Instructions on how to vote in the Victoria University Council Elections <u>for Students</u>
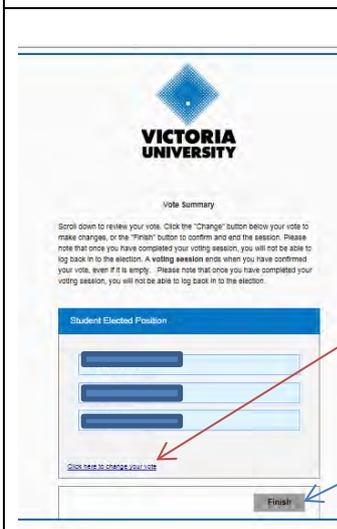

1. Using an appropriate web browser, go to the link as advised in the email from Governance and Secretariat which will take you to the page on the left.
2. Enter the PIN provided in the email from Everyone Counts.
3. Enter your Student ID Number (preceded by 's').
4. Click the Login tab.

5. Click on Policy Statement should you wish to learn more about the candidates.
6. Double click in the box next to the name of the candidate you wish to give your first preference. You can continue to vote by double clicking in the box next to the name of the remaining candidate.
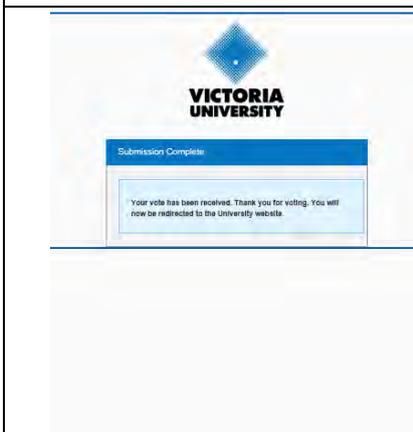

7. Should you make an error, click either the Undo Last Preference tab or the Clear All Preferences tab.
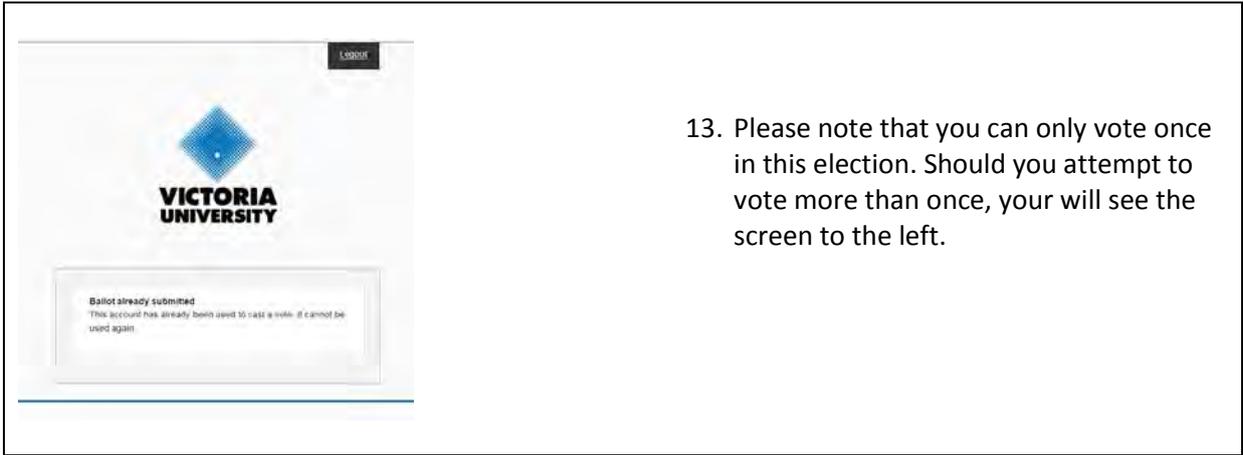8. Once you have chosen your candidate, click the Next tab.

9. Should you not select a candidate, your will see the screen to the left.

10. The Vote Summary page offers you a last chance to change your vote. Should you wish to make a change to your vote, please click the *Click here to change your vote* tab.

11. If you do not wish to change your vote, please click the Finish tab. You cannot change your vote once you have clicked the Finish tab.

12. Your submission is complete and after approximately 10 seconds you will be redirected to the Victoria University website.

13. Please note that you can only vote once in this election. Should you attempt to vote more than once, your will see the screen to the left.