

Candidate Nomination System Guide

Presented by
KDBS Consulting (Pty) Ltd



Tshwane University
of Technology
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2022 TUT SRC Election

Summary: Online Candidate Nomination Process

A 5 Step Sequential Process

Access key - Enter Your Nomination PIN

ivote@kdfs.co.za

Password - Enter Your Student Number

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Nominations for SFC Candidates

1. Receive/Retrieve your Nomination PIN
2. Access to Nomination via the hyperlink that is provided
3. Select/write-in your nominees and submit
4. Receive a confirmation

Nominations for ISRC and CSRC Candidates

1. Student Organizations assign 2 reps each
2. The reps are provided with Nomination PINS
3. The reps access the Nomination System via the provided hyperlinks
4. Reps select/write-in the nominees on behalf of the organization
5. Reps receive confirmation of their submissions

Tshwane University of Technology TUT 2022 SFC Nominations

Search for the person you want to nominate by writing in their surname or initials or student number and then selecting them from the matching candidates that are provided. The system will display their initials, surname and student number. Only valid and eligible students of the university for the current academic year will be brought forward by the system. Your choices can be viewed by the administrator

Economics and Finance Faculty: Chairperson Nomination

Enter at least ONE choice. If you don't want to nominate a candidate for this position, select abstain and proceed to the next position.

Candidates

Write-in

Write-in

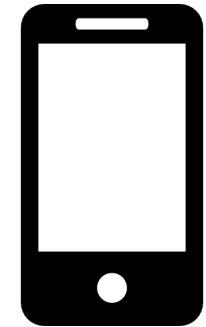
Abstain

Providing the Nomination PINs

An **email** will be sent by the independent Chief Election Administrator (CEA) to university-issued student email addresses. The email contains a student's unique nomination PIN and hyperlinks to the different online nomination forms. If ineligible or if your email is incorrect, a student will not receive the email.

The email will be supplemented by an **SMS** (*containing the same information as above*) sent to a student's phone number. The number used is the number that is registered on the Univ's student database.

If the email and/or SMS is not received, students will be able to request their nomination PINs using the **election website**, www.tutsrcelections.co.za



Providing the PINs

The last resort, if unsuccessful with all three methods above, is to contact the Chief Election Administrator using the email address, phone number and/or contact forms on the website

It is possible that you may receive two messages. More than one message does not imply that you will have 2 unique nomination PINs. Both messages will contain the same information.

To Do:

- Copy or write the nomination PIN down. Make sure that the letters and numbers are copied or written down correctly
- Click on the appropriate link
- Provide the nomination PIN when requested. Make sure that there are no spaces before, in-between and after the nomination PIN. Any spaces will invalidate the PIN.

Get your application!

Please enter the code we send via email to download your application.

Verify my code

Didn't receive your code? [Send it again](#)

Understanding the Nomination PIN

P-I-N stands for "Personal Identification Number".

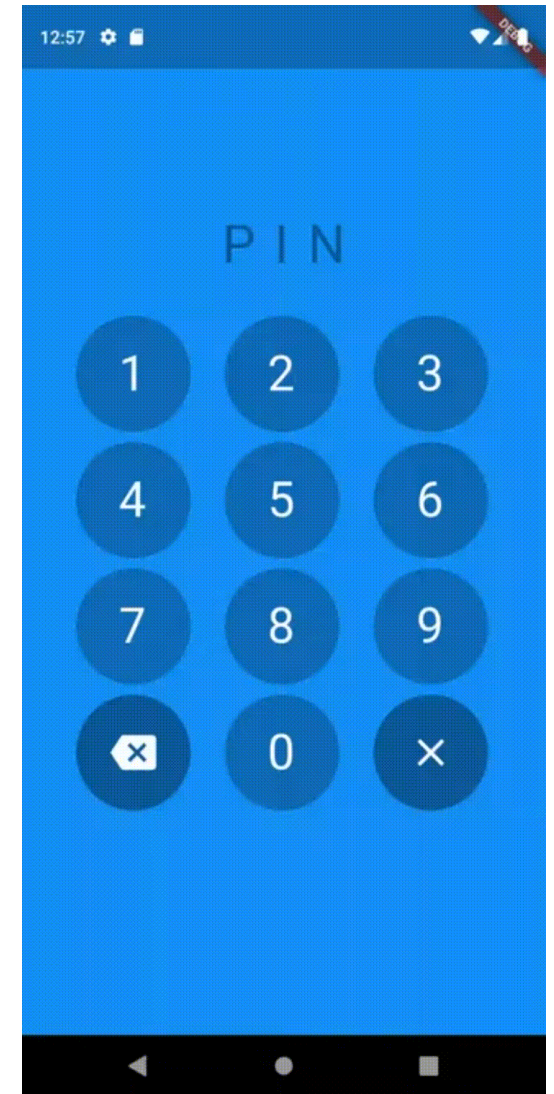
The PIN is therefore personal to its owner and should be shared only when you as the the owner willingly want to do so.

Examples of such cases are:

- To be nominated as a candidate
- To participate as a member or supporter of a student sub-structure as a candidate or a seconder

The PIN is a 15-digit alpha-numeric string that may contain special characters.

Check the number of digits when copying and pasting or when writing the number down.



Understanding the Nomination PIN

The Nomination PIN can be used once for each of the following:

- 1) to propose a candidate
- 2) to second a proposed candidate and
- 3) to be nominated as a candidate

The PIN can be used for any one of the above, for any combination of the above or for all of the above

Understanding the Nomination PIN

- The PIN is CAPS sensitive. Make sure that you copy or write down the PIN exactly as provided
- The first three characters of the 15-digit string will contain the letters "MPU". The remaining 12 characters distinguish one PIN from another. There are no spaces before, in-between the characters and after the PIN.
- Example: **MPUq5BCRFew2B78**
- Make sure that there are no spaces when the PIN is entered onto an online form
- The PINs are computer-generated using an algorithm that randomly and arbitrarily assigns characters for the required string. The PINs are therefore not sequential.

A rectangular button with a thin border and a light gray background. The word "Copy" is written in a pixelated, monospace font. The letter 'C' has a small horizontal line extending to the left, and the letter 'y' has a small horizontal line extending to the left.A rectangular button with a thin border and a light gray background. The word "Paste" is written in a pixelated, monospace font. The letter 'P' has a small horizontal line extending to the left.

Data Verification and Integrity

- It is impossible to nominate a student who is not eligible. Only eligible students will be selectable for nomination
- Verification happens on the spot and not after submission

