

## ITQB NOVA Elections 2022 – Guide to Electronic voting

Voting in the 2022 elections will be in person, by depositing a ballot paper in a ballot box.

However, **in duly justified exceptional cases in which in-person voting is not possible**, voting may be carried out electronically. In these cases, the following guidelines apply:

1. The electoral calendar includes **six voting phases**, each of which includes a possible tie-breaking vote. Electronic voting, whenever requested for one of the phases, **must be carried out in this way for the main and tie-breaking voting in that phase**.
2. Requests for electronic voting **must be requested and justified to the Electoral Commission up to 24 hours before the opening of the polls for the first vote of each of the electoral phases**, through the e-mail [comissaoeleitoral2022@itqb.unl.pt](mailto:comissaoeleitoral2022@itqb.unl.pt).

The following pages contain detailed instructions about the electronic voting procedure. Please address all comments and questions to [comissaoeleitoral2022@itqb.unl.pt](mailto:comissaoeleitoral2022@itqb.unl.pt).

1. On the day of the vote you will receive an e-mail from [comissaoeleitoral2022@itqb.unl.pt](mailto:comissaoeleitoral2022@itqb.unl.pt) looking more or less like this:

Dear <your name here>,

Election for the Institute Council – Stage 1, Day 1

Election URL (click to begin voting):

<https://voting.itqb.unl.pt/helios/e/test11/vote>

Your voter ID: <your e-mail ID>

Your password: xsb3y2ofH7

In order to protect your privacy, this election is configured to never display your voter login ID, name, or email address to the public. Instead, the ballot tracking center will only display your alias.

Your voter alias is V9.

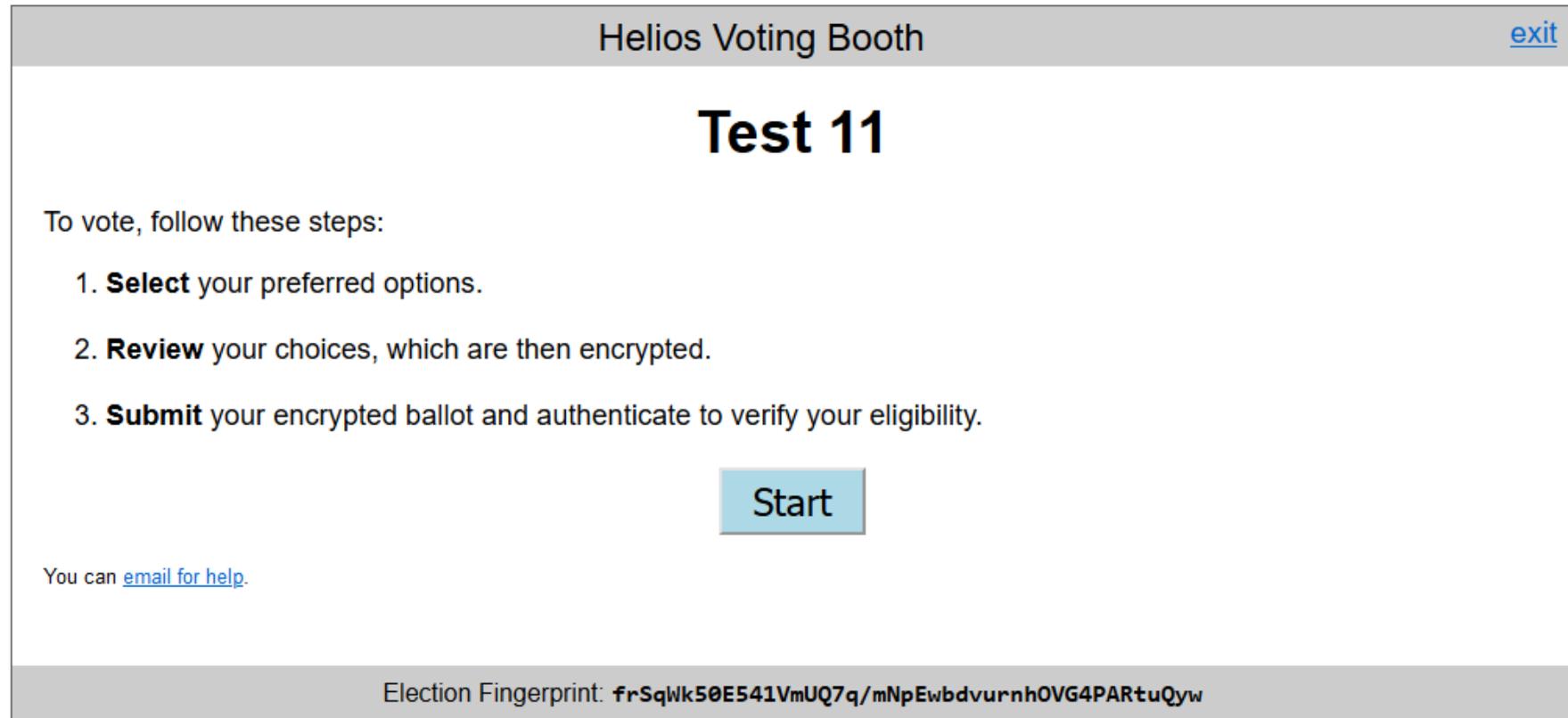
IMPORTANTLY, when you are prompted to log in to vote, please use your \*voter ID\*, not your alias.

You may wish to verify the election fingerprint at the bottom of the screen when you vote: frSqWk50E541VmUQ7q/mNpEwbdvurnhOVG4PARTuQyw

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Helios

2. When you click on the link provided you will see a screen on your browser similar to this one:



The screenshot shows a web browser window titled "Helios Voting Booth" with an "exit" link in the top right corner. The main heading is "Test 11". Below the heading, it says "To vote, follow these steps:" followed by a numbered list: 1. **Select** your preferred options. 2. **Review** your choices, which are then encrypted. 3. **Submit** your encrypted ballot and authenticate to verify your eligibility. A blue "Start" button is centered below the list. At the bottom left, it says "You can [email for help](#)." At the bottom, a grey bar contains the text "Election Fingerprint: frSqWk50E541VmUQ7q/mNpEwbdvurnhOVG4PARTuQyw".

You can check the Election Fingerprint against that provided in the e-mail: frSqWk50E541VmUQ7q/mNpEwbdvurnhOVG4PARTuQyw

3. When you click on the **START** button you will access the ballot for the election you are voting on:

Helios Voting Booth [exit](#)

## Test 11

(1) Select (2) Review (3) Submit

**Choose your 2 candidates**

#1 of 1 — vote for 2 to 2

- Manel 1
- Manel 2
- Manel 3
- Manel 4
- Manel 5
- Manel 6
- Manel 7
- Manel 8
- Manel 9

4. You now must click on the **number of boxes** required in the ballot (2 in this case)

Helios Voting Booth [exit](#)

## Test 11

(1) Select (2) Review (3) Submit

**Chose your 2 candidates**  
#1 of 1 — vote for 2 to 2

- Manel 1
- Manel 2
- Manel 3
- Manel 4
- Manel 5
- Manel 6
- Manel 7
- Manel 8
- Manel 9

5. VERY IMPORTANT! If you wish to cast a BLANK BALLOT, you must click on the number of “Voto em branco” boxes required in the ballot (also 2 in this case).
6. Once you have made your candidate selection, you must click on the **Proceed** button.

Manel 96

Manel 97

Manel 98

Manel 99

Manel 100

Voto em branco1

Voto em branco2

Maximum number of options selected.  
To change your selection, please de-select a current selection first.

Proceed

Election Fingerprint: frSqWk50E541VmUQ7q/mNpEwbdvurnhOVG4PARtuQyw



8. Once that is done, you can still change your vote or restart the whole process.

9. Or, you can click on the **Submit this Vote** button to submit your vote.

The screenshot shows the Helios Voting Booth interface. At the top, it says "Helios Voting Booth" with an "exit" link. Below that is "Test 11". A progress bar shows three steps: "(1) Select", "(2) Review" (highlighted in orange), and "(3) Submit". The main heading is "Review your Ballot". Below this, a grey box contains "Question #1: Chose your 2 candidates" with two checked items: "✓ Manel 1" and "✓ Manel 3", and a "[change]" link. Below that, it says "Your ballot tracker is 0yyA/at/3dIkHPsFSI7mJVZrnHQ4v/ATBtQE008m65Q.". There is a blue "Submit this Vote" button and a yellow "Spoil & Audit [optional]" button. At the bottom, it shows the "Election Fingerprint: frSqWk50E541VmUQ7q/mNpEwbdvurnh0VG4PARTuQyw".



10. To finalize the process you need to **authenticate** the ballot using the voter ID and password received by e-mail

## Don't go yet! Your ballot has not yet been cast.

Your ballot tracker is:  
0yyA/at/3dIkHPsFSI7mJVZrnHQ4v/ATBtQE08m65Q

Voter ID:

Password:

[authenticate & cast ballot](#)

Your voter ID and password can be found in the email you received. If you cannot find your login information, contact your election administrator at [comissaoeleitoral2022@itqb.unl.pt](mailto:comissaoeleitoral2022@itqb.unl.pt).

Cast as many ballots as you wish: only the last one counts.

Important!

11. After you click on the **Authenticate and cast ballot** button you should see a page similar to this one:

## Test 11 — Vote Successfully Cast!

Your ballot tracker is:

**0yyA/at/3dlkHPsFSI7mJVZrnHQ4v/ATBtQEO08m65Q**

This ballot tracker mathematically ensures that your ballot is counted. You can check all ballot trackers by viewing the [voter list](#), where your ballot tracker should appear within a few minutes.

[ [return to election info](#) ]