

How to register as a candidate

DTU E-election

Important

- You must register your candidacy within the registration period of the current election. See timeline on student.dtu.dk or inside.dtu.dk.
- You can run as the only candidate on a list or together with others.
- One person is the "list creator" in the election system.
- To be eligible to run as a candidate, you need three nominators to support your candidacy (yourself plus two others).
- If you create a list with three candidates or more, you do not need nominators, as you can support each other's candidacies.
- Your nominators and/or fellow candidates must accept the email invitation they receive from the system before you can press 'Submit list'.
- If your fellow candidates do not accept your email invitation to run on your list, before you press 'Submit list', they will not be transferred to the electoral list (and you might also lack the required number of nominators).
- If you have questions or problems, contact us at valg@adm.dtu.dk.

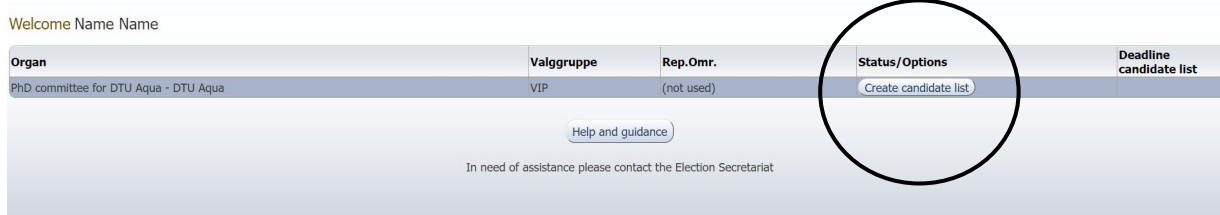


1. Follow this link: <https://e-vote.dk/e-valg-kandidatanmeldelse/faces/adf.task-flow?adf.tfDoc=%2FWEB-INF%2Fkandidat-anmeld-flow.xml&adf.tfId=kandidat-anmeld-flow> and login.

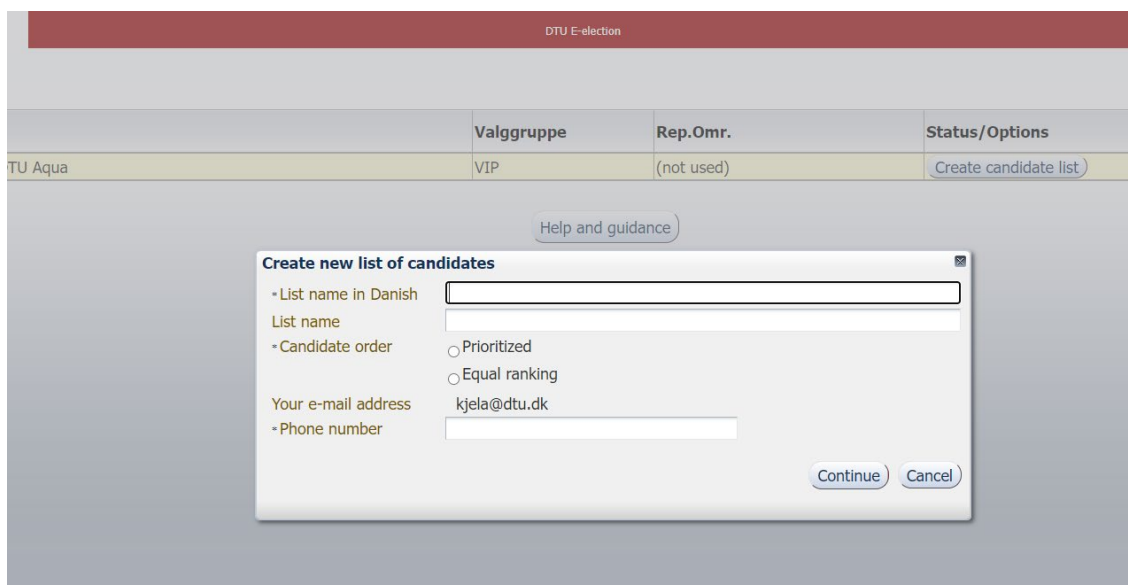
2.
Choose your preferred language in the right corner.



3.
Find the election you want to run for and press 'Create candidate list' - also if you run alone.



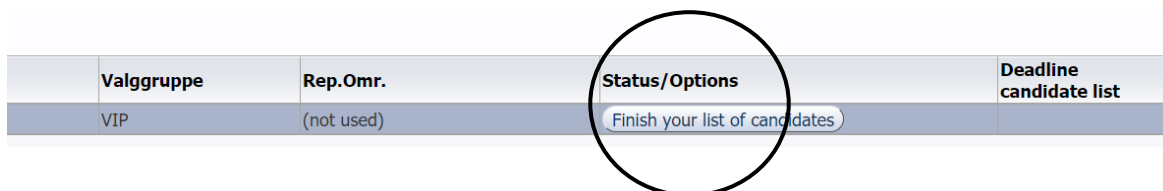
4. Type in the name of your list, choose if it is prioritized or equal ranking, type in your phone number and press continue.



The screenshot shows the DTU E-election interface. At the top, there is a red header bar with the text 'DTU E-election'. Below this is a table with four columns: 'Valggruppe', 'Rep.Omr.', 'Status/Options', and 'Deadline candidate list'. The first row of the table has the following values: 'TU Aqua', 'VIP', '(not used)', and 'Create candidate list'. Below the table, there is a 'Help and guidance' button. A dialog box titled 'Create new list of candidates' is open in the center. It contains the following fields and options:

- 'List name in Danish': A text input field.
- 'List name': A text input field.
- 'Candidate order': Two radio buttons, 'Prioritized' and 'Equal ranking'.
- 'Your e-mail address': A text input field with the value 'kjela@dtu.dk'.
- 'Phone number': A text input field.
- 'Continue' and 'Cancel' buttons at the bottom right.

5. Press 'Finish your list of candidates'.

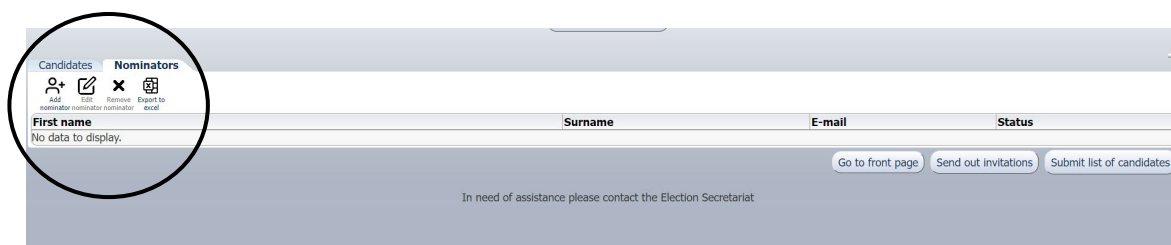


The screenshot shows the DTU E-election interface. At the top, there is a red header bar with the text 'DTU E-election'. Below this is a table with four columns: 'Valggruppe', 'Rep.Omr.', 'Status/Options', and 'Deadline candidate list'. The first row of the table has the following values: 'VIP', '(not used)', 'Finish your list of candidates', and 'Deadline candidate list'. The 'Finish your list of candidates' button is circled in black.



6. If you run alone, you need two other nominators to support your candidacy (you automatically nominate yourself).

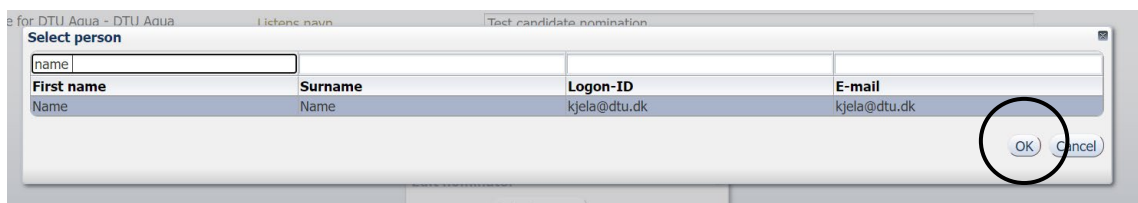
Press 'Nominators' and then 'Add nominator'.



Press 'Select person'

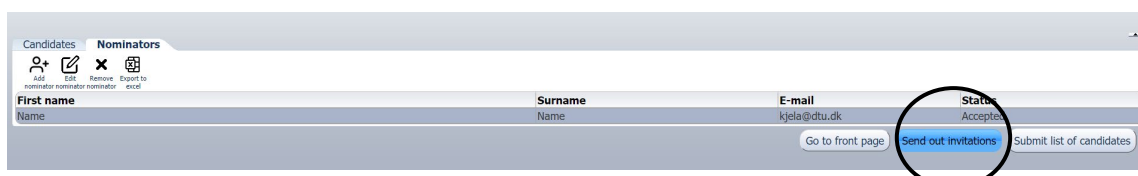


Search for the names of your nominators, and press 'OK', and 'OK' again.



When you added them, press 'Send out invitations'.

Now your nominators will receive an invitation to support you by email.



Once all nominators have accepted, you can click 'Submit list of candidates.' Only candidates whose nominators have accepted the invitation will be added to the electoral list.



7. If if you are several candidates running on the same list (and you are the list creator), add your fellow candidates. Candidates count as nominators, so if you are more than three on a list, you do not need other nominators.

First name	Surname	E-mail	Priority	Status
Name	Name	kjela@dtu.dk		Accepted

Press 'Select person'

First name
Surname
E-mail

Search in the name, and press 'OK', and 'OK' again.

First name	Surname	Logon-ID	E-mail
Name	Name	kjela@dtu.dk	kjela@dtu.dk

Once all candidates are added, press 'Send out invitations'. Now your fellow candidates will receive an email invitation, which they need to accept, to run as candidate on this list.

First name	Surname	E-mail	Priority	Status
Name	Name	kjela@dtu.dk		Accepted

Once all candidates have accepted, you can click 'Submit list of candidates'. Only candidates who have accepted will be added to the electoral list after you submit the list.



8. If you need to edit or delete a nominator or a candidate, mark the person:

Candidates Nominators		
		
Add candidate	Edit candidate	Remove candidate
		
Export to excel		
First name	Surname	E-mail
Name	Name	kjela@dtu.dk

And press one of these:

Candidates

Nominators


Add candidate


Edit candidate


Remove candidate


Export to excel

9. On the front page, you can check the status of your list/candidacy - and when it has been approved.

Welcome Name Name			
Organ	Valggruppe	Rep.Omr.	Status/Options
PhD committee for DTU Aqua - DTU Aqua	VIP	(not used)	You are list coordinator, list has been submitted
Help and guidance In need of assistance please contact the Election Secretariat			

10. If you have questions or problems, contact us at valg@adm.dtu.dk.