APEEEL2 Belenios User Guide
Management Committee Elections
4 -20 June 2021

What is BELENIOS?

BELENIOS is an *easy-to-use online voting platform*, guaranteeing state-of-the-art security:

- **Vote privacy** is guaranteed as the system relies on the encryption of the votes.
- **Verifiability** is enabled as voters can check that their ballots have been received. For more information on the Belenios system, please click **here** .

How to vote using BELENIOS in 6 simple steps?

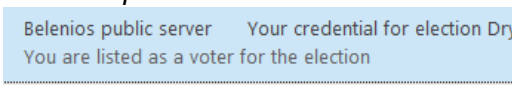
As a voter, you will receive 2 emails from *Belenios public server* on your primary email address as indicated in your APEEEL2 validated account in PAMS:

- The 1st email contains your **credential** code to allow you access to the voting booth, as well as the **link** to the page of the election.
- The 2nd email contains your personal **username** and **password** to cast your vote.

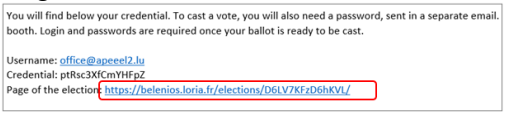
Please note that in the steps below, the name of the election is indicated as "Dry run" as an example, and that instructions are in French. **The language used at each step during the voting process** will depend of the language selected in your personal operating system.

Step 1 – Enter your *Credential* to access the voting booth

a) Open the 1st email received from *Belenios public server:*



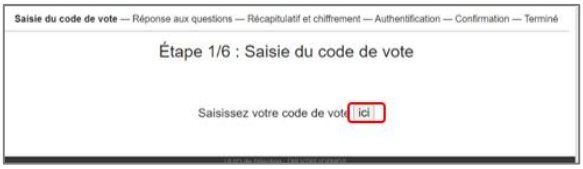
b) In this email, click on the link after *Page of the election*.



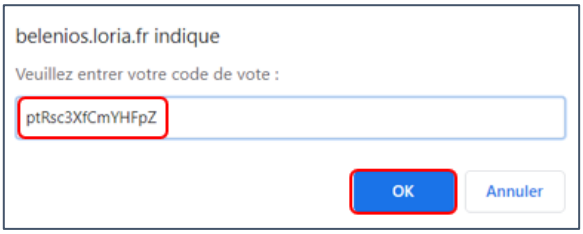
c) Click on *Commencer*



d) Click on *Ici*



e) Enter your "*Credential*" (indicated in the 1st email you received from Belenios) and click on *OK*



Step 2 – Select 1 to 8 candidates maximum from the list of 11 Lux2 parents and click on *Suivant*.

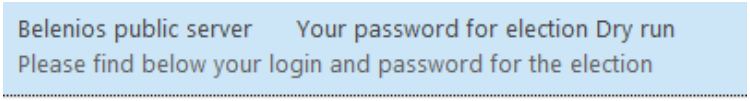
Please note that "blank vote" is available.

Step 3 – Access your username and password to cast your vote

a) Click on "*Continuer*" to confirm your vote, otherwise click on "*Recommencer*" to modify it.



b) Open the 2nd email you received from *Belenios public server*



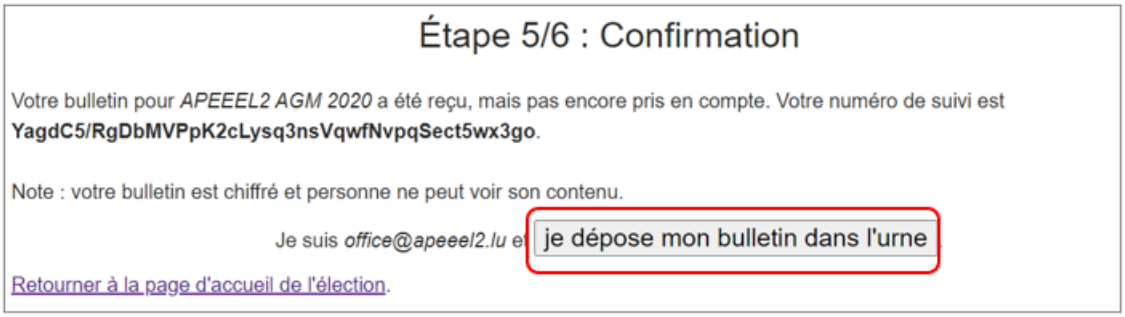
This email contains your **username** and your **password** to cast your vote (different from the username and credential codes received in the 1st email from Belenios public server and used at step 1.



Step 4 – Enter your **username** and **password**, and click on *"Se connecter"*



Step 5 – To confirm your vote, click on *"Je depose mon bulletin dans l'urne"*



Step 6 – Final confirmation that your vote has been accepted in the ballot box.

Click on ***URNE*** if you want to check that your vote has been received.



In the ballot box, you can view the list of accepted votes at this time. If you click on the link to a vote, the voter 's name and his/her selection remain anonymous.



For any question / issue during the online voting period from 4 until 20/06/21, please email our office on office@apeeel2.lu or contact us on +352 273 224 5127 during office hours.

Association des Parents d'Elèves de l'Ecole Européenne Lux II

Office opening hours (Lux2 Nursery Building, 2nd floor):
Monday & Wednesday 08:30-16:30 (closed during lunch break)
Tuesday, Thursday & Friday 08:30-13:00