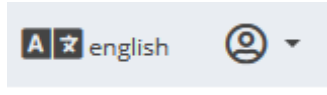


## University elections and doctoral candidates' representatives election

### Instructions for casting votes using the electronic voting system

1. You can access the electronic polling station via the FAU election portal at [online-wahlen.fau.de](https://online-wahlen.fau.de). Access is possible using any internet-enabled end device (e.g. PC, laptop, tablet, smartphone). You can switch the language of the FAU election portal to English at the top right hand corner.



2. Your identity must be confirmed before you are able to vote. If you have an activated **IdM user account**, your identity is confirmed via your personal and verified FAU-wide IdM user account (single sign-on). To sign in, click on "Login with Single Sign-On (SSO)". Follow the instructions from **point 3** onward.

Login with Single Sign-On (SSO)

**If you do not have an activated FAU IdM user account** and you have received your personalized log-in credentials (PIN and TAN) via post, please click on "Login to voting system with PIN and TAN".

Login to voting system with PIN and TAN

You will then be redirected to the log-in page for the electronic voting system.

You require your personal log-in credentials ("Wähler-ID (PIN)" = voter ID (PIN) and "Passwort (TAN)" = password (TAN)).

Enter your "Wähler-ID (PIN)" and "Passwort (TAN)" from the letter or email in the relevant fields. The system is case sensitive, so please ensure you enter your credentials exactly as printed in the letter. You can check whether you have entered the password (TAN) correctly by clicking on the eye symbol.

Wähler-ID (PIN):



Passwort (TAN):




**Dem Sicherheitshinweis zustimmen und im Wahlsystem  
anmelden - Agree to security notice and cast your vote now**

Please also observe the security notice.

By clicking on "Dem Sicherheitshinweis zustimmen und im Wahlsystem anmelden – Agree to security notice and cast your vote now", you are logged on to the voting system. Follow the instructions from **point 6** onward.

3. After you have logged in using your IdM user ID and IdM password, you are forwarded to the FAU election portal.

**FAU** Wahlportal

 english



**Willkommen im FAU Wahlportal**


You can switch the language of the FAU election portal to English at the top right hand corner.

The FAU election portal contains information about the electronic elections, an overview of the electronic elections currently being held at FAU, the log-in for your personal electronic election and the contact information for the Elections Office and support. Please read the information carefully.

4. In order to cast your vote, click on the blue button called "View security instructions and vote" under the heading "To electronic election". This information is only displayed if you are authorized to vote. Please contact the Elections Office if you believe that you are unable to view this information because an error has occurred.

#### 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 confirming the security notice and clicking on the green button called "Agree to security notice and cast your vote now", you can access your electronic ballot papers via an individualized link (SecureLink) in the POLYAS system. (*POLYAS' election software fulfills the security requirements for online voting products issued by the Federal Office for Information Security (Bundesamt für Sicherheit in der Informationstechnik) and has the relevant certification.*)

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. After being forwarded to POLYAS, a confirmation that you have successfully logged on is displayed. Before you continue, please ensure that you cast your vote in privacy. After clicking on the "Weiter zur Stimmabgabe" (continue to vote) button, your ballot papers will be displayed.

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. All the ballot papers available for you are then displayed on one page.

Sie haben nun die Möglichkeit, Ihre Auswahl zu treffen. Bitte beachten Sie die Wahlregeln. Diese können Sie dem Stimmzettel entnehmen. Anschließend klicken Sie auf Stimmabgabe prüfen oder brechen die Stimmabgabe ab.

You now can make your selection. Please pay attention to the election rules stated on the ballot paper. Then click on "Stimmabgabe prüfen" to review your vote or click on "Stimmabgabe abbrechen" to cancel voting.

#### STIMMZETTEL für die Wahl der Vertreterinnen und Vertreter der

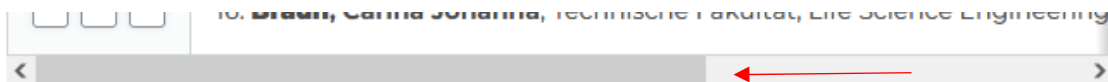
The header of each ballot paper contains information about the representatives and the committees to be elected, information about the rules of the election and how to cast your votes on each ballot paper. Please note that the rules for each ballot paper may be different.

The information in the header of a ballot paper is shown in German with a translation into English.

8. You can change how you distribute your votes immediately by clicking again on a checkbox to remove the tick.



9. If not all the information about certain groups of candidates is displayed, you can scroll from side to side using the scrollbar at the bottom of these groups of candidates.



10. If you would like to deliberately invalidate individual ballot papers, you can select the "Invalidate this ballot" option at the end of the ballot paper.



Diesen Stimmzettel ungültig machen - Invalidate this ballot

- 11.If you do not wish to place individual ballot papers in the electronic ballot box, select the “Abstain from voting” option at the end of the ballot paper.



Verzicht auf Abgabe dieses Stimmzettels - Abstain from voting

- 12.If you would like to cancel voting, you can do so at any time using the “Stimmabgabe abbrechen” (cancel voting) button at the end of the page.

Stimmabgabe abbrechen

Any votes you have cast will not be saved. You can return to the electronic election at any time during the election period via the FAU election portal (see **point 1** above) and even use a different end device if you wish.

- 13.After you have cast your votes on the ballot papers, please scroll to the end of the page. Please ensure that you have not overlooked any ballot papers or nominations by mistake. Click the “Stimmabgabe prüfen” (review votes) button.

Stimmabgabe prüfen

- 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 by clicking on "Auswahl korrigieren" 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 by clicking on "Stimmabgabe abbrechen". 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 paper is detected, you will receive a warning message:

- If you have cast more than the permitted number of votes for the ballot paper:



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 group of candidates:



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:



Ihr Stimmzettel wird als ungültig gewertet.

Your ballot will be counted as invalid.


- If you have decided to 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 Electoral Regulations.

 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 no colored warning is displayed at the top of the ballot paper, the ballot paper is counted as valid. However, please ensure that you review whether you have allocated your votes correctly.

| Wahlvorschlag                       |                                     |                                     |          |
|-------------------------------------|-------------------------------------|-------------------------------------|----------|
|                                     |                                     |                                     | Famili   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1. Fisch |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | 2. Dark  |

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 **point 13** onwards again.

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! - The voting system has received your ballot. Your voting process is finished.**

Sie können dieses Browserfenster jetzt schließen.

For security purposes, please close your browser to end your session.

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 SecureLink/ personal log-in credentials to access the electronic voting system again, a message is displayed that says you cannot vote again.