Elector8 Staffing Portal

The portal is a web platform where you can submit personal information, confirm your availability to work and accept offers for roles for working during an election.

You can access the portal here www.elector8.co.uk

Your username is your email address

Your password will remain the same as previous years. If required, please use the forgotten password button and a new password will be emailed to you.

New staff members will receive a separate email containing log in details.

The portal is divided into the following main screens;

Home - Any notifications/ announcements for you will be highlighted on this home page.

Details – **T**o update your personal information.

Availability – This tab will display a calendar with various roles scheduled in.

Job Offers - The screen will display any job offers made to you. Click Accept or Reject as required.

Training Courses – Tab not in use. Training will be provided via another platform, please refer to your appointment letter.

Guidance - Under this tab, you can find guidance documentation.

Payments – Tab not in use. Please ensure you contact the Elections Office to give details.

History – This tab lists any changes you have made to your account. There is also a search field in the top right corner, the search is intuitive and will display results as you type.

Reset password - The password must meet the following criteria to be changed.

- Must be at least 8 characters and maximum of 20 characters
- Must contain at least one one lower case letter, one upper case letter, one digit and one special character.

To confirm your availability. Click on the Availability tab.

In this screen you will be asked to confirm your availability to work on the dates within the schedule. You can use the **filters** at the top of the screen to see the job roles available:

Pay close attention to the dates shown in this screen as polling and counting may be taking place on different dates.

Click on an item in the calendar for details and to confirm your availability. An Information box will appear.

To indicate your availability, click into the **Availability** drop down menu and select either **Available** or **Unavailable**.

You can also record any **Notes** if required (this will be uploaded to Elector8)

Click **Save.**

You can also use the **Next / Previous** buttons to toggle to the next /previous job roles available to you.

The schedule will show the jobs you have marked yourself available for in **green**, and jobs you have marked yourself unavailable for or not recorded a response to in **Pink**.

Job Offers

Should you be offered a job to work on the election. You will receive an appointment letter via email which will also advise you to log into the portal. Please check your junk mail regularly.

The screen will display any job offers made to you from the Elections Team. Click Accept or Reject as required.