

2008 Davis Divisional Committee on Committees Academic Senate Election eBallot Procedures

1. Open your web browser and go to <http://asis.ucdavis.edu>.
2. Click the **Proceed** button below the *Welcome to ASIS* text. (See *Pic 1 below*)

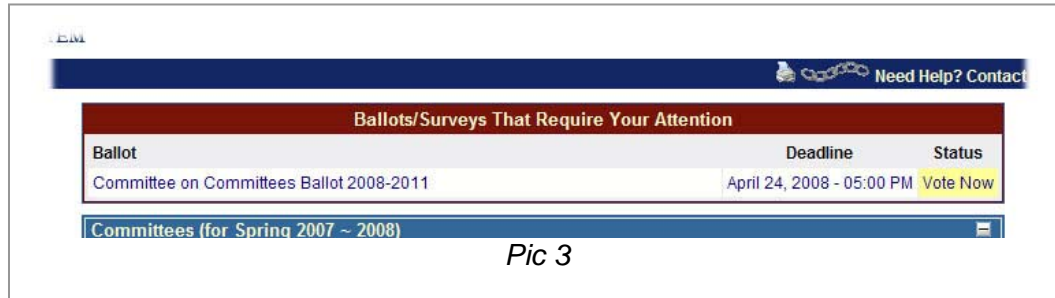


3. Enter in your UC Davis Kerberos login name and password. (See *Pic 2 below*) If you are uncertain of your Kerberos login information you will need to call the IT Express Computing Help Desk at 530-754-HELP (754-4357). If you do know your username, but have forgotten your password, you will need to visit the IT Express Computing Help Desk in person to obtain a new password.

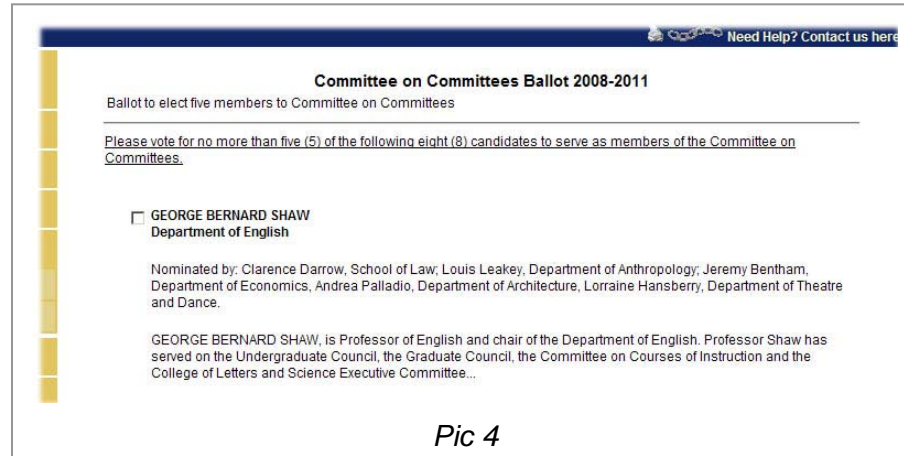


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- Click on the link entitled **2008-10 Divisional Representative Ballot** within the box at the top of the screen entitled **Ballots/Surveys That Require Your Attention**. (See *Pic 3 below*)



- Click on no more than three (3) of the four (4) checkboxes to the left of the names of the nominees on the ballot that you wish to vote for. (See *Pic 4 below*)



- Click the **Submit** button located below the ballot to cast your vote. Once you click the submit button your vote will be cast and the link to the ballot on your home page (see *Step 4 above*) will be removed from your list of ballots.

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7. After casting your vote, you will receive an acknowledgment screen (see below). "Your vote has been recorded." (See *Pic 5 below*) You may now either continue to work within ASIS or log out by clicking the **Logout** link at the bottom of the left navigation panel.

