****

**Election Voting Guide**

You be able to vote via the our main election page at [www.leicesterunion.com/elections](http://www.leicesterunion.com/elections)

1. If you aren’t already logged in t then click on the ‘login’ button on the top right of the screen, then click on ‘Log In’ under Student Login’ and enter your University username and password.
2. Go back to [www.leicesterunion.com/elections](http://www.leicesterunion.com/elections) this page will list all of the posts that you can vote for.
3. Using the links on the page you can:
	* view the Candidate List (tells you who’s running and the issues they are running on)
	* view the Post List – see what each position is about.
4. When you are ready to vote, select "Vote Now" and then click “Start Voting”.
5. You will then be shown a position and all the candidates, plus another option - Re-Open Nominations (R.O.N.). Use this if you think that the candidates available are unsuitable and you think that nominations should be re-opened to allow more candidates to run.
6. Click on the candidates in order of preference. R.O.N. can be selected in order of preference in the same way that you select a candidate.
7. Once you are happy with your choice, click the “Cast Vote” button. Repeat steps 5, 6 and 7 until you have voted on all the positions. Please make sure to continue voting until you have voted in all applicable positions.

**For the Equality and Liberation Officer Position you are required to self-identify as at least one of BAME, Woman, LGBT+, and Disabled. You are able to do this by updating your profile, this is an option that is presented to you prior to voting. .**

If you have any problems either logging in or with the voting process please email unioncouncil@le.ac.uk including your student number and name and details of the difficulties you are facing.