



Guidelines and Setup used for the VSU Online Election System

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Summary

1. All ballots submitted are anonymous and cannot be related to the individual voter using any information collected in the database.
2. A voter is only allowed to submit one ballot for this election.
3. Login credentials are the same as the general faculty member's VSU email username and password.
4. The election website can only be accessed over a secure connection.
5. Only the general faculty members designated with such status by the Vice President's Office of Academic Affairs can access the system.
6. Ballots are saved in a secure Oracle database.
7. Ballots are also sent to an electronic mailbox to which only the election supervisor has access.
8. Ballots are numbered sequentially.

Detailed

1. Submitted ballots in this election do not contain any information on the person who submitted it. A separate record contains information showing only an eligible voter has submitted a ballot.
2. A person can only vote if no record exists of them submitting a ballot.
3. Usernames and passwords are verified using the Luminis (Blazenet) directory service. Passwords stored in this system are encrypted using a hashing algorithm.
4. Properties on the server are set to only allow secure connections over https:// instead of http://. This policy will apply to any website hosted on the server.
5. Only the general faculty members are eligible to vote. Current usernames were downloaded from the Human resources Management System prior to election. Voter usernames and information are stored in a separate table in the Banner database for verification.
6. Ballots are stored in a separate schema inside the Banner production database located on a separate server than that which serves the election application.

7. Once a ballot has been saved in the database, a confirmation page is shown to the user. An anonymous, numbered ballot artifact is also sent to a secured email mailbox accessible only to the election supervisor. This step was taken to ensure no one person has access to all election data and to verify ballot counts when the election is ended.
8. Ballots are numbered sequentially starting with a randomly selected number in order to ensure continuity of the series and uniqueness of each ballot.

Server Setup

The election website is hosted on the EASapps server. Brian Haugabrook is the administrator for this server and the only person with access to files hosting the election website. This server is running Windows 2003 Server operating system. A security check was performed by the IT Security Officer, William Moore, prior to starting the election and all requirements have been met. All websites hosted on this server are hosted over a secure connection only. All voter and ballot information is stored in a private schema inside the Banner production database administered by Michael Johns.