

NTNU General Questionnaire & Voting System Application Procedure

Step 1: Submit a Request Form (First-time Users)

Before using the system for the first time, please complete a **Request Form** with the following information:

1. **Unit/Department Name**
 2. **Tentative Activity Date**
 3. **Activity Title** (e.g., Mascot Election, etc.)
 4. **Estimated Number of Participants**
 5. **Requested Access Period** (Start and End Dates)
 6. **Administrator's Account**
 7. **General Questionnaire and Voting System Type:** Named or Anonymous
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Account Access Renewal Policy

System access is reviewed semi-annually on **June 30** and **December 31**.

A General Questionnaire and Voting System will be sent to confirm whether administrative units or departments wish to continue access.

Failure to participate or request renewal will require submission of a new Request Form to regain access.

Note for Student Use

Students must contact their **department assistant** or a **Student Affairs advisor** (Extracurricular Activities Division) **before** conducting any activity.

Staff will assist in preparing and submitting the Request Form.

These procedures ensure fair use of system resources and maintain its effectiveness for all users.

Thank you for your cooperation. Please contact us if you have any questions.

Step 2: Access for Testing

Once the **Information Center** receives and verifies the Request Form, system administrator access will be granted for testing purposes.

A confirmation email will be sent to the applicant's unit.

Step 3: Go Live

After successful internal testing, the activity can officially go live on the system.

Appendix

I. User Guides and Tutorials

1. [How to Create a Faculty Evaluation Vote](#)
2. [How to Use Skip Logic in the General Questionnaire and Voting System](#)
3. [How to Use the General Questionnaire and Voting System Component Features](#)
4. [Administrator Guidelines for the General Questionnaire and Voting System](#)

II. How to Submit the Request Form

1. Log into the **University Administrative Portal**
2. Navigate to: **Applications** → **Information Services** → **Fulfillment Auditing Management System**
3. Fill out the form online, print a hard copy, obtain supervisor approval, and submit the signed form to the Information Center.