Mobile Election App.

How to respond to job requests and

select training sessions.

You will receive an email with the subject: "(Election date) - IBC Election - Offer of Election Position - MEA Job Request Notification". In the email will be instructions and a link to access your Staff MEA account.

- Follow the steps in the email by clicking the "here" link at step one to go to the log in page.
- Log in as normal. If you have any issues logging on, please see the guide for changing your Username and Password and make sure you are following the browser advice at the bottom of this guide.
- When you have been sent a request, your account will show a red "1" at the Letters and Messages section as below.

- Click on the *Letters and Messages* tile.
- On the next page your letter will be shown in bold as *Job Request*.

Job Request	18 January 2022 12:30	Ipswich Borough Council Election	5 May 2022	PCA		Respond	No notes to view.

- Please click on the blue letter symbol in the *View Letter* column.
  Once you have viewed the document, the respond button will now be available.
  NOTE: you will not be able to respond without viewing the document first. You do not need to save the letter as it will remain on your account to view.
  Never accept a job offer without reading the letter thoroughly first – the letter is your contract of employment.

| Availability Request | 18 January 2022 11:57 | Ipswich Borough Council Election | 5 May 2022 | | 📄 | Respond | No notes to view. |

Letters, documents and requests which have been sent to you.

- Now click on the *Respond* button.
- Add any notes if necessary and select either the *Accept* or *Decline* button.

Response

Notes

[   ]

Close Accept Decline

| Availability Request | 18 January 2022 11:57 | Ipswich Borough Council Election | 5 May 2022 | | 📄 | Available | View Notes |

Letters, documents and requests which have been sent to you.

- Once you have selected your response a message will ask you "*Any notes added cannot be edited and the response cannot be changed. Do you wish to continue*?" Select *Yes.*
- Once you have responded, it will show as Response saved successfully at the top of the page.

Letters and Messages

Success: Response saved successfully.

- Your Job request will now show which response you have given under the *Response* column too.

| Job Request | 18 January 2022 12:30 | Ipswich Borough Council Election | 5 May 2022 | PCA | 📄 | Accepted | View Notes |

- If you have saved the wrong option and need to change it, you will need to contact the Elections team at electoral.services@ipswich.gov.uk so that it can be changed for you.
-

How to select a Training Session.

- If you have accepted the position you will then be able to book onto a training session.
- On the dashboard you will now have an extra tile for the upcoming election:

Ipswich Borough Council

Dashboard

Staff Profile

Manage Profile ➤

Letters and Messages

Review Letters and Messages ➤

Ipswich Borough Council Election - 05 May, 2022

Manage Election ➤

Historic Elections

Review Elections ➤

- Select the new tile for the upcoming Election.
- This will take you to the following page.

Home / Ipswich Borough Council Election

Ipswich Borough Council

Ipswich Borough Council Election - 05 May, 2022

Training, Ballot Box Collection and Job Sessions

Join Training Sessions ➤

Letters

Review Letters ➤

- Your letters for this election (i.e. availability and job request letters) will show up in the *Letters* section.
- To book on to a training session select the *Training, Ballot Box Collection and Job Sessions* tile*.*
- Any sessions you have already booked on to for this election will be showing at the top under *Booked Sessions*.
- Below that you will have a section for *Available Training Sessions*.

Training

> ⓘ Please be aware that you are unable to amend any booked training session. You will need to contact the Elections office to make any changes.

Booked Sessions

Show 10 ⇕ entries   Search: [ ]

Type ↑↓	Description ↑↓	Location ↑↓	Date and Time ↑
		No training sessions are currently booked.	

Training sessions you are booked onto.

Showing 0 to 0 of 0 entries   [Previous] [Next]

Available Training Sessions

Show 10 ⇕ entries   Search: [ ]

Description ↑↓	Location	Date and Time	Spaces	Actions
Polling Station Training - Session 1	Grafton House, 15-17 Russell Road, Ipswich, IP ⌄	Select ⌄		Book
Polling Station Training - Session 2	Select ⌄	Select ⌄		Book
Polling Station Training - Session 3	Select ⌄	Select ⌄		Book

- To view the sessions available, select the *Location* drop-down box by clicking on the arrow to the right of the *Select* box. You can then select the location available.
- Now do the same for the *Date and Time* drop-down box.
- Below is an example where each drop-down box has been selected.
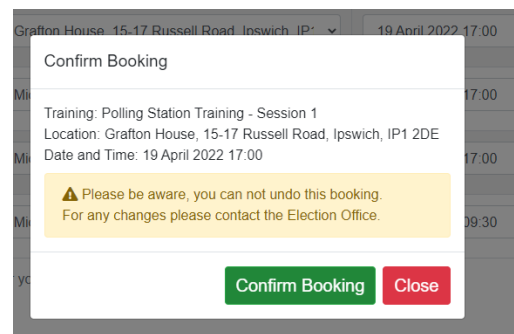
Available Training Sessions

Show 10 ⇕ entries   Search: [ ]

Description ↑↓	Location	Date and Time	Spaces	Actions
Polling Station Training - Session 1	Grafton House, 15-17 Russell Road, Ipswich, IP ⌄	19 April 2022 17:00 ⌄	50	Book
Polling Station Training - Session 2	Microsoft Teams, (Virtual) ⌄	20 April 2022 17:00 ⌄	50	Book
Polling Station Training - Session 3	Microsoft Teams, (Virtual) ⌄	21 April 2022 17:00 ⌄	50	Book
Polling Station Training - Session 4	Microsoft Teams, (Virtual) ⌄	23 April 2022 09:30 ⌄	50	Book

Training sessions which are available for you to book onto.

- Once you have populated the drop-down boxes, it will show you how many spaces are left on each training session.
- Pick which session you wish to attend and select *Book*.
- The following message will pop up to tell you that you cannot undo the booking.
- Select *Confirm Booking*.

Confirm Booking

Training: Polling Station Training - Session 1
Location: Grafton House, 15-17 Russell Road, Ipswich, IP1 2DE
Date and Time: 19 April 2022 17:00

> ⚠ Please be aware, you can not undo this booking. For any changes please contact the Election Office.

[Confirm Booking] [Close]

- At the top of the page your session will now show under *Booked Sessions* and the *Success* message will show alongside the reminder to contact the Elections Office to make any changes.

Home / Ipswich Borough Council Election / Training

Ipswich Borough Council

Training

ⓘ Please be aware that you are unable to amend any booked training session. You will need to contact the Elections office to make any changes.

Success: You have been booked onto the course.

Booked Sessions

Show 10 ⇕ entries   Search:

Type ↑↓	Description ↑↓	Location ↑↓	Date and Time ↑↓
Training	Polling Station Training - Session 1	Grafton House, 15-17 Russell Road, Ipswich, IP1 2DE	19 April 2022 17:00

Training sessions you are booked onto.

- If you have saved the wrong option and need to change it, you will need to contact the Electoral Services team at electoral.services@ipswich.gov.uk so that it can be changed for you.

Browsers compatible:
- Desktop: Chrome, Firefox, Edge (Chromium), Safari.
- Mobile: IOS – Safari, IOS - Chrome, ISO – Firefox, Android – Chrome, Android – Firefox
- Not compatible: Internet Explorer, Edge Legacy

GMail
When accessing gmail accounts on a mobile device, it may open the website within gmail meaning you have to close out of the site in order to read the verification code email. To get around this, copy and paste the website URL to another browser such as Safari before you click on the Send Verification Code button.

If you encounter any issues and can't resolve these yourself by checking the detailed user guide, please contact Electoral Services either by email electoral.services@ipswich.gov.uk or by telephone (01473 432000).

MEA is hosted within Microsoft Azure, a PaaS cloud environment offering security and scalability. All MEA services are hosted over a secure HTTPS connection, via CloudFlare which offers real-time protection against common internet attacks such as Denial of Service. Data exchange between Xpress Management and MEA is secured via a unique access token that ensures complete data confidentiality and security over the internet. All data is stored and encrypted at rest within the Azure PaaS environment within a private network that is only accessible to MEA services. Authentication to the MEA is done via OpenID Connect, an industry-standard authentication protocol ensuring secure login and session management.