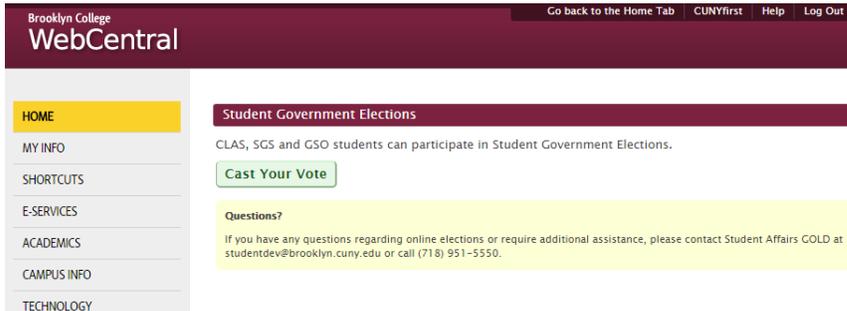# How to Vote in the Student Government Elections

A step-by-step guide to placing your vote in WebCentral

1. Log in to your WebCentral account. If you don't remember your WebCentral ID or Password, please reset your password.
2. The **"Student Government Elections"** channel is available on the "Home" tab and as a shortcut link during the election period. You can only place your vote within this time period.
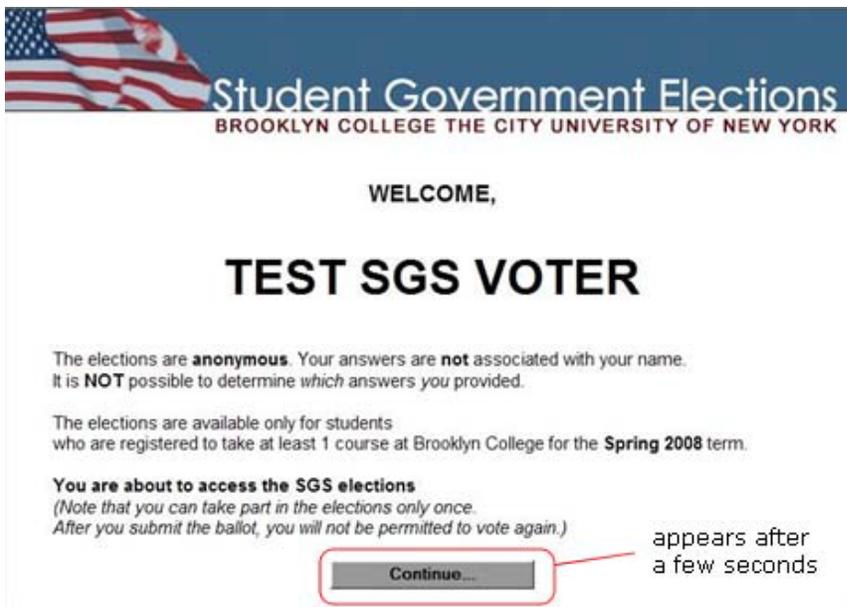

3. Press the **"Cast Your Vote"** button to proceed.
4. Your eligibility to vote in the various elections depends on your student status:

   - *Day* Undergraduate students are eligible to participate in the **CLAS** elections.
   - *Evening* Undergraduate students are eligible to participate in the **SGS** elections.
   - *Graduate* students are eligible to participate in **GSO** elections.

   > If you feel there is an error in your record preventing access to a specific election, or require additional assistance, please contact the Office of the Assistant Dean of Student Affairs: 718-951-5712, or visit them at the Student Center (3rd Floor.)

5. Once your eligibility has been determined, the following screen will appear:

   Press the **"Continue"** button to proceed to the ballot.

6. Select or write-in your desired candidates and press the **"Submit My Votes"** button when you complete your selections. Keep in mind that write-in votes are subject to a thorough

review by the Elections Commissioners.

Official Ballot
Brooklyn College
SGS Student Government Elections
Spring 2015 Semester

Election Dates: April 14 - April 16, 2015

President
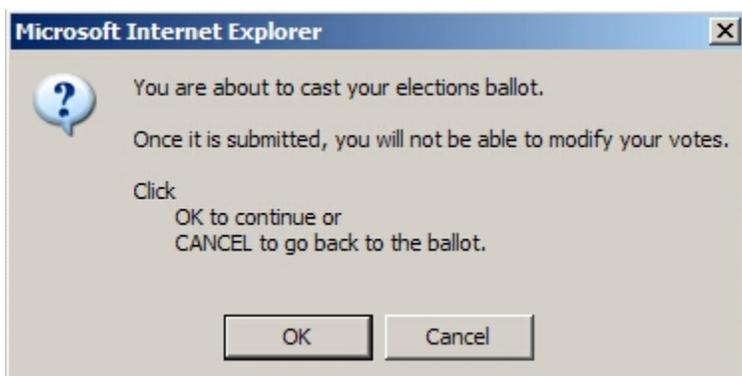 *Please vote for 1 candidate by checking the box or writing in your own candidate.*

USS Alternate
  Please vote for 1 candidate by writing in your own candidate.

                                              1. [   ]

            [Submit My Votes]   [I Will Vote Later]

> You can choose to vote later by pressing the **"I Will Vote Later"** button or by closing your web browser window at any time. You will be able to access the elections channel from WebCentral again as long as you return prior to the close of the election period.

7. After submitting your vote, you will be prompted to confirm your selections. Pressing "OK" will submit your ballot for processing and pressing "Cancel" will return to the ballot page, where you can update your selections.

Microsoft Internet Explorer ☒

❓ You are about to cast your elections ballot.

Once it is submitted, you will not be able to modify your votes.

Click
      OK to continue or
      CANCEL to go back to the ballot.

            [OK]   [Cancel]

> Your votes will only be counted one time.

8. Your ballot will then be checked for errors (e.g. voting for more candidates than allowed for a position), the following confirmation screen will be displayed:

Student Government Elections
BROOKLYN COLLEGE THE CITY UNIVERSITY OF NEW YORK

Your votes have been successfully cast.

Thank you for participating in Brooklyn College SGS Student Government Elections.