**Starting Point**

Go to the nomination Website [https://staffcouncil.uaf.edu/cgi-bin/nominate.pl](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
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 ‘Level 4’ entry in Banner.

At this point, simply click on the button.

Please contact uaf-staff-council@alaska.edu if you have any questions.
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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, odd 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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**2016 Staff Council Odd Unit and At-Large Representative Election**

Term: January 1, 2017 - December 31, 2018 (2 years)

Welcome Richard Machida
We currently show you are in TKL T802 - Staff Council Unit #15
Your current unit representatives are:
Richard Machida - rm@alaska.edu

Nominations to the office of Representative of UAF Staff Council require a commitment to prepare for and participate in regular meetings and conduct an effective dialogue with the constituents in their designated unit. AT LARGE representatives have a broader role in that they do not represent just their designated unit but all units.

Nominees must obtain their supervisor’s approval before being accepted as a candidate for the upcoming Staff Council elections. There is no limit to the number of nominations you can submit. Please feel free to nominate yourself!

Start to fill out the information below then cursor down and to select a candidate to represent **UNIT 15**.

[Candidate: Start typing name or phone here]

Candidate: First Name: 
Candidate Last Name: 
Candidate Phone Number: 
Candidate E-mail Address: 

Submit Nomination

Start to fill out the information below then cursor down and to select a candidate for an **AT LARGE** seat.

[Candidate: Start typing name or phone here]

Candidate: First Name: 
Candidate Last Name: 
Candidate Phone Number: 
Candidate E-mail Address: 

Submit AtLarge Nomination

To submit a paper based nomination please contact the UAF Governance Office.

[Return to the start page of the Nomination Utility]
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.
STEP 6:

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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.

The candidate information has been recorded.
An email will be sent within the next 15 minutes to the candidate requesting they accept or decline the nomination you have submitted.

Return to the start page of the Nomination Utility