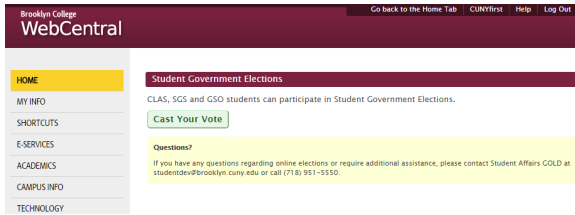



# How to Vote in the Student Government Elections

## 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.

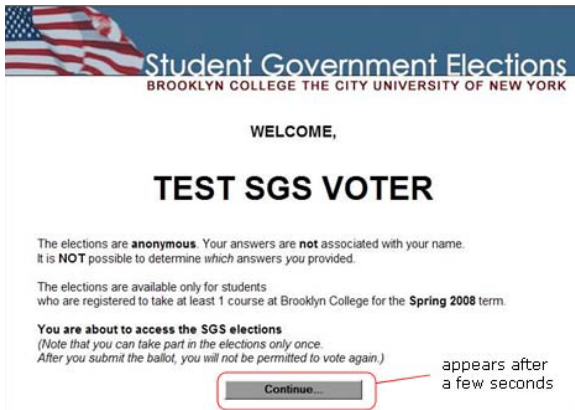


3. Press the “**Cast Your Vote**” button to proceed.
4. Your eligibility to vote in the various elections depends on your student status:
  - **Day** Undergraduate students are eligible to participate in the **CLAS** elections.
  - **Evening** Undergraduate students are eligible to participate in the **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.

A screenshot of the 'Official Ballot' for Brooklyn College SGS Student Government Elections, Spring 2015 Semester. The election dates are April 14 - April 16, 2015. The ballot is for the 'President' position, with instructions to 'Please vote for 1 candidate by checking the box or writing in your own candidate.' Below this, there is a section for the 'USS Alternate' position, with instructions to 'Please vote for 1 candidate by writing in your own candidate.' and a numbered list starting with '1.' followed by a text input field. At the bottom, there are two buttons: 'Submit My Votes' and 'I Will Vote Later'.

**For technical issues with the WebCentral portal:** Call WebCentral support at 718-951-5383

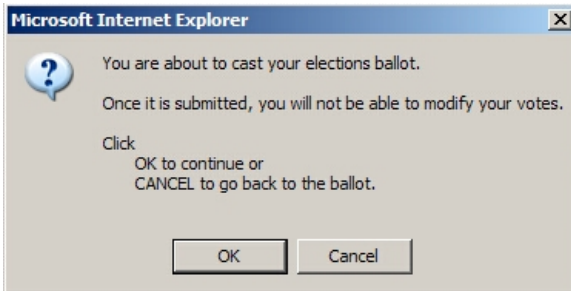
**For election-related or student record issues:**

Contact the Office of the Assistant Dean of Student Affairs: 718-951-5712 or visit them at the Student Center (3rd Floor.)



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.



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:

