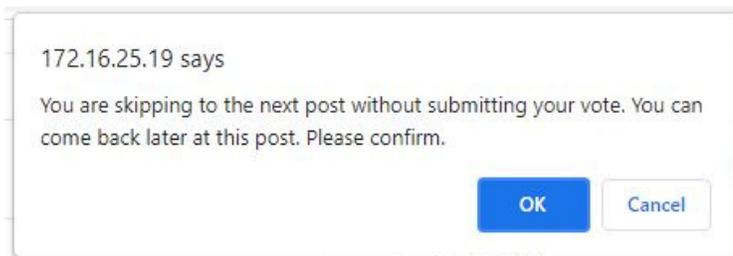
Next Post
Vice-President

11. 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.



12. 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.



13. 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.

OK

Vice-President

#	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

Name1
 Name2
 Name3
 Name4
 Name5
 NOTA

Submit Vote

Previous Post
President

Next Post
General Secretary

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

Thanks