

USC STAFF ASSEMBLY – ELECTIONS 2023

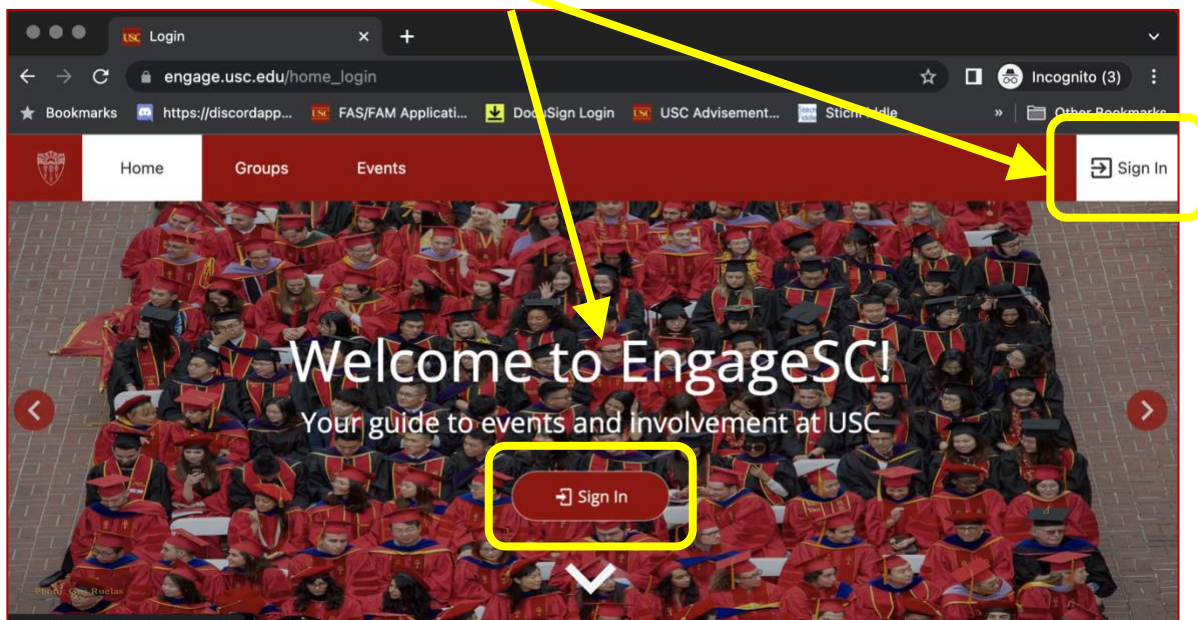
EngageSC – Guide to Getting Started

Voting for the micro elections for the 30 Staff Assembly Senate seats will take place within the EngageSC platform. While a direct link to the ballot for your area (along with instructions) will be provided to you via an email sent to your USC email address, the following guide provides steps to log into the system directly and find your ballot (called a survey within EngageSC).

Find EngageSC here: engage.usc.edu

From the Home Page, click on either Sign In option.

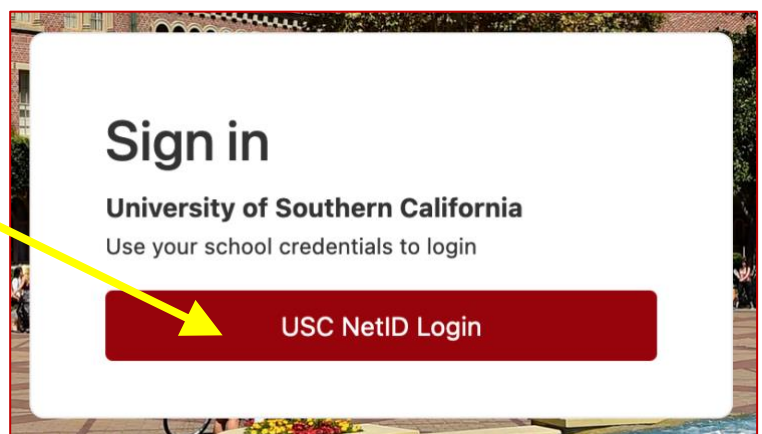
NOTE: The background image reloads with each visit.

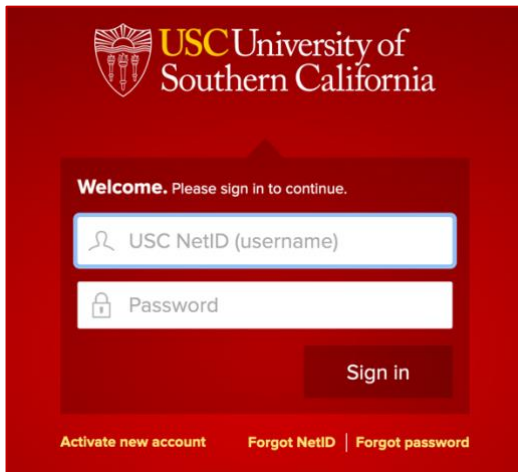


From the next page, click on USC NetID Login

NOTE: This page may be found directly via this URL:

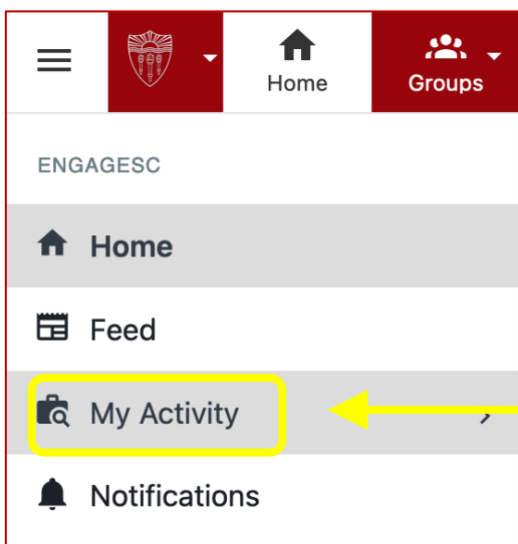
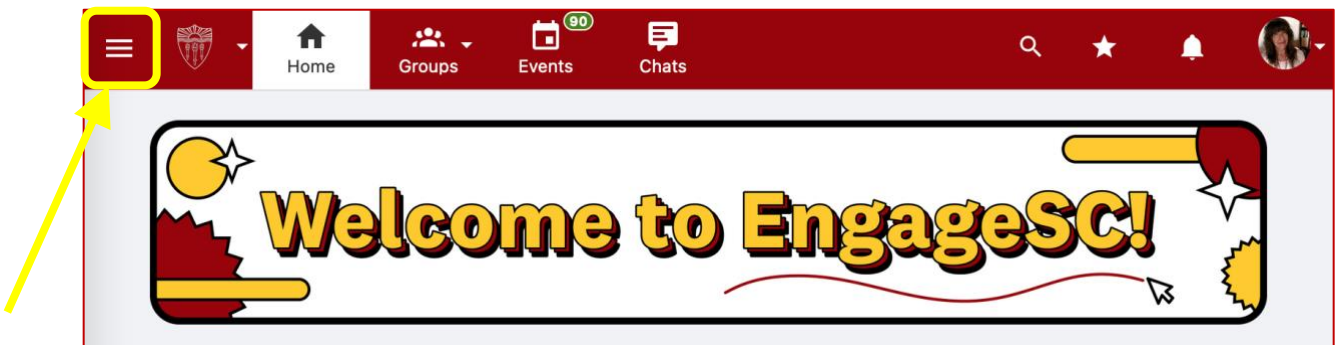
https://engage.usc.edu/login_only





This will take you to the familiar, Shibboleth credentials page. Log in accordingly.

From the top Navigation on the EngageSC landing page, choose the three line stack in the upper left corner of the screen.

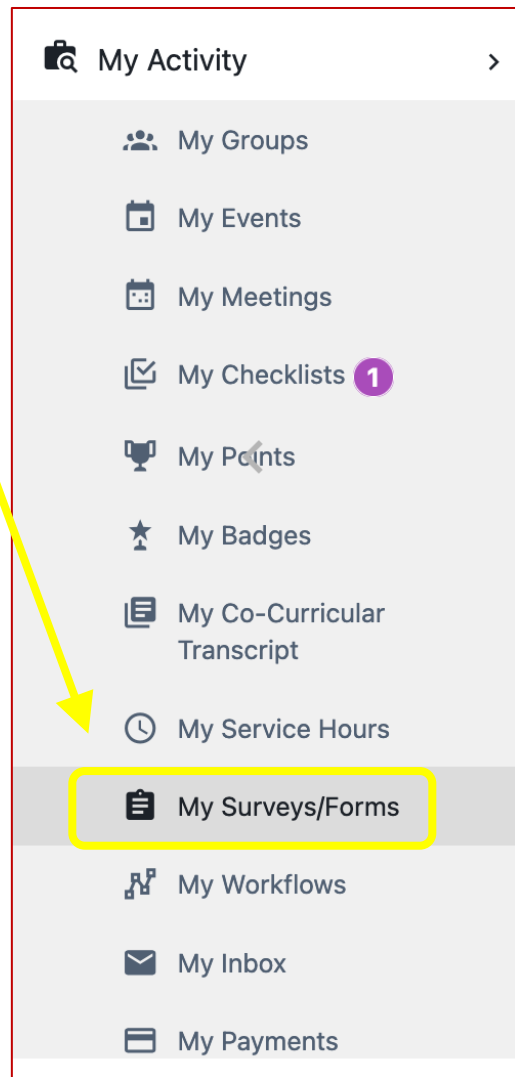


From the drop down menu, choose My Activity.

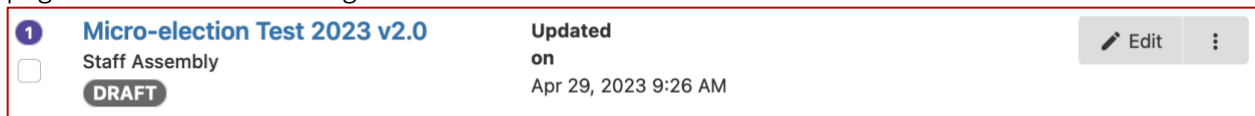
From the corresponding drop down menu, choose My Surveys/Forms.

Within EngageSC, your ballot will be called a Survey.

At any time, click on the three line stack again to close the drop down menu.



Your current ballot will appear in the list found of the next page. It will look something like this:



There are two (2) primary status categories for your ballot. They are as follows:

- Draft – the survey/ballot has been opened but not submitted.
- Pending Approval – the survey/ballot has been submitted. It will remain in this status until the voting is closed.