

# AMU

## ELECTION

Election Manual

### SUMMARY

This document introduces the Elections application and describes its use.

### AUTHOR

Tomáš Holý, Mgr. Lukáš Prokop

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# INTRODUCTION

In the following text, we will introduce you to the principal functionalities of the Elections app. You will also find tips for addressing potential problems when working with the application. For the application to run correctly, we recommend using the Chrome, Firefox, Opera, Edge and Safari web browsers. The application does not support older browsers such as Internet Explorer 8 or lower. To run the application, you need the javascript permitted and Cookies on. This Manual is current for the year 2021.

## FREQUENTLY ASKED QUESTIONS

### **Problems with logging in to the application**

If you have problems with logging in to the application, make sure that you are really entering the **correct user information** (user name and main password for the AMU network). If the problems with login persist, contact your Faculty IT administrator or AMU's Computer Centre.

### **Problems with submitting votes**

If you have problems with submitting your vote or if your vote was submitted without confirmation, make sure that you are using supported web browsers (Chrome, Firefox, Opera, Edge or Safari). The application does not support older browsers such as Internet Explorer 8. To run the application, you need the javascript permitted and Cookies on.

### **What equipment do I need for the electronic election?**

Any personal computer or notebook with Internet connection and with a current web browser will do. For web browsers, we recommend using Chrome or Firefox.

### **Can I vote from a mobile phone?**

Yes, the election app is also modified for mobile devices with the Android and iOS operating systems.

### **Do I need any special software? Do I have install anything?**

No special software is required. Just open the website at <https://volby.amu.cz/> and start voting.

### **How will my identity be verified?**

We will verify your identity simply, in a standard way using your login information that you also use to log in to etc. If you do not remember your login information, please contact your IT administrator as soon as possible.

### **How do you prevent me from voting twice?**

The electronic system is set up so that it will not let you vote twice. It records which voters voted and when, and then disable their access to additional vote. This is similar to the election panel crossing your name out in the list during physical election.

## How is the security of the election secured?

In security, we have focused primarily on two aspects: to prevent tampering with election results and ensuring a secret vote. Tampering with election results is prevented through maximum possible data linking through check sums. Any tampering with data (e.g., with ballots or voter lists) would mean breaking this integrity and would be apparent immediately. The secrecy of the vote is covered using advanced strong encryption techniques. Only the election panel will hold the key to the reading of the votes, and thus evaluating the election results. Unlike with other systems, even IT administrators will not be able to find any information – they will only find indecipherable password-protected data in the database. In addition to these extraordinary measures, we obviously apply all other standard tools for ensuring the security of information systems.

## HOME PAGE

The home page contains a list of the elections. You can see when a specific vote starts, if it is in progress or if it has ended. Before you can vote, you need to log in to the application [1]. Without logging in, you can only view the list of candidates [2].

The screenshot shows the AMU Elections home page. At the top, there are links for "Active elections" and "Archive". Below this, a "Testing Mode" banner is displayed, indicating that the "Active date is set to 22.01.2021 22:58". A placeholder text block follows, starting with "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquid ex ea commodo consequat. Quis aute iure reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint obcaecat cupiditat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum." Below the text, there is a section titled "AMU Elections" with a search icon and a list icon. Underneath, a message states "Elections are taking place online" and "Online election ends 24.1.2021 23:59". At the bottom right of this section, there are two buttons: "Candidates" (labeled with a red '2') and "Login" (labeled with a red '1').

## ELECTION LOG-IN

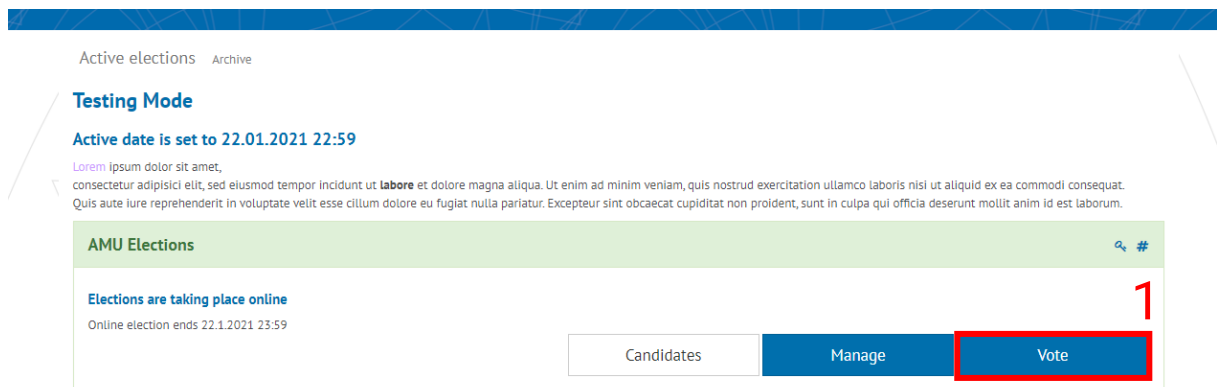
To log in, enter your login information (user name and main password) for the AMU network.

Logging into the application is required only to verify your authorisation, in order to prevent unauthorised people from voting. **The election is anonymous.**

## AFTER LOG-IN

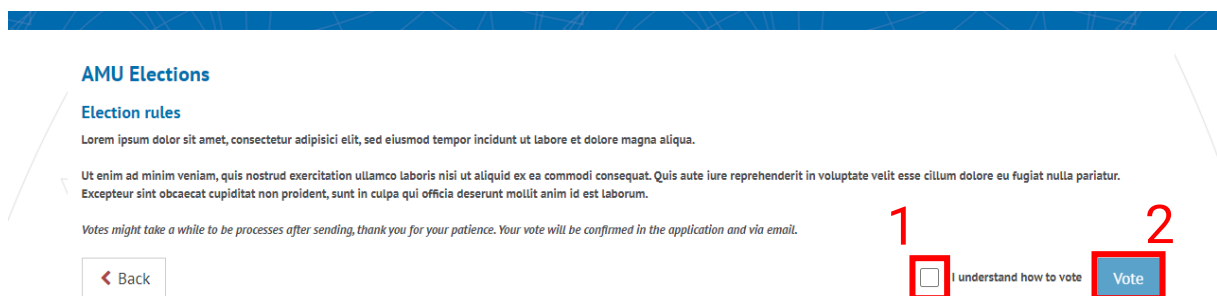
Once you are logged in, you will see the button *Vote* [1]. Click it to proceed directly to the voting form.

If you do not see the *Vote* button even though the election concerns your Faculty directly, make sure if the election has indeed begun or if it has ended. In those cases the *Vote* button will not be displayed to you. If the election is actually in progress at the moment yet you cannot see the *Vote* button, your user data has probably not made it to the voter list. Consult the election panel regarding this.



## ELECTION RULES

Before proceeding to actually voting, you need to approve the election rules. Read the rules carefully. If you consent [1] to such rules, the *Vote* button will be activated for you [2] and you can proceed to the actual vote using it.



# VOTING FOR CANDIDATES

In the first step of the vote, first click on the candidate's name to mark your preferred candidates [1] from the teachers' chamber. Choose the candidates first; their names will be moved to the "My choice" list.

**Elections AMU 2021**

Step 1: Academics

Academics nebo Lorem ipsum dolor sit amet,

**1 Candidates**

1. Brambora Dlabaná, PhDr., Ph.D.; 1961; Centrum jazykového vzdělávání	>
2. Dýně Sázená, Mgr., Ph.D.; 1980; Katedra bohemistiky	>
3. Fikus Dieselový, PhDr.; 1958; Katedra slavistiky	>
4. Jemito Šumafuk, Mgr., Ph.D.; 1979; Centrum judaistických studií	>
5. Káva Pražená, Mgr., Ph.D.; 1977; Katedra divadelních a filmových studií	>

**My selection**

You have no selected candidates. You can select up to 3 candidates.

Continue to Students >

You can delete your chosen candidates [1] from the list of your chosen candidates, e.g., in the event of an error when clicking. Once you have chosen your candidates from the teachers' chamber, you can proceed to choosing your candidates from the student chamber or deselect them the same way [2].

Academics nebo Lorem ipsum dolor sit amet,

**Candidates**

1. Brambora Dlabaná, PhDr., Ph.D.; 1961; Centrum jazykového vzdělávání	>
2. Dýně Sázená, Mgr., Ph.D.; 1980; Katedra bohemistiky	>
3. Fikus Dieselový, PhDr.; 1958; Katedra slavistiky	>
4. Jemito Šumafuk, Mgr., Ph.D.; 1979; Centrum judaistických studií	>
5. Káva Pražená, Mgr., Ph.D.; 1977; Katedra divadelních a filmových studií	>
6. Koza Skákavá, Mgr., Ph.D.; 1974; Katedra filozofie	>
7. Lenochod Swistý, Mgr., Ph.D.; 1976; Katedra asijských studií	>
8. Leopard Myší, Mgr., Ph.D.; 1992; Katedra aplikované ekonomie	>
9. Malpa Skvrnitá, doc. PhDr., Ph.D.; 1977; Katedra dějin umění	>

**1 My selection**

<input checked="" type="checkbox"/> 1. Brambora Dlabaná, PhDr., Ph.D.; 1961; Centrum jazykového vzdělávání
<input checked="" type="checkbox"/> 2. Dýně Sázená, Mgr., Ph.D.; 1980; Katedra bohemistiky
<input checked="" type="checkbox"/> 3. Fikus Dieselový, PhDr.; 1958; Katedra slavistiky

**2** You have selected. 3 from 3 possible candidates.

Continue to Students >

Having chosen the student candidates, you can proceed to your selection recap [1].

Students nebo Lorem ipsum dolor sit amet,

**Candidates**

1. Guano Plazivé, Mgr.; 1993; Jazyky a kultura Číny a Japonska, 1. ročník	>
2. Kachna Plandavá, Mgr.; 1979; Jazyky a kultura Číny a Japonska, 2. ročník	>
3. Kaktus Bodavý, Mgr.; 1992; Jazyky a kultura Číny a Japonska, 2. ročník	>
4. Kapustňák Olivový, Mgr.; 1992; Politologie, 1. ročník	>
5. Lemur Chechtavý, Bc.; 1995; Anglická filologie maior - Filmová studia minor, 1. ročník	>
6. Makak Pískový; 1999; Psychologie, 2. ročník	>
7. Motýl Přerostlý, Mgr. et Mgr.; 1990; Klinická psychologie, 1. ročník	>
8. Netopýr Nelétavý, Bc.; 1996; Historické vědy, 2. ročník	>

**My selection**

<input checked="" type="checkbox"/> 1. Guano Plazivé, Mgr.; 1993; Jazyky a kultura Číny a Japonska, 1. ročník
<input checked="" type="checkbox"/> 2. Kachna Plandavá, Mgr.; 1979; Jazyky a kultura Číny a Japonska, 2. ročník

You have selected. 2 from 2 possible candidates.

Back to Academics > **1** Continue to recapitulation >

# VOTE RECAP AND SUBMITTING VOTES

## Recap

In the recapitulation section, check if you have entered your preferred candidates. If you want to make any changes, you can go back to choosing the candidates [1]. If everything is completed the way you want, you can submit your vote [2].

If you submit an invalid ballot (e.g., by exceeding the maximum number of candidates selected), the application will notify your prior to your submission.

**Elections AMU 2021**

1

Step 1 Step 2 Step 3  
Academics Students Recapitulation

**Recapitulation**

**Academics - My selection**

- 1. Brambora Dlabaná, PhDr., Ph.D.; 1961; Centrum jazykového vzdělávání
- 2. Dýně Sázená, Mgr., Ph.D.; 1980; Katedra bohemistiky
- 3. Fikus Dieselový, PhDr.; 1958; Katedra slavistiky

You have selected. 3 from 3 possible candidates.

2

**Students - My selection**

- 1. Guano Plazivé, Mgr.; 1993; Jazyky a kultura Číny a Japonska, 1. ročník
- 2. Kachna Plandavá, Mgr.; 1979; Jazyky a kultura Číny a Japonska, 2. ročník

You have selected. 2 from 2 possible candidates.

## Confirming submission

Prior to actually submitting your choice, the application will ask you if you really want to submit your vote. The objective is to make sure if the users want to make any additional changes.

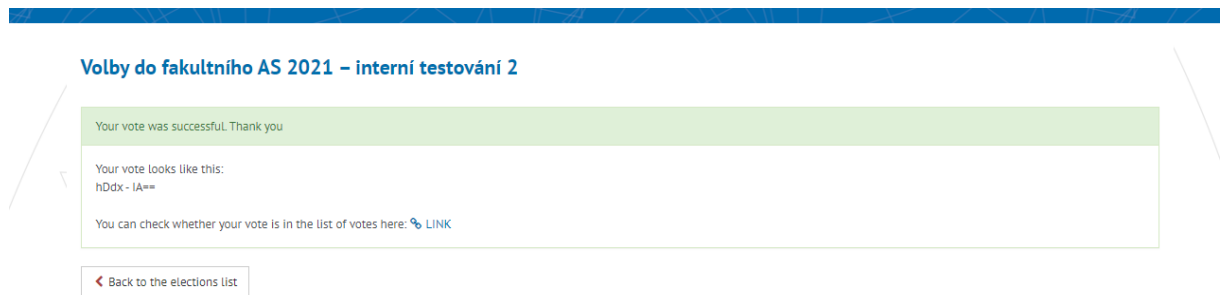
**Send my vote**

Do you really want to send your votes?

## AFTER THE VOTE

Having submitted the vote, the confirmation of having submitted a vote successfully will be displayed to the user; the user may proceed to a preview in an encrypted vote overview to make sure that their ballot is inside the virtual 'ballot box' with other encrypted ballots. **Once you submit your vote, you may no longer change your choice, take it back, or vote online again.**

Having submitted the vote, the voter will also receive confirmation of having voted to their e-mail address.



## RESOURCES

- <https://wiki.upol.cz/upwiki/Volby>