



User Manual

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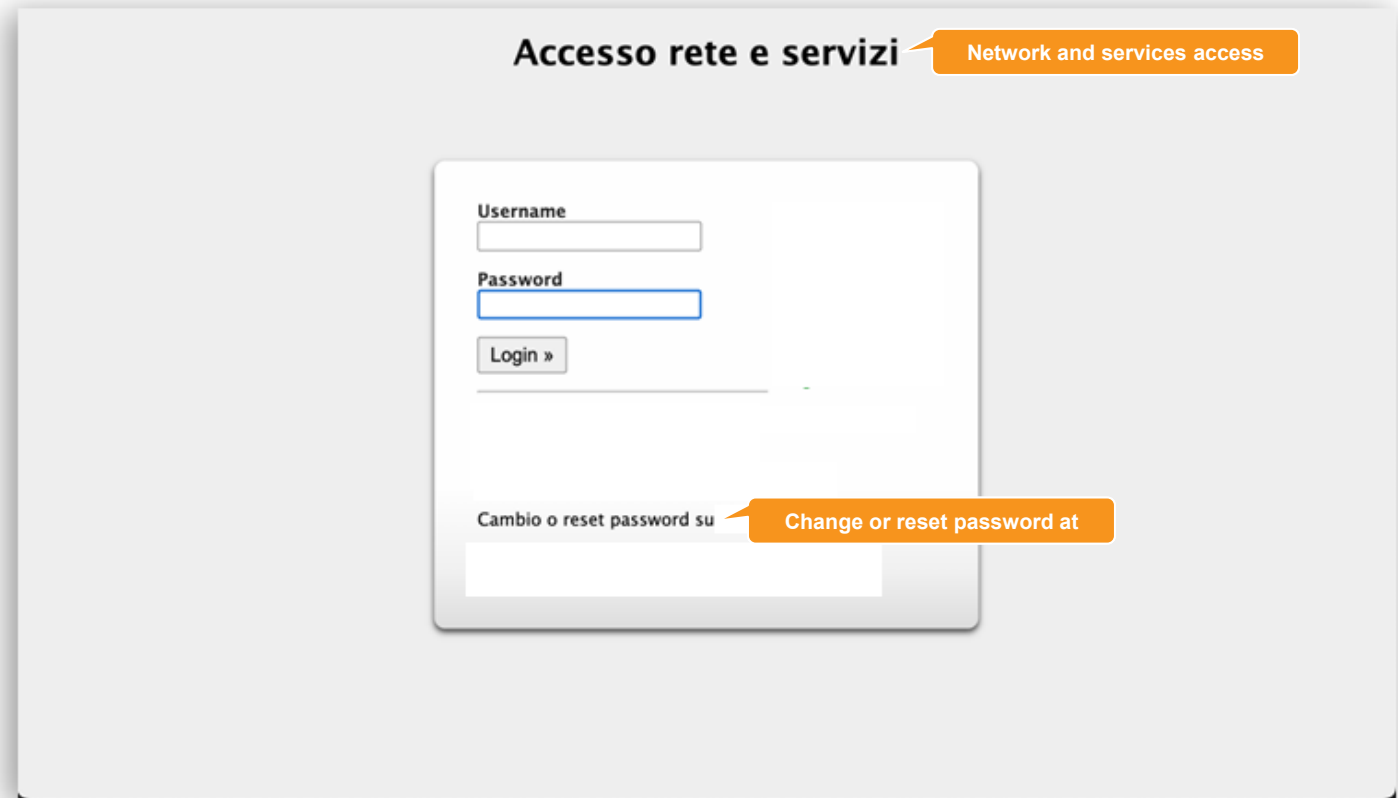


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CANDIDACY ACCESS

ACCESS SSO (Single Sign-On)

After clicking the reference link, enter your credentials and then click **“LOGIN”**.



The screenshot shows a web interface for 'Accesso rete e servizi' (Network and services access). It features a login form with fields for 'Username' and 'Password', and a 'Login »' button. Below the form is a link for 'Cambio o reset password su' (Change or reset password at). Annotations in orange boxes point to the title and the password reset link.

Accesso rete e servizi **Network and services access**

Username

Password

Login »

Cambio o reset password su **Change or reset password at**

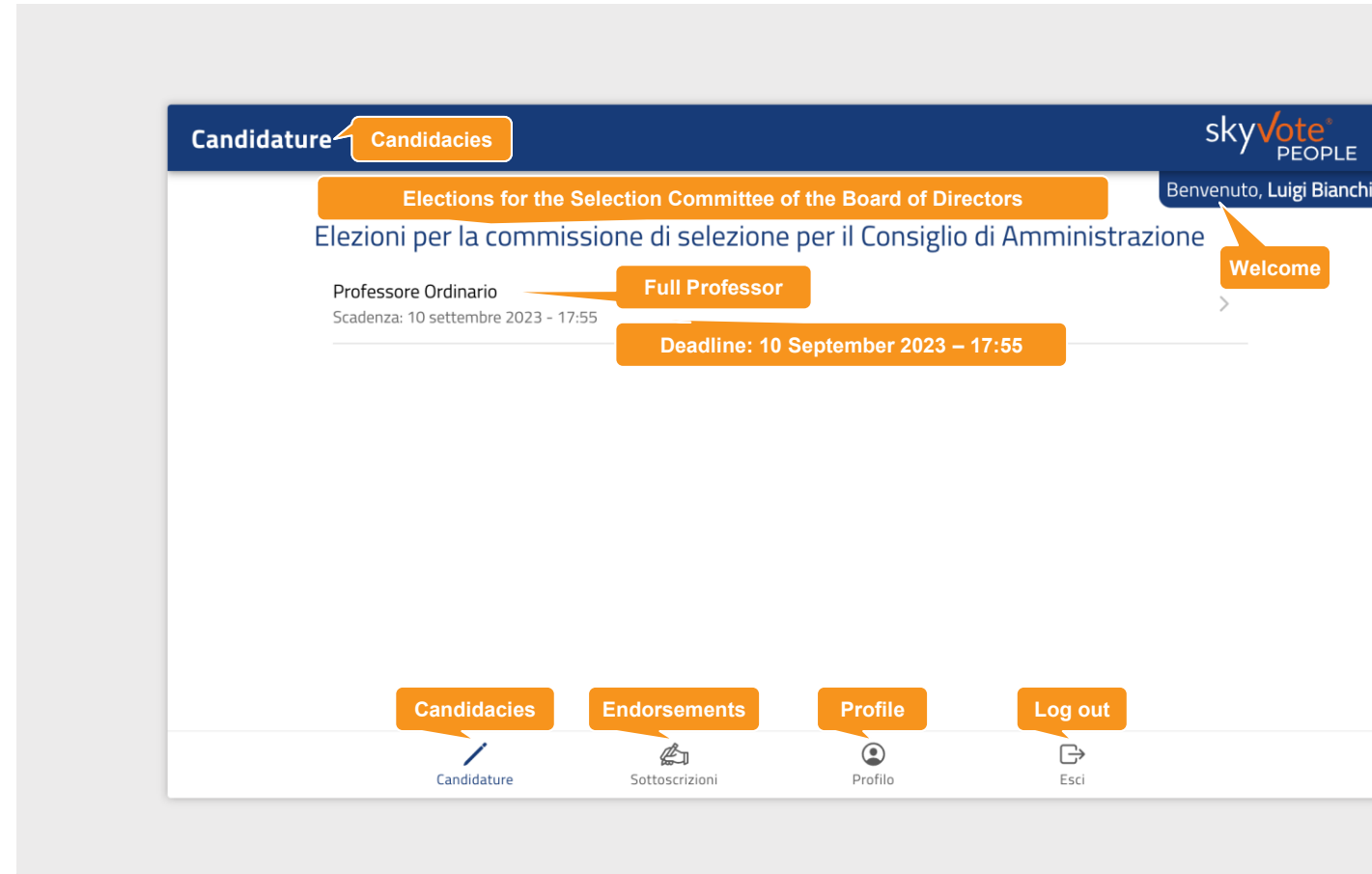
INDIVIDUAL CANDIDACY

User Manual – Individual Candidacy

CANDIDACY DASHBOARD

A screen will open listing the elections for which you are **eligible to stand as a candidate**.

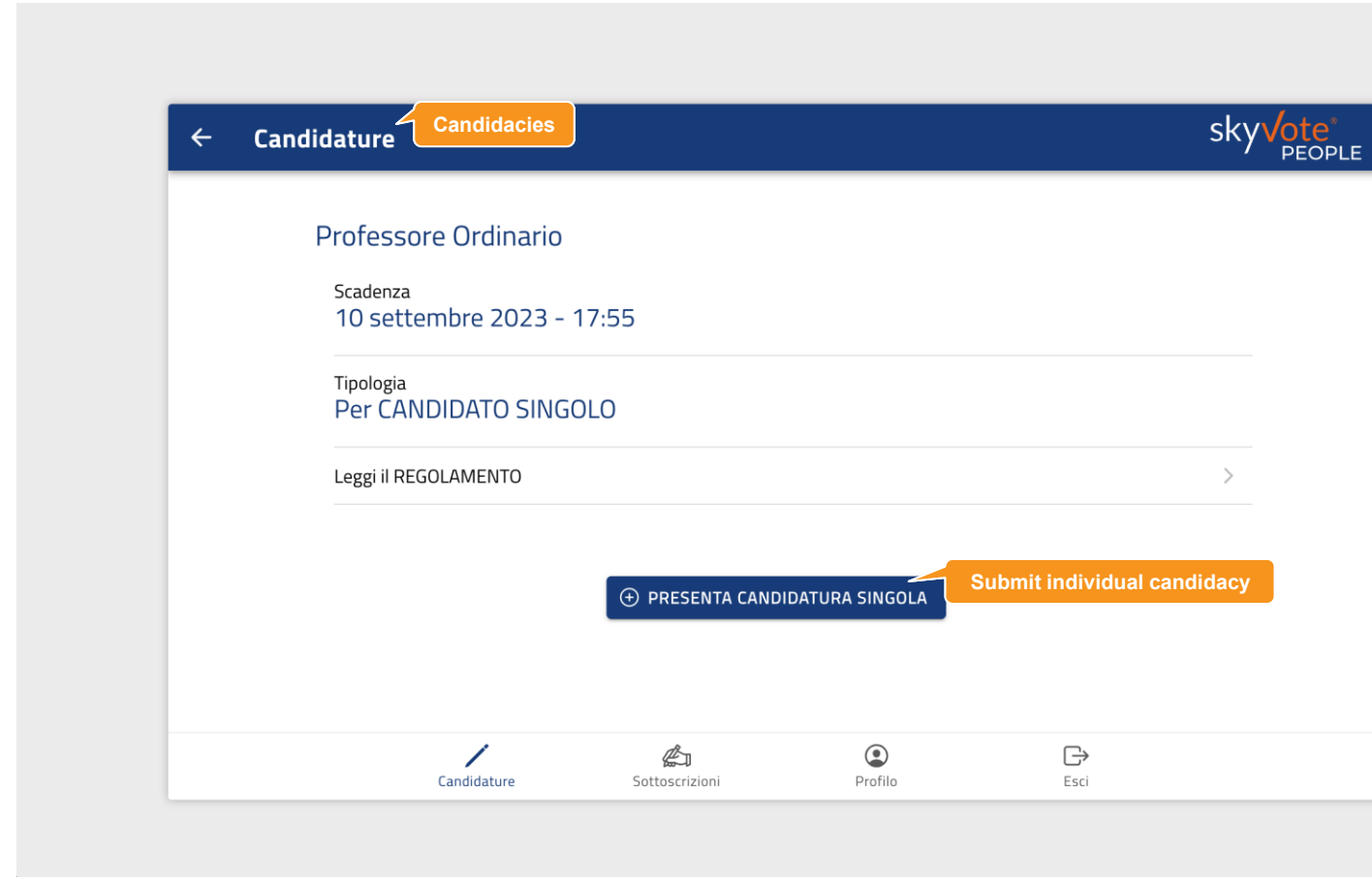
Click the relevant item to continue.



CANDIDACY DETAILS

This screen shows the candidacy details:
the deadline, type and the link to the regulations.

Click the **“SUBMIT INDIVIDUAL CANDIDACY”** button to start the procedure.



CANDIDACY FORM

Confirm the declaration of acceptance of the conditions set out in the regulations by ticking the corresponding *checkbox*, then click “**SEND CANDIDACY**”.

PLEASE NOTE: *you can only proceed after confirming the declaration.*

The screenshot displays the 'Presenta Candidatura' (Present Candidature) screen on the skyvote PEOPLE platform. The page title is 'Candidatura Singola'. A central white box contains the declaration: 'I accept the electoral regulations' (I accept the electoral regulations) and 'Dichiaro di accettare tutte le condizioni riguardo al regolamento elettorale.*' (I declare to accept all conditions regarding the electoral regulation.*). Below this, there is a checked checkbox labeled 'Conferma' (Confirm) and an orange 'Confirm' button. At the bottom right, there is a blue 'INVIA CANDIDATURA' (SEND CANDIDACY) button and an orange 'Send candidacy' button. The bottom navigation bar includes icons for 'Candidature', 'Sottoscrizioni' (Subscriptions), 'Profilo' (Profile), and 'Esci' (Exit).

CANDIDACY FORM

At this stage you can still change your mind and go back by clicking **"CANCEL"**, whereas by clicking **"YES"** your choice will be final and cannot be undone.



User Manual – Individual Candidacy

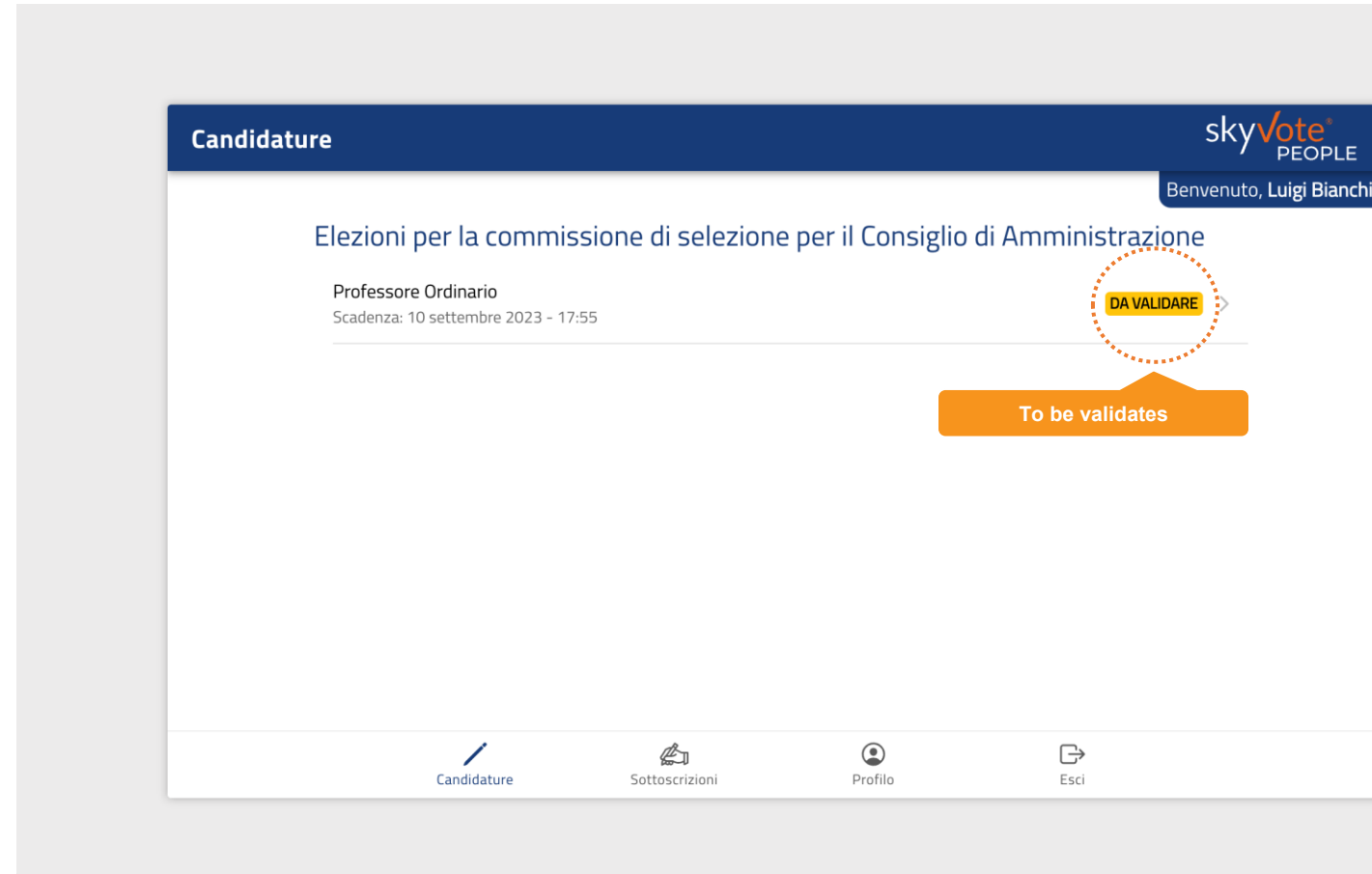
CANDIDACY SENT

The candidacy has been successfully received. To return to the main screen, click ***“BACK TO CANDIDACIES”***.



CANDIDACY SENT – PENDING VALIDATION

The status ***“PENDING VALIDATION”***, that now appears in the candidacy dashboard indicates that the administrator has received the candidacy and it is awaiting validation.

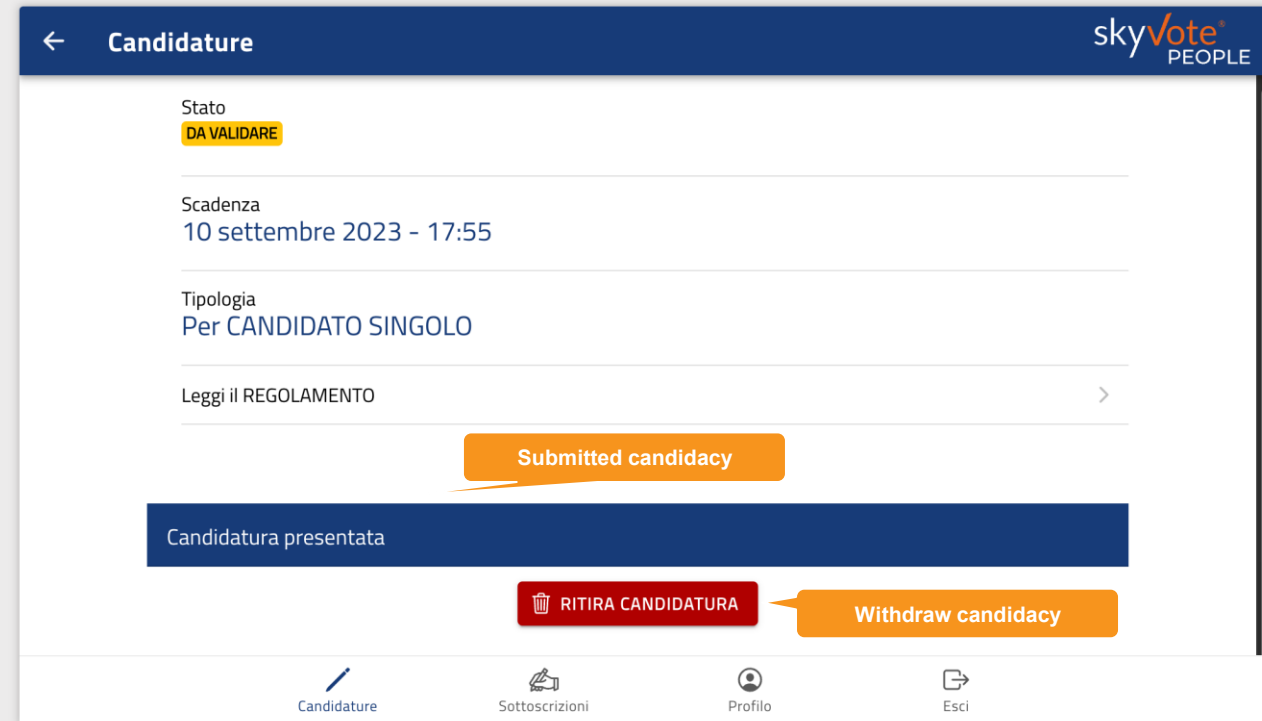


User Manual – Individual Candidacy

WITHDRAWING A CANDIDACY

Click the submitted candidacy to open its details.

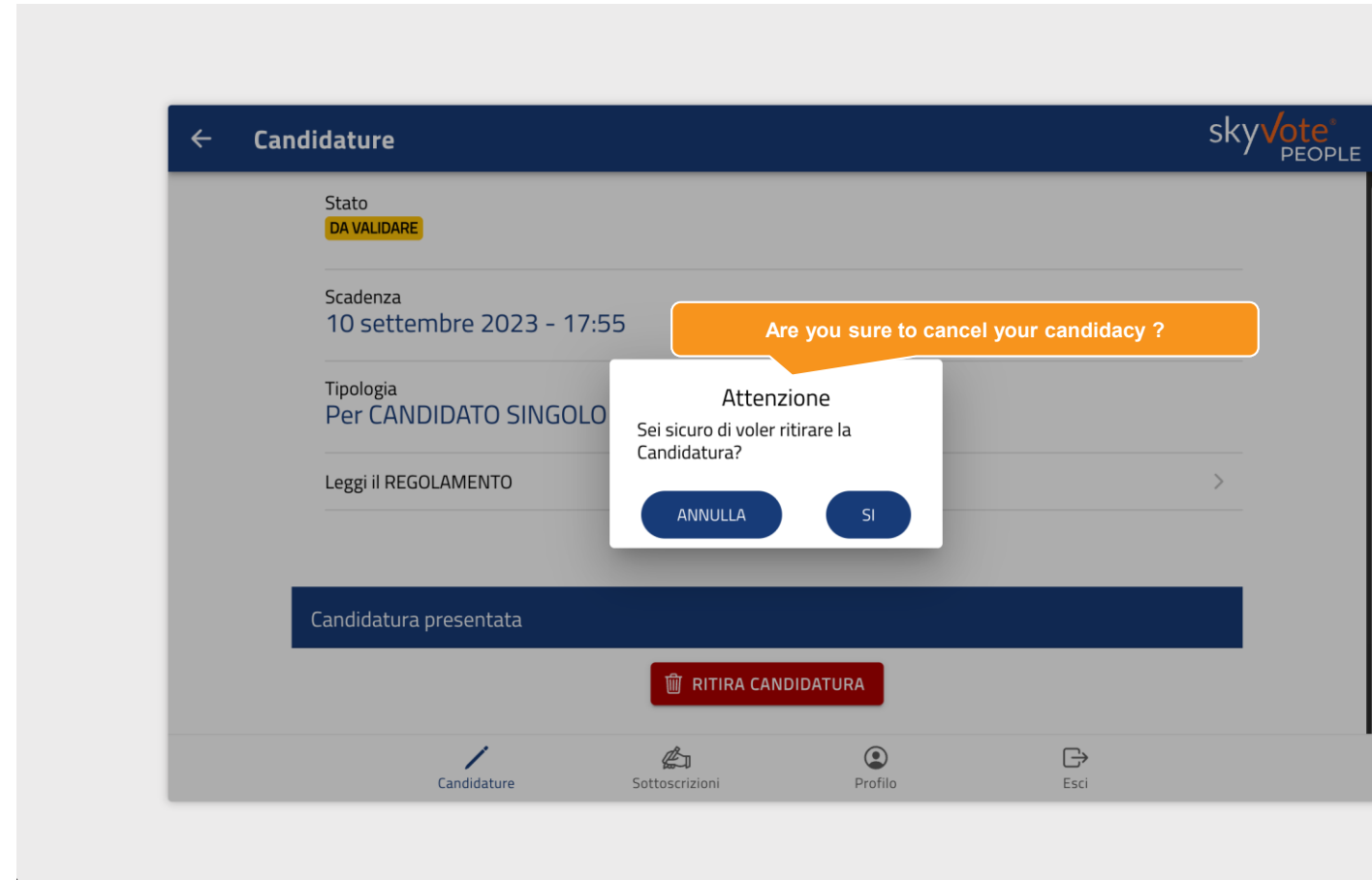
By clicking the **“WITHDRAW CANDIDACY”** button at the bottom you can withdraw the candidacy, *no later than its deadline*.



User Manual – Individual Candidacy

WITHDRAWING A CANDIDACY

At this stage you can still change your mind and go back by clicking **“CANCEL”**, whereas by clicking **“YES”** your choice will be final and cannot be undone.

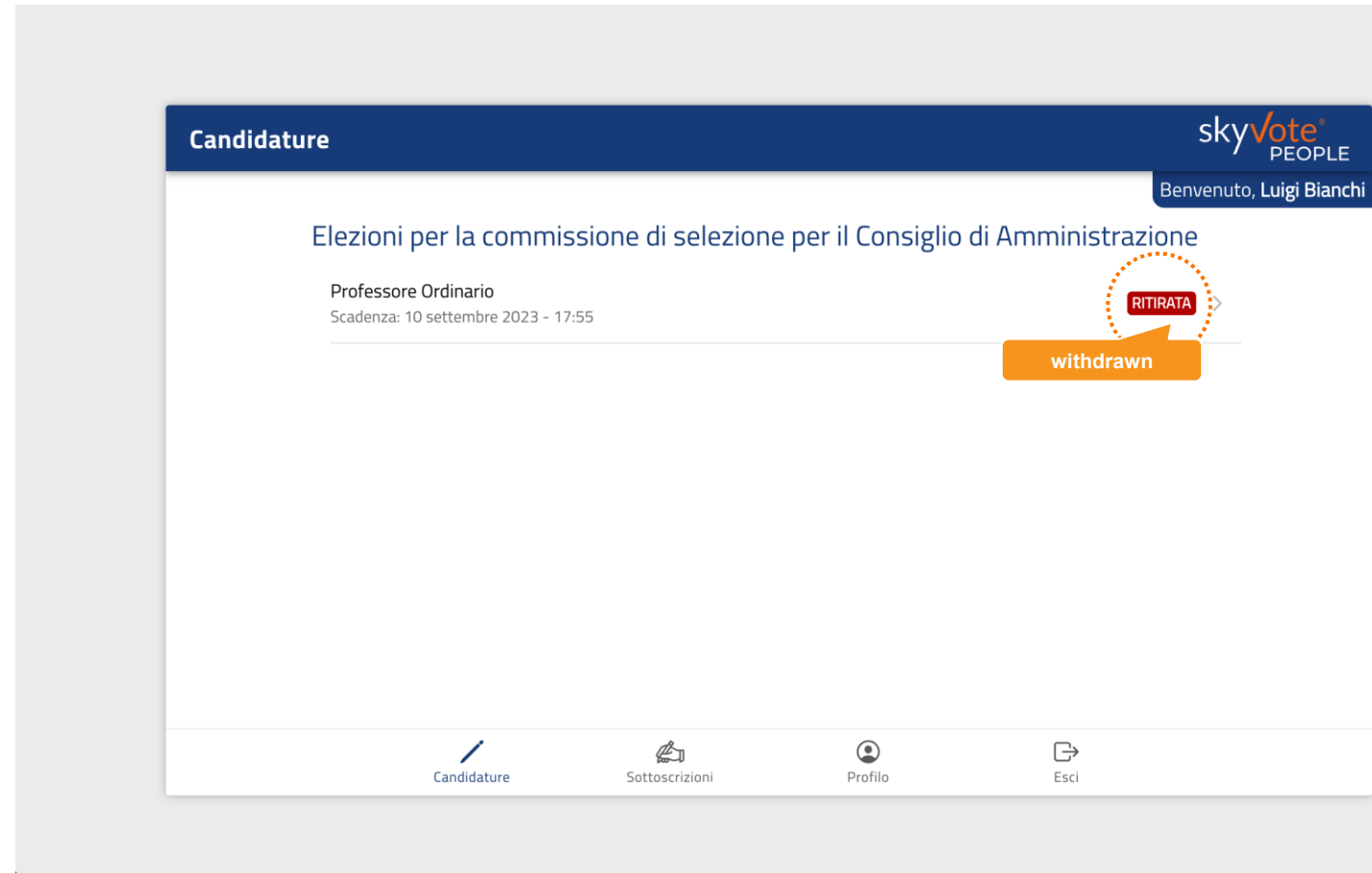


CANDIDACY DASHBOARD

STATUS: CANDIDACY WITHDRAWN

The status ***“WITHDRAWN”*** that appears in the candidacy dashboard indicates that the submitted candidacy has been withdrawn.

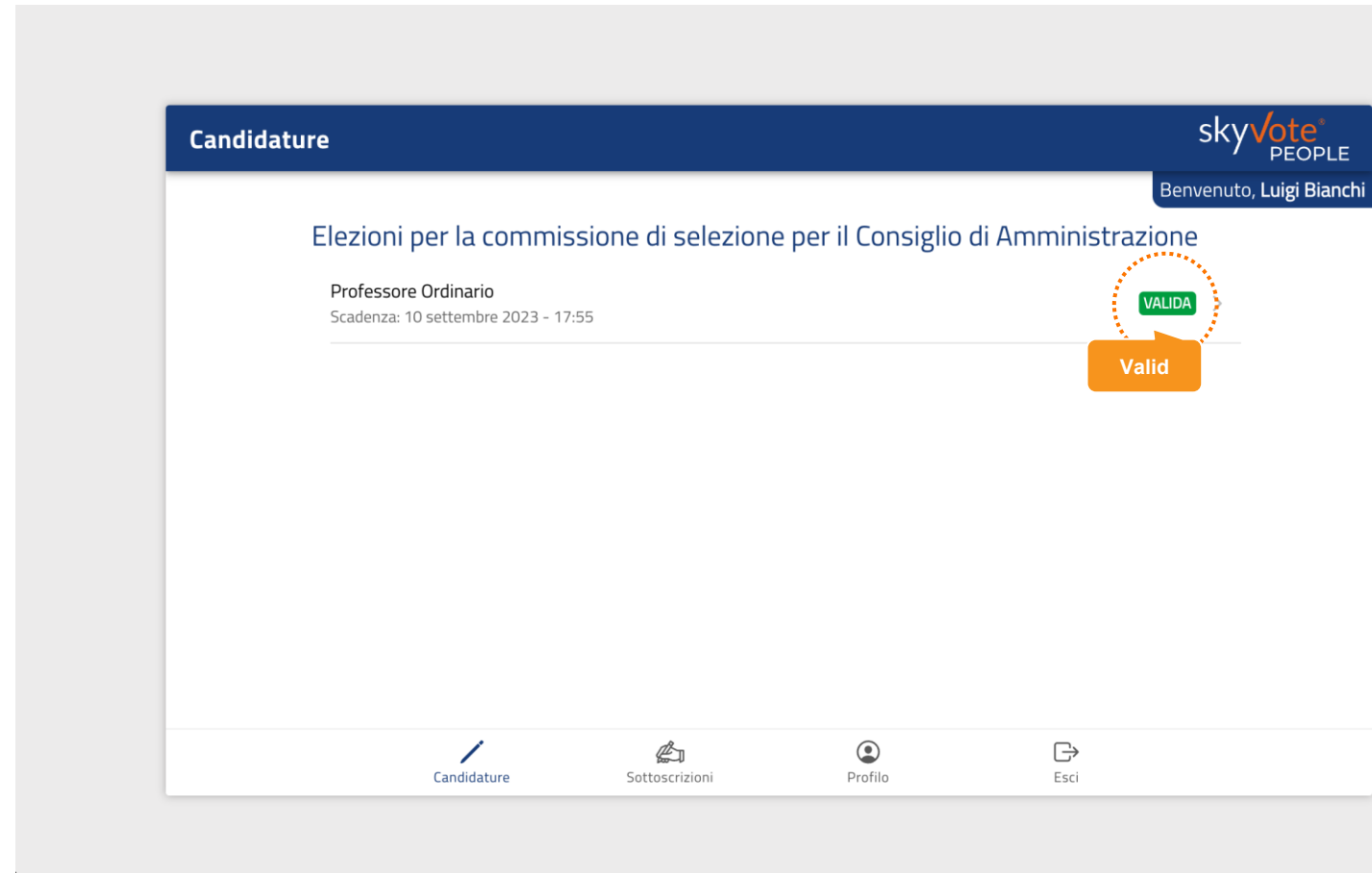
You can submit a new candidacy by repeating the procedure.



CANDIDACY DASHBOARD

STATUS: CANDIDACY VALID

The status **“VALID”** that appears in the candidacy dashboard indicates that the submitted candidacy complies with the regulations and has therefore been validated by the administrator.

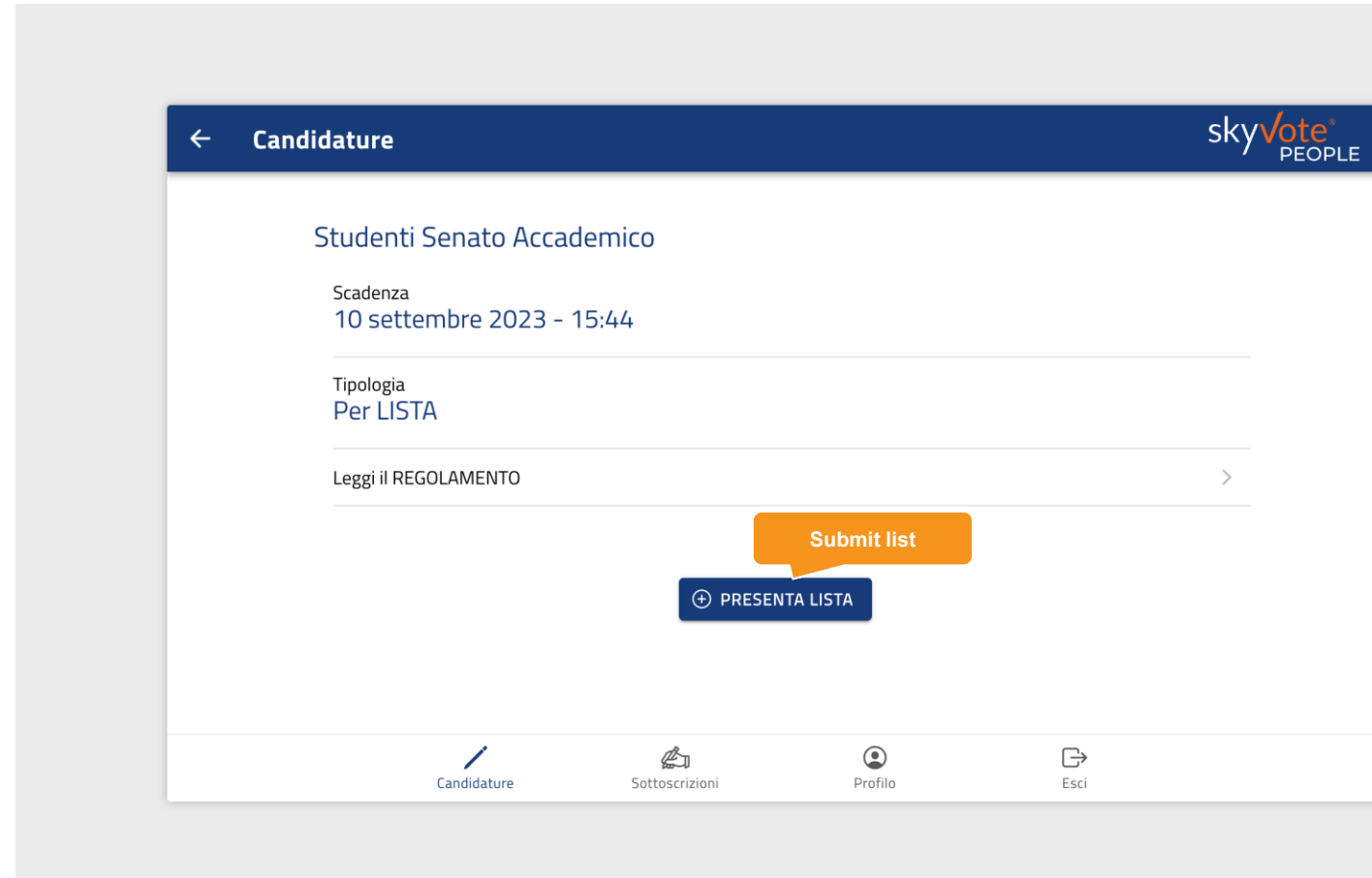


LIST CANDIDACY

LIST CANDIDACY DETAILS

This screen shows the details of the **list candidacy**: *the deadline, type and the link to the regulations.*

Click the **“SUBMIT LIST”** button to confirm.



LIST SUBMISSION FORM

The form for entering the list details will open.
You can choose the **logo, which** must meet the following requirements:

- 300px x 300px
- White background

Attach a file or drag and drop it.

← Presenta Candidatura skyVote[®] PEOPLE

Studenti Senato Accademico

1. Logo Lista

Drag and drop a file here or click the button below and choose a file to upload.

Choose file

Candidacies Endorsements Profile Log out

Candidature Sottoscrizioni Profilo Esci

LIST SUBMISSION FORM

Choose the **list name** and **add the individual candidates** by entering:

- First name
- Last name
- Nickname «Known as» (optional)
- Staff/Student ID

Click the **“ADD CANDIDATE”** button to add a new row

The screenshot shows the 'Presenta Candidatura' (Present Candidacy) form in the skyVote PEOPLE application. The form is divided into two main sections. The first section, labeled '2. Nome Lista *' (List Name), contains a single text input field. The second section, labeled '3. Candidati *' (Candidates), contains a table for adding candidates. The table has four columns: 'Nome' (Name), 'Cognome' (Surname), 'Detto' (Nickname), and 'Matricola*' (ID). Below the table is a blue button labeled 'Aggiungi candidato' (Add candidate). At the bottom of the form, there are four orange buttons: 'Candidacies' (with a pencil icon and 'Candidature' below it), 'Endorsements' (with a hand icon and 'Sottoscrizioni' below it), 'Profile' (with a person icon and 'Profilo' below it), and 'Log out' (with a door icon and 'Esci' below it). The skyVote PEOPLE logo is in the top right corner.

LIST SUBMISSION FORM

Confirm the declaration of acceptance of the conditions set out in the regulations by ticking the corresponding *checkbox*, then click **“SEND LIST”**.

PLEASE NOTE: *you can only proceed after confirming the declaration.*

← Presenta Candidatura skyVote[®] PEOPLE

Aggiungi candidato

4. Dichiaro di accettare tutte le condizioni riguardo al regolamento elettorale.*

☐ Conferma

Send list

INVIA LISTA

Candidacies Endorsements Profile Log out

Candidature Sottoscrizioni Profilo Esci

User Manual – List Candidacy

LIST SUBMISSION FORM

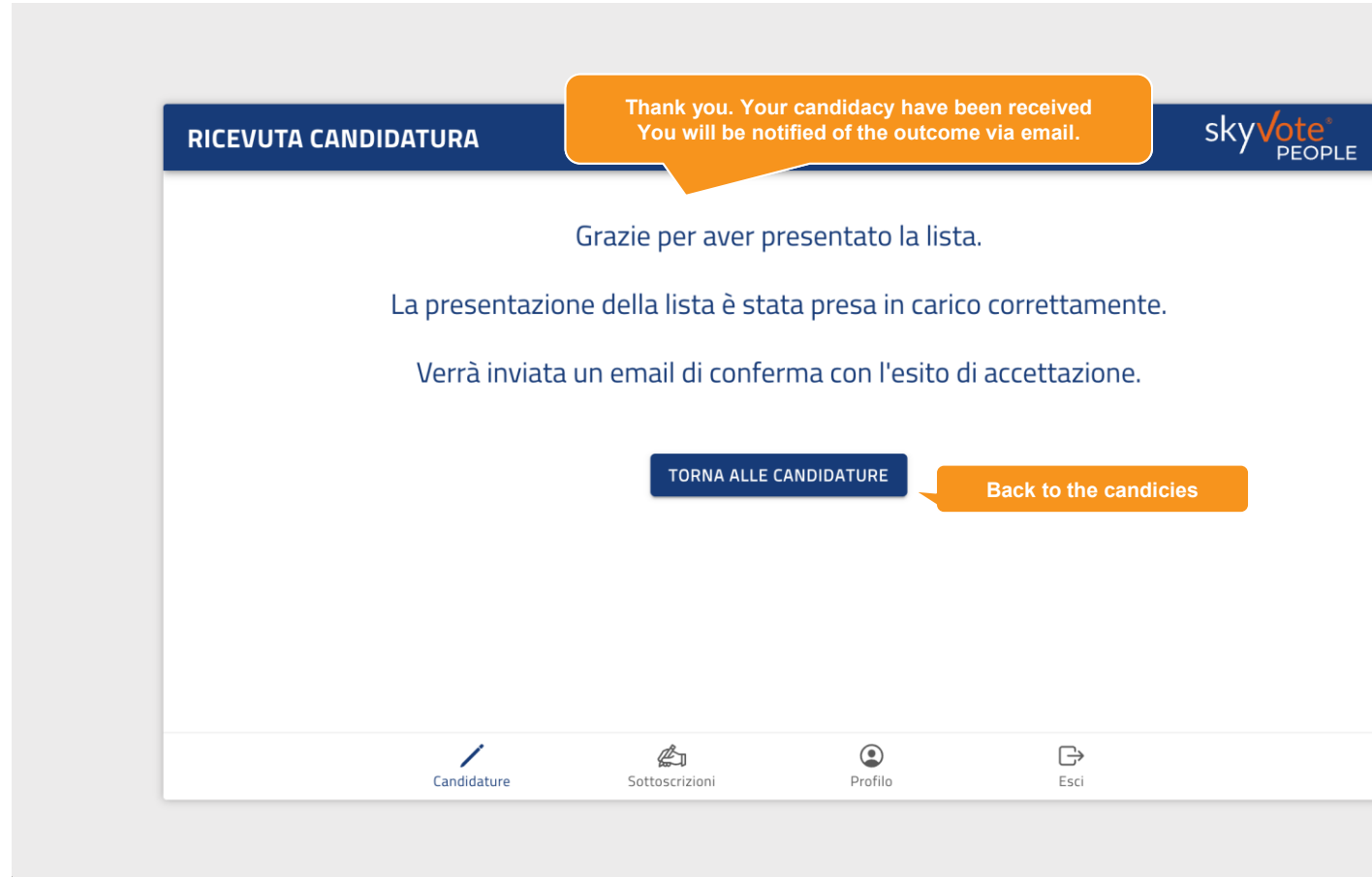
At this stage you can still change your mind and go back by clicking **"CANCEL"** , whereas by clicking **"YES"** your choice will be final and cannot be undone.



User Manual – List Candidacy

LIST SUBMISSION FORM

The list candidacy has been successfully received. To return to the main screen, click ***“BACK TO CANDIDACIES”***.



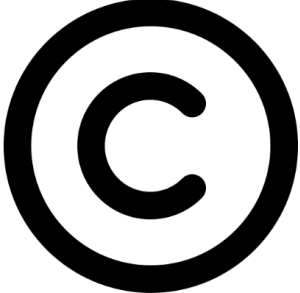
SUBMITTED LIST CANDIDACY DETAILS

This screen shows the **details of the submitted list candidacy**: *name of the submitter, list name and submission date*. The names of the list candidates and their approval status are also shown at the bottom.

Click the **“WITHDRAW LIST”** button to withdraw it.

Lista presentata:

Logo della lista:



Nome Lista:
copy

Presentatore:
Romano Laura

Data Presentazione:
04 settembre 2023 - 15:30

Candidati della lista:

Bianchi Giuseppe

DA APPROVARE

Esposito Maria

DA APPROVARE

Ferrari Luca

Withdraw list

APPROVATA

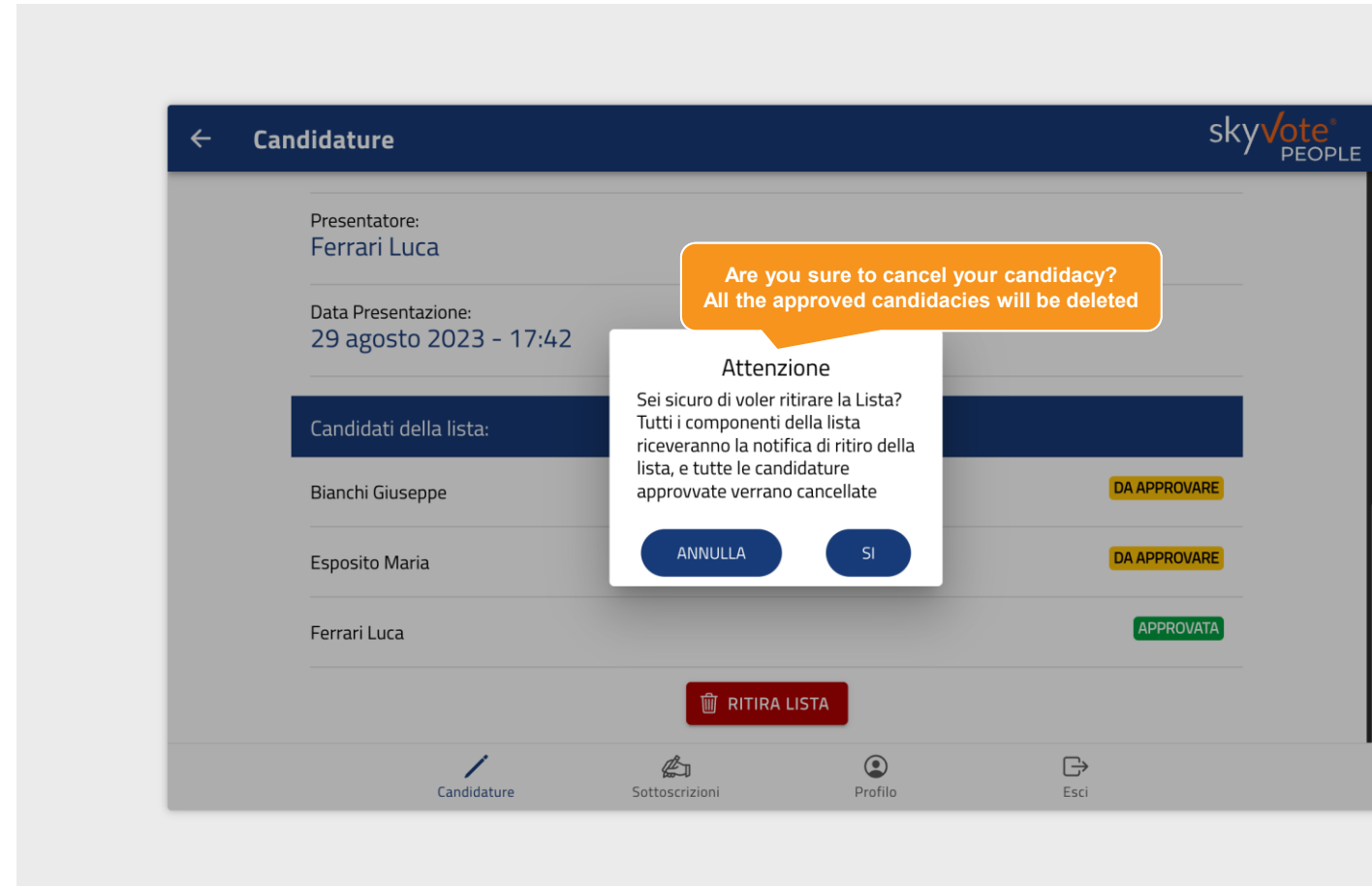
RITIRA LISTA

User Manual – List Candidacy

WITHDRAWING A LIST

When withdrawing a list, at this stage you can still change your mind and go back by clicking **“CANCEL”**, whereas by clicking **“YES”** your choice will be final and the list will be withdrawn.

All list members will be notified of the withdrawal and all approved candidacies will be deleted.

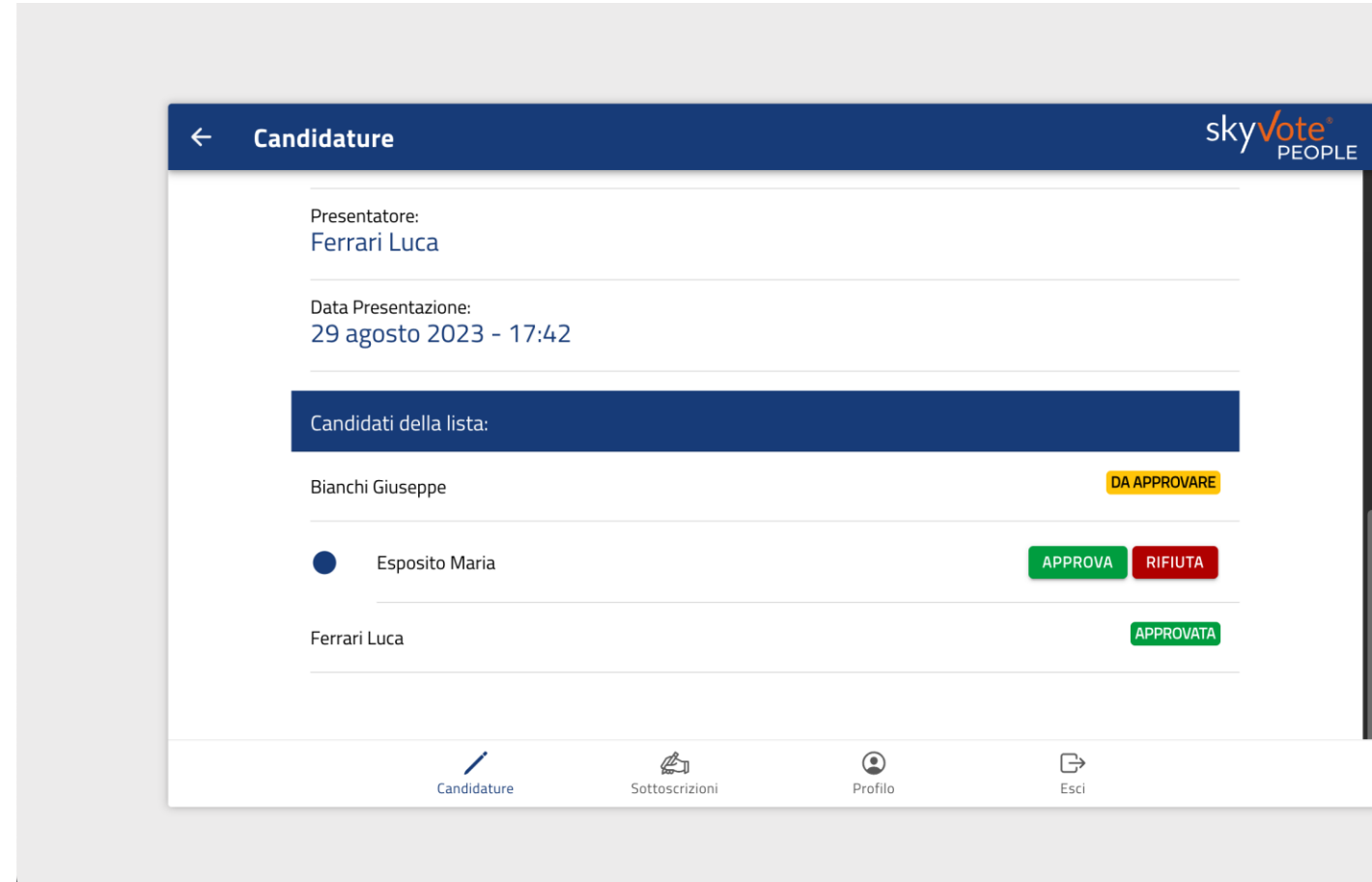


LIST CANDIDACY DETAILS

THE USER IS A CANDIDATE ON THE LIST

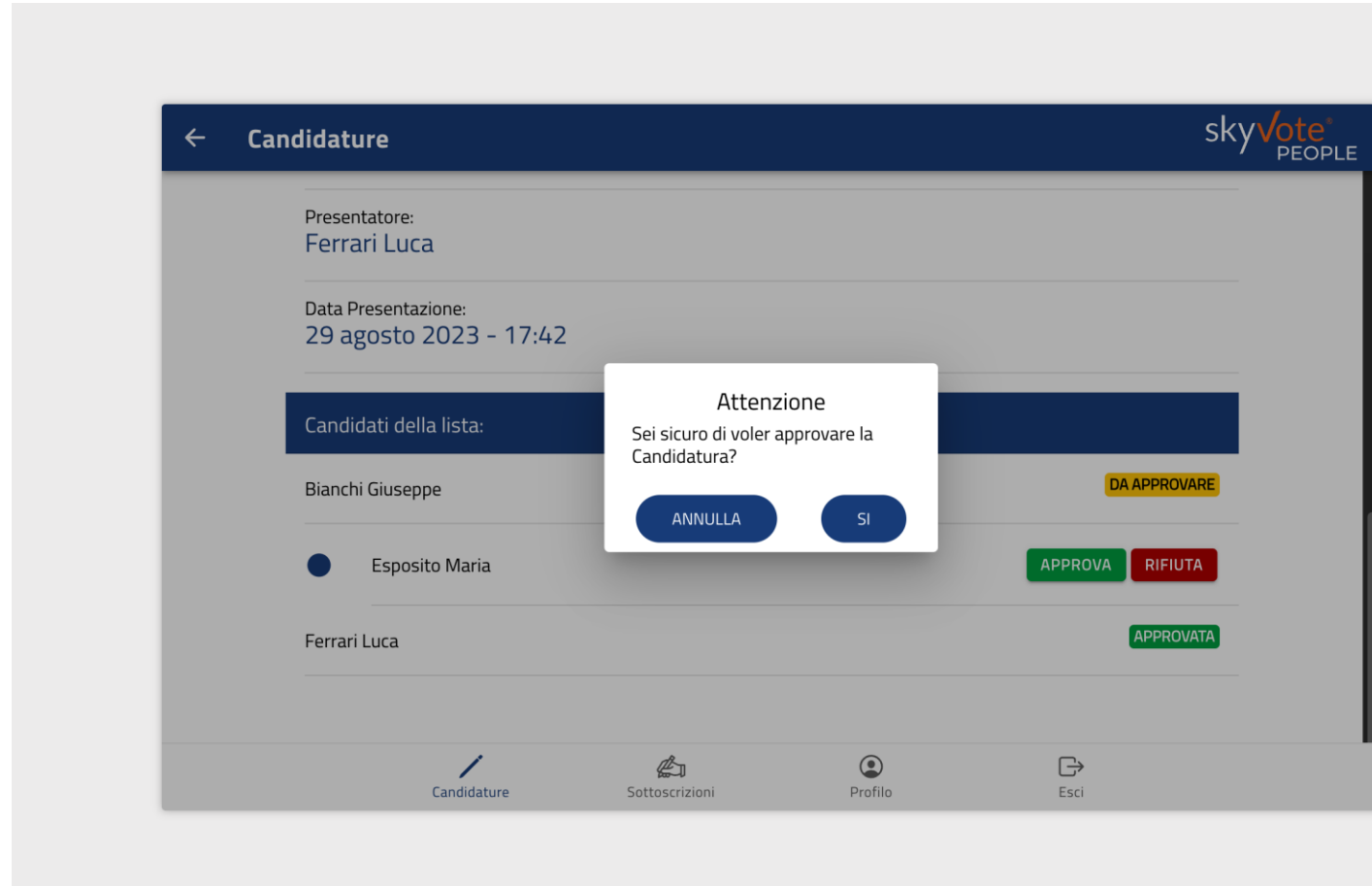
This screen is shown to the candidate chosen by the list submitter.

The candidate can approve or reject the candidacy using the buttons **“APPROVE”** or **“REJECT”**.



SUBMITTED LIST CANDIDACY DETAILS

At this stage you can still change your mind and go back by clicking **"CANCEL"** , whereas by clicking **"YES"** your choice will be final and cannot be undone.

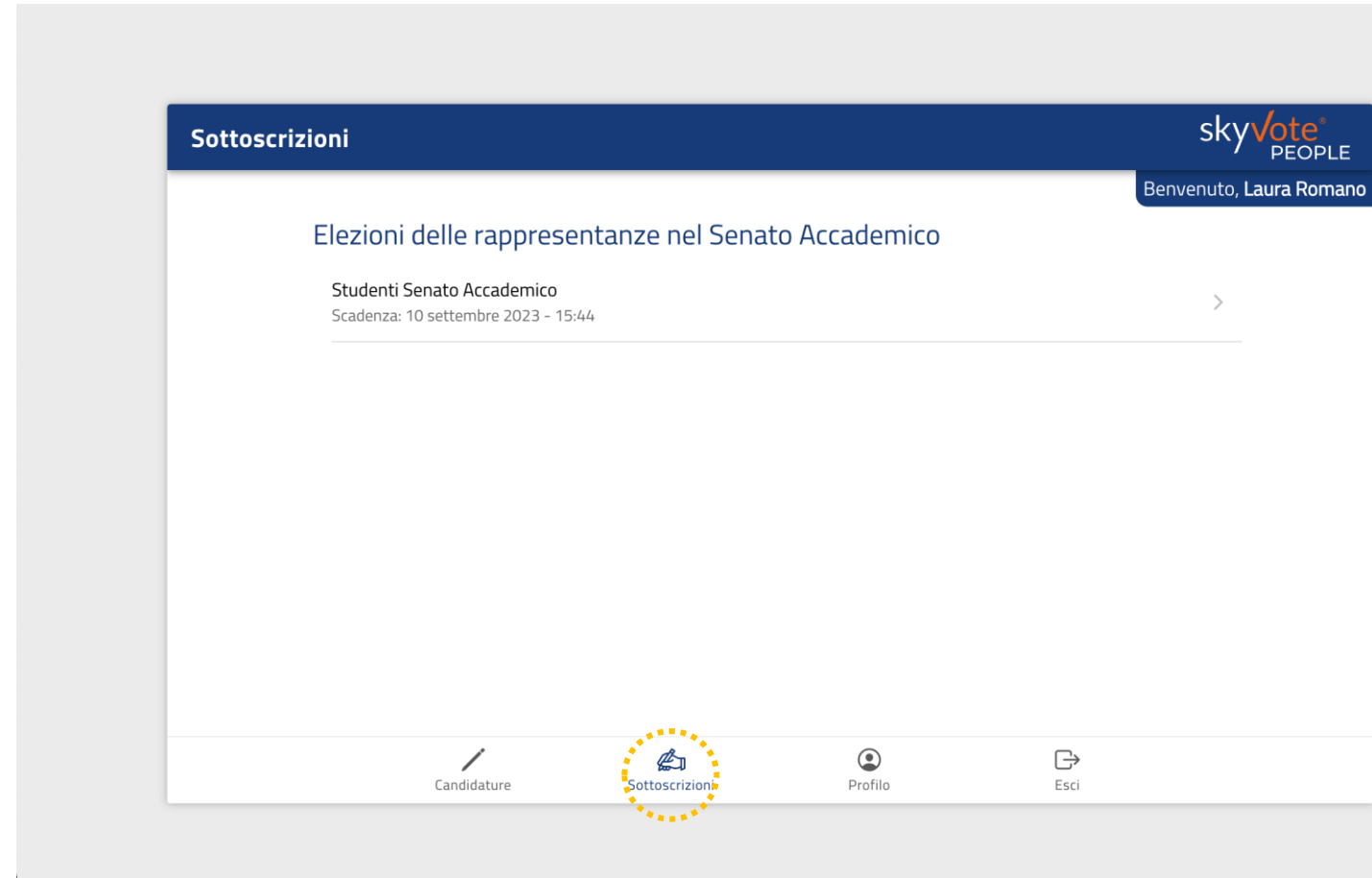


ENDORSEMENTS

ENDORSEMENTS DASHBOARD

By clicking **“ENDORSEMENTS”** in the bottom menu, a screen will appear listing the elections for which you are **eligible to endorse lists**.

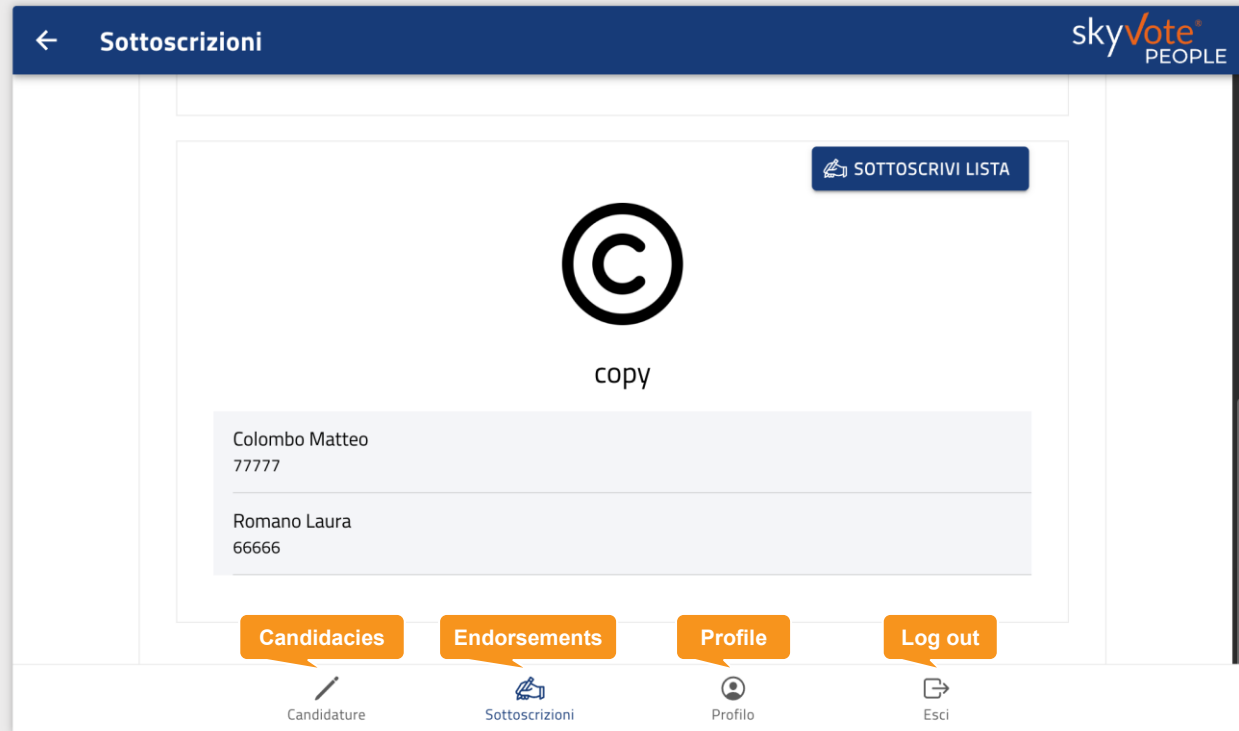
Click the relevant item to continue.



ENDORSEMENT DETAILS

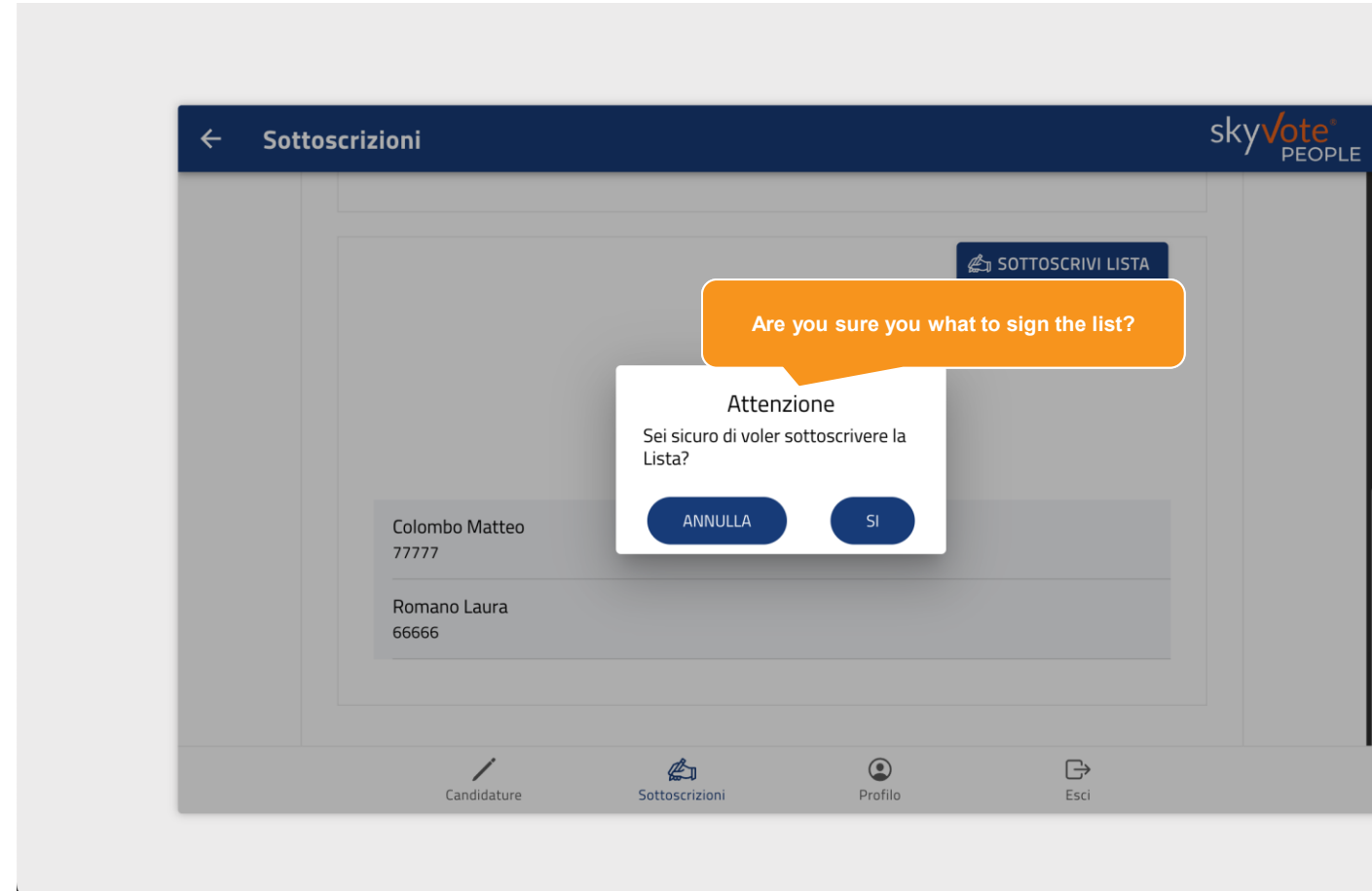
This screen shows all **the lists that can be endorsed**. For each list it shows: *the symbol, the name and the list of candidates with their ID number*

Click the **“ENDORSE LIST” button**, inside the box of the chosen list, to endorse it.



ENDORSEMENT DETAILS

At this stage you can still change your mind and go back by clicking **“CANCEL”** , whereas by clicking **“YES”** your choice will be final and cannot be undone.

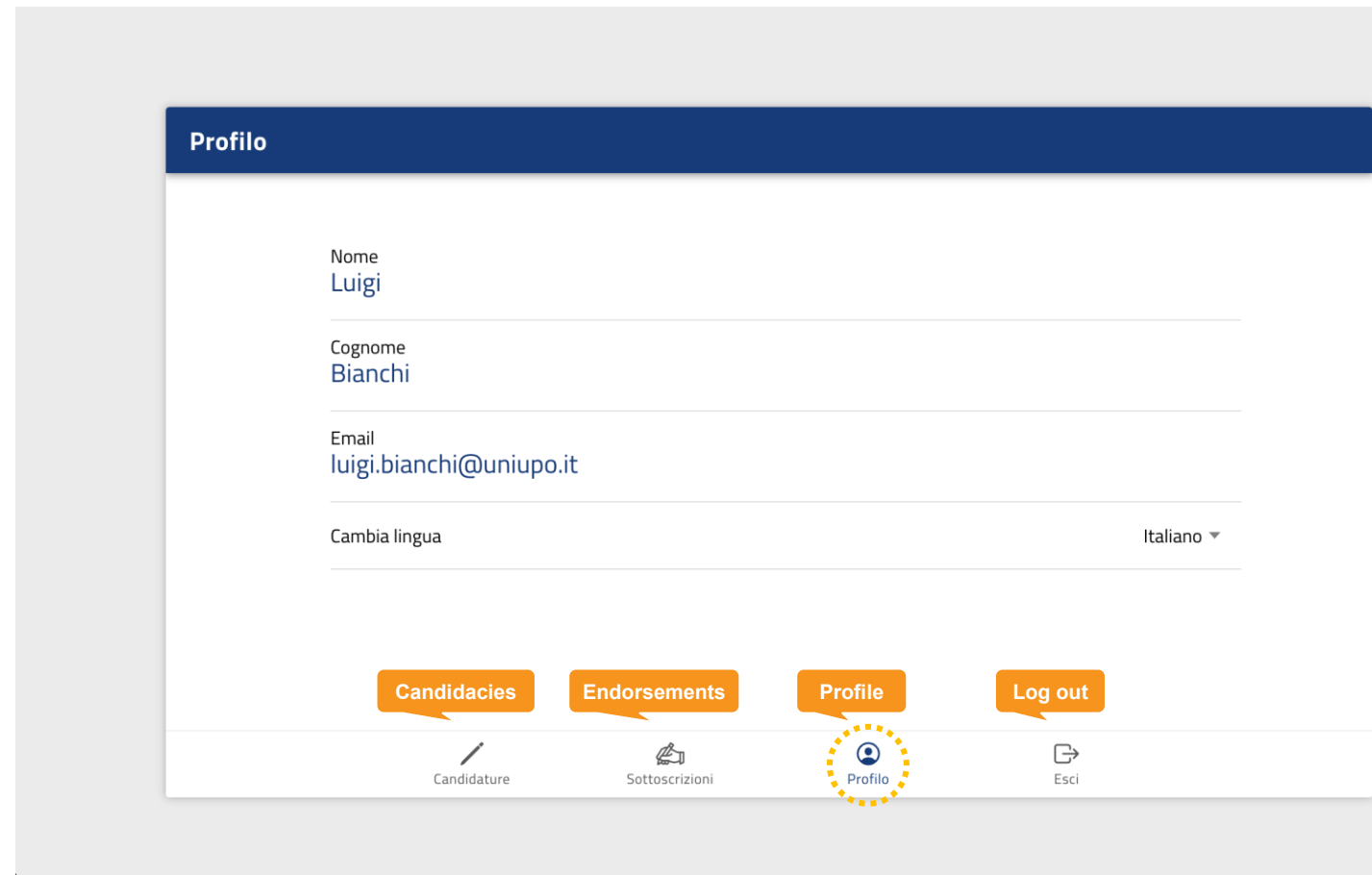


PROFILE

User Manual

PROFILE

By clicking **“PROFILE”** in the bottom menu, you can check that your details are correct and change the application language.



TECHNICAL SUPPORT

For any technical support requests regarding the use of and/or access to the **SkyVote** platform, send an email to:

supporto@skyvote.it

including a phone number where you can be reached and a brief description of the problem.

