University Election and Election of Doctoral Candidates' Representatives 2023
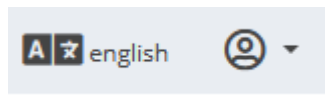
Instructions for casting votes using the POLYAS election software

1. The FAU election portal is available online at online-wahlen.fau.de. It can be accessed from any device connected to the internet (PC, laptop, tablet, smartphone). The language of the FAU election portal can be changed to English at the top right of the screen.
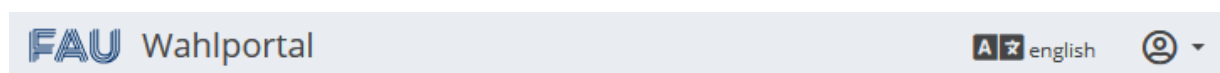

2. Your identity must be confirmed before you are able to vote. This is verified through the single-sign on process (SSO) when you log in with your FAU IdM account. To login to the election portal, click "Login with Single Sign-On (SSO)".

3. After logging in with your IdM username and IdM password, you are forwarded automatically to the start page of the election portal.


The language of the FAU election portal can be changed to English at the top right of the screen as well.

In the FAU election portal, you can find information on the electronic voting process, an overview of the current electronic elections at FAU, access to your individual election page and details for contacting the FAU Elections Office and support team. Please read the information and instructions provided carefully.

4. To cast your vote electronically, click the blue button "View security instructions and vote" under the heading "To electronic election". This screen will only display when you are authorized to cast your vote electronically. If you encounter a problem accessing this screen, please contact the Election Office.

🖥 To electronic election

The electronic polling station is open from Jun 14, 2022 12:00 PM until Jun 20, 2022 3:00 PM. Your personal link for accessing the polling station:

🖥 View security instructions and vote

Note: If you are eligible to vote in more than one election, you will be shown the ballot papers for all your elections.

5. After accepting the security instructions, you can access your electronic ballot in the POLYAS system via your individual secure link by clicking on the green button "Agree to security notice and cast your vote now".

• SHA-1: 3D:E5:EA:28:A8:DB:54:82:04:9E:3F:A6:75:0F:FD:8C:94:BA:BA:F8

The electronic election will be conducted using the POLYAS system. You will be forwarded after clicking the button.

⬅ Back to overview   🖥 Agree to security notice and cast your vote now

6. Once you are redirected to the POLYAS system, you will receive confirmation that you have logged in successfully. Please ensure that you cannot be observed while casting your vote. Click "Weiter zur Stimmabgabe" (continue to vote) to show your electronic ballot.

You will now be forwarded to the virtual voting booth. Please make sure you are not being observed whilst making your selection.

Stimmabgabe abbrechen   Weiter zur Stimmabgabe

7. The next page shows a list of all ballots that are available to you.

> Sie haben nun die Möglichkeit, Ihre Auswahl zu treffen. Bitte beachten Sie die Wahlregeln.
> Diese können Sie dem Stimmzettel entnehmen.
>
> You now can make your selection. Please pay attention to the election rules stated on the ballot paper.

STIMMZETTEL für die Wahl einer Vertreterin bzw. eines Vertreters der

Details of the candidates and the committee, explanations of voting rules and the option to cast your vote for the ballot are shown the top of each ballot.
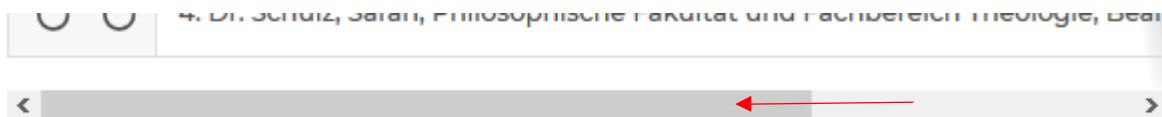Please be aware that the voting rules may differ for each ballot.
The information at the top of the ballot is displayed in German first and then in English.

8. If you make a mistake, you can remove your selection by clicking it again.

9. If the candidate's details are not displayed completely, you can scroll horizontally at the bottom of the candidate list.

10. If you would like to invalidate a ballot, check the option "Invalidate this ballot" at the end of the ballot.

Diesen Stimmzettel ungültig machen - Invalidate this ballot

11. If you decide that you do not want to cast your vote for a ballot, check the option "Abstain from voting" at the end of the ballot.

Verzicht auf Abgabe dieses Stimmzettels - Abstain from voting

12. If you wish to cancel voting, you can click the "Stimmabgabe abbrechen" (cancel voting) button at the end of the page.

Any votes that you have cast will not be saved. You can restart voting at any time during the election period via the FAU election portal (see step 1), including from another device.

13. Once you have cast your vote on the ballot, please scroll to the end of the page. Ensure that you have not skipped any ballots or candidates. Click on the button "Stimmabgabe prüfen" (review vote).

14. The POLYAS system checks automatically whether the voting rules have been complied with on each ballot and you then have the opportunity to review the votes you have cast.

Ihre Auswahl wird Ihnen hier zur Bestätigung angezeigt. Sie können Ihre Auswahl korrigieren oder die Stimmabgabe bestätigen. Solange Sie noch nicht auf den Button "Verbindliche Stimmabgabe" geklickt haben, können Sie die Stimmabgabe jederzeit abbrechen. Ihre Vorauswahl wird in diesem Fall nicht zwischengespeichert. Wenn Sie Ihre Stimme jetzt verbindlich abgeben, wird diese wie folgt gezählt:

Your selection will be displayed here for confirmation. You can edit your selection or confirm your vote. As long as you have not yet clicked on the "Verbindliche Stimmabgabe" (binding vote) button, you can cancel voting at any time. In this case, your preselection will not be saved temporarily. If you now cast your binding vote, it will be counted as follows:

15. If an invalid ballot is detected, you will receive a warning message.

- If you have cast more votes than are permitted for the ballot

> ❌ Sie haben zu viele Stimmen an die Kandidatinnen und Kandidaten dieses Stimmzettels vergeben. Wenn Sie Ihre Auswahl nicht korrigieren, wird der gesamte Stimmzettel als ungültig gewertet.
>
> You have allocated too many votes to the candidates on this ballot. If you do not correct your selection, the entire ballot will be counted as invalid.

- If you have selected more than one candidate

> ❌ Sie haben zu viele Wahlvorschläge angekreuzt.Wenn Sie Ihre Auswahl nicht korrigieren, wird der gesamte Stimmzettel als ungültig gewertet.
>
> You have selected too many groups of candidates. If you do not correct your selection, the entire ballot will be counted as invalid.

- If you have marked a ballot as invalid:

Diesen Stimmzettel ungültig machen - Invalidate this ballot

> ⚠️ Ihr Stimmzettel wird als ungültig gezählt.
>
> Your ballot will be counted as invalid.
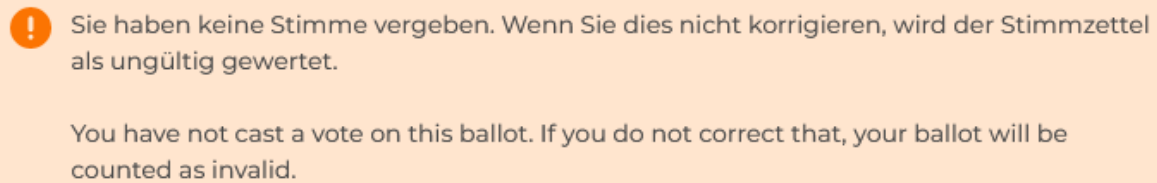
- If you have decided to abstain from voting

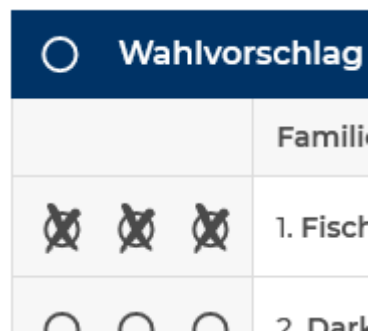Verzicht auf Abgabe dieses Stimmzettels - Abstain from voting

> ⚠️ Sie haben auf die Abgabe dieses Stimmzettels verzichtet. Dieser nimmt nicht an der Wahl teil.
>
> You have abstained from voting. Your ballot will not be included.

16. If you have not selected any candidates and the ballot is empty, you will receive the following error message. Empty ballots will be counted as invalid pursuant to the voting rules.

> ⚠ Sie haben keine Stimme vergeben. Wenn Sie dies nicht korrigieren, wird der Stimmzettel als ungültig gewertet.
>
> You have not cast a vote on this ballot. If you do not correct that, your ballot will be counted as invalid.

17. If there isn't a colored warning message at the top of the ballot, the ballot is counted as valid. Please ensure that you still review whether you have allocated your votes correctly.

18. If you did not vote as you intended in steps 15 to 17, you can still change the allocation of your votes at the end of the page by clicking on the button "Auswahl korrigieren" (edit selection).

Auswahl korrigieren

After editing your selection, you can follow the instructions from step 13.

19. To submit your binding vote, click the "Verbindliche Stimmabgabe" (binding vote) button at the end of the review page.

Verbindliche Stimmabgabe

20. After you have cast your binding vote, you will receive a message that your vote has been cast in the digital ballot box.

Ihre Stimme ist erfolgreich in der digitalen Wahlurne eingegangen!

Sie können dieses Browserfenster jetzt schließen.

21. Once your vote has been cast, POLYAS will record that your vote has been cast successfully in the anonymized electoral register. If you use your individual secure link to access the FAU Election Portal again, you will receive a message that you cannot vote again.