Berkeley Division of the Academic Senate
Online Voter Guide

The Berkeley Division of the Academic Senate’s online elections are intended to make voting for these important positions as easy and accessible as possible. This guide is intended to provide an overview of the voting process. For questions about the online voting or the Academic Senate election process, please contact staff at election_support@berkeley.edu.

Step 1 – Visit the Academic Senate website voter start page at:
http://academic-senate.berkeley.edu/vote/index.html

Step 2 – Click on the “Vote Now” button to log in to the eBallot site through the CalNet authentication system.

You may not see this step if you have recently logged into another web page that uses the CalNet authorization system, such as Blu.berkeley.edu. The CalNet system places information
in your browser that the eBallot system will use as authorization without sending you to the CalNet Login page. In this case, you will go directly to the electronic ballot. If you are concerned about the login, you can check the login ID on the ballot page which will show your numeric CalNet ID.

**Step 3 – Choosing Candidates**

After login, you will see the eBallot page with the ballots for the Divisional Council and the Committee on Committees:

The name of the election and the date the voting will close are shown at the top of the page. You will also see your CalNet ID number in “Logged In As.” General voting instructions are shown in the tabbed box on the right of the page.

Select the candidate(s) you wish to vote for by checking the box next to their name. Limitations on the number of candidates to select is shown next to the name of the committee.

Once you have selected the candidates for whom you want to vote, click on the yellow “Next” arrow at the bottom of the page.
The candidates are grouped under the committees for which they have been nominated. The names of faculty who are nominating each candidate and a statement (if available) are shown in the right tabbed box when you click on the “details” link associated with the candidate.

Step 4 – Review and Confirm your selection

This page summarizes the selections you have made and provides you with the opportunity to modify your vote. To make a change in your vote, click on the “edit selection” link. Once you are satisfied with the selections you have made, click on the “Submit” button to register your vote. Once you have submitted your vote, you cannot make any changes and will not be allowed to log into the active ballot.
Step 5 – Receipt for vote cast

Once you have submitted your ballot, you will be sent to the receipt page. You can copy down the eBallot receipt number for your records or click on the “RECEIPT” icon to go to a printer friendly receipt page. It is important that you have a copy of your receipt number. You are the only person who knows that this number is linked to your vote, and it will be the only way to track your vote if you have any questions about it later. Clicking on the red “Logout” arrow will return you to the Academic Senate site Thank You page.