**Starting Point**

Go to the nomination Website https://staffcouncil.uaf.edu/cgi-bin/nominate.pl

Note the https as this is a secure site.
University of Alaska Identity Provider

To login you are redirected to the UA authentication page (same password as EDIR, blackboard, and UA Google).

The UA authentication page is not hosted on the Staff Council server but by the UA system. After logging in, some data associated with your identity is passed back to the Staff Council server. Whenever you see this form, you can be confident that your password is never being seen by the website, in this case the Staff Council web server.

1. Enter your UA Username or UA ID
2. Followed by your UA Password Then click continue

![Login Form](image.png)
STEP 3:

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This is the entry point into the nomination system. Your UA ID has been sent to the Staff Council server to allow the system to determine your UNIT. This is based on your TKL.

At this point, simply click on the button.

Please contact uaf-staff-council@alaska.edu if you have any questions.
Main nomination page. Depending on whether or not your unit is an odd or even number, you may see only one part of the page. This year, even unit representatives are being nominated so both the UNIT and the AT LARGE nomination forms are shown. The only modifiable field on these forms are the "Candidate:" fields. Click in either field to nominate someone as a UNIT or AT LARGE representative.
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The JavaScript will show names that match what you type with the first name on the list automatically selected. At this point, you can cursor up and down through the list then press the "tab" key or use your mouse to make a selection. The remainder of the fields will automatically fill based on your selection.
You can also search using their phone number. The phone number listed is based on the information in Edir.

After pressing "tab" or using your mouse to select a person, click on the "Submit Nomination" button.
This page just verifies that your nomination has been submitted and the nominee will be notified by the system via email so they can (hopefully) accept the nomination.

If you clicked the button, you will be returned back to the start screen in case you want to nominate additional staff members as representatives. There is no limit to the number of people you can nominate.