

## User guide in valgweb "Your choice". Last modified 28 September 2020 (KWB)

1) The election administrator logs on to valgweb with the usual Feide username and password (<https://innsida.ntnu.no/valg/>).

[If you want to practice, you can make a test choice here: <https://valgtest.it.ntnu.no/>]

The IT department manages the user rights. Send names and usernames for new users to [e-valg@it.ntnu.no](mailto:e-valg@it.ntnu.no)

2) Create "New election" in valgweb

The screenshot shows the 'DITT VALG' dashboard. The left sidebar contains several menu items: 'Aktuelle valg', 'Nytt valg' (highlighted with a blue circle), 'Alle valg', 'Manntall', 'Portalinnstillinger', 'Hjelp med valgøsning', and 'Logg ut'. The main content area is titled 'Nytt valg' and includes tabs for 'VALG', 'VELGERE', 'VERV', and 'KANDIDAT'. Below the tabs, there is a 'Navn \*' field, a note 'Normalt starter et valg kl 08:00 og slutter kl 22:00.', and a date/time selection field 'Fra (YYYY-MM-DD) HH:mm'.



3) Enter one choice for each voter group and give the choice a logical name

The screenshot shows the 'Nytt valg' form with the 'VALG' tab selected. The 'Navn \*' field contains 'NTNU styrevalg - midlertidig vitenskapelig ansatte'. Below this, there is a note 'Normalt starter et valg kl 08:00 og slutter kl 22:00.' and a date/time selection field 'Fra (YYYY-MM-DD) 2017-04-03 08:00' and 'Til (YYYY-MM-DD) 2017-04-05 22:00'. A blue callout box on the right contains the following text: 'Write the name of the choice as the examples show:' followed by a list of examples: 'NV Faculty Board – permanent academic staff', 'NV Faculty Board – temporary academic staff', 'NV Faculty Board – technical-administrative staff', 'SU-GEO department board – permanent academic staff', 'SU-GEO department board - temporary academic staff', and 'SU-GEO department board - technical-administrative staff'. Below the callout box, there is an 'Info til velgere' section with the text: 'Du kan rangere inntil to kandidater: Ditt førstevalg får 1 stemme, mens ditt andrevalg får 1/3 stemme.' and an 'Info til velgere på engelsk' section with the text: 'You may rank up to two candidates: Your first candidate gets 1 vote, while your second candidate gets 1/3 vote.' The page number '102 / 200' is visible at the bottom, and the 'LAGRE' button is at the bottom left.

NB! You cannot save this page until you have entered the connection location on the next page (Selectors).

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### 4) Enter the voter group and the number of people to be used in the election

VALG VELGERE VERV KAND

Tilknytningssted  
Norges teknisk-naturvitenskapelige universitet

Studieprogram

By  
Alle

Tilknytningsform

MH-fakultetet 1.amanuensis og vitenskapelige bistillinger (Prof II)  Teknisk og administrativt ansatte

Fast ansatte i undervisnings- og forskerstilling  Midlertidig ansatte i undervisnings- og forskerstilling

Studentene

NESTE

Connection point = the number of people used. Type the device name in full (no abbreviation). Censuses are taken for university level, faculty, department and administrative units (unit names and the number of people in each voting group can be seen from the census list on the wiki page "conduct elections").

If the number of students is not sufficient at department level, the number of faculty is used.

Do not fill in the place of affiliation if you need headcount for a study programme.

Select the Norwegian University of Science and Technology if you need city population (e.g. student parliament Gjøvik/Ålesund).

### 5) Enter how many are to be elected (members and deputies)

14 / 16

VALG VELGERE VERV KANDIDATER TILGANG

Antall verv valget omfatter  
2

Prioritet 1 Deletall 1

Prioritet 2 Deletall 3

Navn på verv  
Medlem og varamedlem  
F.eks. Medlem og varamedlem

LAGRE

**Deletall**  
Når valget omfatter mer enn ett verv, blir deletall automatisk fylt ut i henhold til NTNUs valgreglement § 11 nr 2.  
[Mer om dette](#)

Number of offices = number of members + order deputies.  
Voters can vote for as many as are to be elected. The number of weighted votes determines the election result, cf. section 11 of the election regulations.

Remember to enter the name of the position "Member and deputy member".

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### 6) Enter the candidates with a picture and a link to the election page

Image: We preferably use the candidate's image from the employee profile (image and link appear automatically when you type the candidate's name in "search by person").

Alternatively, the image is retrieved from a website by upload "image address".

Link address to the website where the candidate(s) are presented.

- Employees can be used at the institute the profile that automatically comes up.
- At the faculty, you can link to the selection page or Inside message where the candidates are presented.

Legg til kandidat knappen blir ikke aktiv før du har valgt **Kjønn**.

LEGG TIL KANDIDAT

LAGRE

### 7) Ensure that at least two administrators can edit the election and retrieve the election result

Valgeier  
Kristin Wergeland Brekke

**Valgresultat innsyn**

Dersom noen som ikke er valgadministrator, skal kunne se valgresultatet, legges de inn her (eksempelvis medlem av valgstyret eller led enheten).

Ida Munkeby X

**Medeiere**

Reduser sårbarhet ved å legge inn minst en medarbeider som kan redigere valget og ta ut valgresultatet (vedkommende må ha brukerre som valgadministrator (nivå 1)).

Brit Stolsmo X

LAGRE

[Endringslogg](#)

Make sure that you as "election owner" have at least one "co-owner" who can edit the election and retrieve the election results.

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### 8) Take out the election result

Hei Kristin Wergeland Brekke 

Du kan stemme ved følgende valg:

NTNU styrevalg teknisk-  
administrativt ansatte



Norges teknisk-naturvitenskapelige universitet  
Valgstart: 03. apr 2017 08:00  
Stemmefrist: 05. apr 2017 22:00

Du kan se valgresultat for følgende valg:

NTNU styrevalg teknisk-  
administrativt ansatte



Norges teknisk-naturvitenskapelige universitet  
Stemmefrist: 05. apr 2017 22:00

**SE RESULTAT**

Take out the election report when the election is over.  
Check the result. Gender quotas may be required.  
The election settlement must be approved by the electoral board before the result is published on the election website.

The headmaster must be informed of the results from NTNU board elections before publication, likewise the dean for the elections at the faculty.

Signed election protocol is archived in ephorte.