Welcome to the Staff Assembly nomination and voting information page. We are grateful for your participation and engagement! Please see the steps below, which show you how to navigate the portal.

1) Log in!

Login to the Staff Assembly voting portal web-site at: <u>https://atweb.usc.edu/staffassembly</u>

Login ID: Your 10 digit USC ID (printed on your USCard)

Password: The last 4 numbers of your employee ID (7 digit number, listed in Workday)

| Staff. | Assembly Elections |
|--------|----------------------------|
| | ID: Password: Log In |
| | |

2) <u>Nominate!</u>

The nomination roster includes full-time, benefits eligible, non-union staff. The list is sorted alphabetically by last name.



To search, click on any name, and begin typing the first name of the staff member you wish to nominate. You can continue typing the last name to refine your search. Click "Nominate" to add.

| Staff Assembly Elections |
|---|
| Logout |
| Step 1: Nominate: Click on the list below and start typing the first name of the individual you chose to nominate. Highlight their name and click "Nominate". Please note: You may nominate no more than 15 individuals Twee to search |
| Bill Adams @ Capital Construction: Capital Construction Develop Darryl Adams @ Office of Research: Animal Resources_1 (Bruce Wilk Joy Adams @ Keck Medicine of USC: Health Affairs USC Care_36 (Lesley Adams @ Marshall School of Business: MBA Career Services Meagan Adams @ Keck School of Medicine: USC Alzheimer's Therapeut Robert Adams @ Keck Medicine of USC: IS Administration (Elliott J Sam Adams @ Athletics: Senior Administration (Mike Bohn) Steve Adams @ Keck Medicine of USC: Ambulatory Clinic - Administ Teri Adams @ Rester School of Education: Deans Office 1 (Pedro |
| Nominate Step 2: Submit your nomination(s): |

The nominees you select will appear on a list at the bottom of the page. You can nominate up to 15 staff members.



3) <u>Review!</u>

When you're ready, review the list for accuracy. You can click "Remove" if you made an incorrect selection. Remember that you can select up to 15 staff members. When you attempt to add a 16th member, you will get an error message (below). When finished, click the red "Submit your Nomination(s)" button.





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Step 1: Nominate:

Click on the list below and start typing the first name of the individual you chose to nominate. Highlight their name and click "Nominate". Please note: You may nominate no more than 15 individuals

Yan A @ Keck Medicine of USC: Ambulatory Clinic - Arcadia ... David Ababneh @ Information Technology Services: Network Infrastru... Mykell Abantao @ Keck Medicine of USC: Verdugo Hills Hospital - Cen... Jacquelin Abarca @ Keck Medicine of USC: Keck Hospital - CVTI Clinic ... Melissa Abbud @ Keck Medicine of USC: Ambulatory Clinic - Educatio... Sara Abdel-Latif @ Keck School of Medicine: KSOM - Department Chairs_... Elvia Abdullah @ Financial and Business Services: Mailing and Mater... Firas Abed @ Keck Medicine of USC: Keck Hospital - Quality & Ou... Aidin Abedi @ Keck School of Medicine: Neurological Surgery_8 (J...

You have selected maximum number of nominations allowed.



Step 2: Submit your nomination(s):

| | Nominations | |
|----|---|--------|
| 1 | Abcede, Learned @ Keck Medicine of USC: Keck Hospital - Orthopedic C | Remove |
| 2 | Adams, Teri @ Rossier School of Education: Deans Office_1 (Pedro | Remove |
| 3 | Aguirre Enriquez, Rene @ Facilities Management Services: Operations Landsca | Remove |
| 4 | Amescua, Josie @ Financial and Business Services: Financial Service | Remove |
| 5 | Hughlett, Brian @ Administrative Operations: Department of Public Sa | Remove |
| 6 | Justin, Angela @ University Advancement: Univ Adv - Gift Services (| Remove |
| 7 | Leal, Andrea @ Dornsife College of Letters, Arts and Sciences: En | Remove |
| 8 | Locke, Lawrence @ Enrollment Services: Graduate Admission_2 (Andres | Remove |
| 9 | Mayilyan, Elina @ Viterbi School of Engineering: Viterbi Admission a | Remove |
| 10 | Nye, Marti @ Human Resources: Human Resources - Talent Acquisit | Remove |
| 11 | Perez-DeLuna, Maria @ University Relations: School for Early Childhood E | Remove |
| 12 | Ramos-Cruz, Benilda @ Keck School of Medicine: Zilkha Neurogenetic Insti | Remove |
| 13 | Rucker II, Terrynce @ Sol Price School of Public Policy: Sol Price Schoo | Remove |
| 14 | Woodruff, Abigail @ Human Resources: Office of EEO-TIX_2 (Jeffrey Pruz | Remove |
| 15 | Zuniga, Randolph @ Dornsife College of Letters, Arts and Sciences: Pr | Remove |

Submit your Nomination(s)

4) Finalize!

You will arrive at the confirmation page, which has the following message:

Please confirm that you have finalized your nominations and would like to submit them now. Once you click "Yes", you will not be able to make changes. Press "No" to go back and review or revise your nominations.

Click "Yes" to finalize your nomination, or click "No" to return to the nomination page





Once you've sumbitted your nominations, they will appear on the nomination portal when you log in. You will not be able to make changes to the selections but you can still review while the portal is live.



Logout

You have submitted your Nomination(s). Thank you.

Step 1: Nominate:

Click on the list below and start typing the first name of the individual you chose to nominate. Highlight their name and click "Nominate" Please note: You may nominate no more than 15 individuals

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Step 2: Submit your nomination(s):

| | Nominations |
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| 5 | Hughlett, Brian |
| 6 | Justin, Angela |
| 7 | Leal, Andrea |
| 8 | Locke, Lawrence |
| 9 | Mayilyan, Elina |
| 10 | Nye, Marti |
| 11 | Perez-DeLuna, Maria |
| 12 | Ramos-Cruz, Benilda |
| 13 | Rucker II, Terrynce |
| 14 | Woodruff, Abigail |