Step 1: Log into MyCharleston (my.cofc.edu). If you need help doing this, please see attached flyer.

Step 2: Click on the “Employee” tab.

Step 3: Go to the “Staff Advisory Committee Ballot” section. Click on “Staff Advisory Committee Ballot System.”
Step 4: Click on the election in “Current Elections”.

<table>
<thead>
<tr>
<th>Election</th>
<th>Upcoming Elections</th>
<th>Starts</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no upcoming elections.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Election (Click link to view results)</th>
<th>Current Elections</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>At-Large Representatives</td>
<td>02/06/2013 21:00</td>
<td></td>
</tr>
</tbody>
</table>

Step 5: Read about the election and click “Continue”.

Welcome to the At-Large Representative election for the Staff Advisory Committee to the President

This election is for at-large representatives. At-Large representatives serve on the SAC for a one-year term. The at-large election will be open to all staff who occupy permanent, full-time, non-instructional positions.

Continue Cancel

Step 6: If you want to read about the candidates, click the “Bio” buttons. Choose your candidate and “Confirm” your vote.

At-Large Representative

This at-large representative will serve a one-year term on the SAC representing the College as a whole. Choose up to six of the candidates below.

(Required) Please select 1 to 6 choice(s).

- [ ] Paul Test
- [ ] Staff Candidate

Bio Bio

Confirm Reset Cancel