

Employee Cybersecurity Program



**Breach
Prevention
Platform**

Employee User Guide

Why do I have to take a cybersecurity course?

It seems like we can't go a day without hearing about the next big data breach. It seems almost normal to be at the will of cybercriminals. Lose everything or pay up.

Unfortunately, most data breaches are caused by people just like us. One minute it's a normal busy day in the office, next thing you know, you've accidentally clicked on the wrong link, wired money to the wrong account, or allowed access to the network to an outsider.

But don't worry, most of this could be prevented by with education and routine testing. That's why we've partnered with OXEN Technology to ensure we are staying up to date on the latest threats and playing our part. **Technology alone isn't enough anymore.**

We're recruiting you to help us protect our business and your livelihoods, from the bad guys. Are you up for the challenge?

What does this course consist of?

We know office life is busy. So we wanted to provide a cybersecurity program that fits your schedule. Easy to watch 1-2 minute videos and 4 question quizzes mean you can relax for 5 minutes and finally eat that snack you've been thinking about all day. Not to mention a company leaderboard so we can bring the inter departmental competition to a whole new level. But most of all, we want to make sure you're protected. With:

- Quick & easy weekly security tips to keep you up to date
- Dark Web Monitoring to make sure you and your family is safe
- Educational tidbits that will protect you for the long haul.

Micro-Training

Each week, you will be sent an email to watch a 1-2-minute micro-training video on the latest cybersecurity threats. Complete the 4-question quiz at the end, to increase your Employee Secure Score!

Leaderboard

Don't forget to pick a good screen name! You'll be able to compete head to head with your coworkers and see who can make it to the top of the leaderboard. Have fun and enjoy the healthy competition!

Dark Web Scans

The more you know, the better you can protect yourself and your loved ones. This new program allows you to scan your personal, friend's, or family member's email addresses as much as you'd like!

How do I make my way to the top?

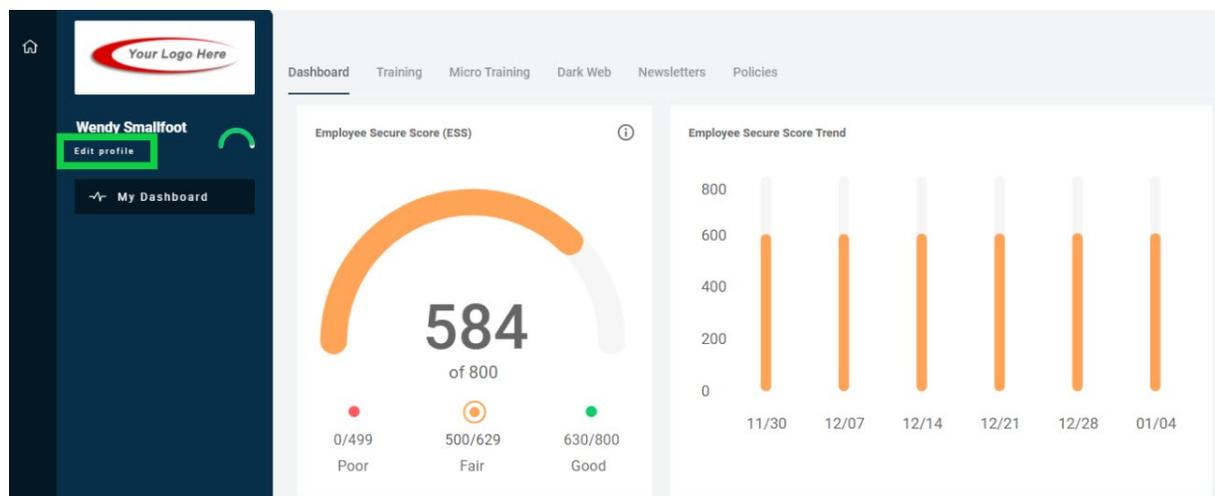
Ready to get started? Below are a few steps to successfully navigating the portal, maximizing your Employee Secure Score (ESS), and expectations throughout the program.

Here are some tips for success:

- The more micro-training quizzes you miss, the more it will negatively affect your score
- Acknowledge all policies and procedures by [date]
- Check your dark web status each when you login to the portal to take the weekly quiz.

Logging in and completing your profile

1. Login to the portal here: <https://portal.pii-protect.com/#/login>
2. Complete your Profile
Claim your screen name and start climbing up the leaderboard by pressing “Edit Profile” at the top of the dashboard



Complete Security Awareness Training

Complete Security Awareness Training

This should take approximately 45 minutes to complete. With case-study based videos to provide an example of how incidents can happen to anyone. During this course, you can stop and start any time. In order to get credit for this course, you must complete a 20-question quiz that will impact your Employee Secure Score, so you'll want to pay attention!

1. **Take Training:** At the top of your dashboard, click "Training" to open the course in another tab and get started!

The screenshot shows a user dashboard for Wendy Smallfoot. The dashboard is divided into three main sections, each with a green border and a button:

- Step 1 - Security Training:** Step 1a - Take the Required Security Training. Button: EMPLOYEE SECURITY TRAINING
- Step 2 - Security Quiz:** Take the Security Quiz to demonstrate your security knowledge. Button: EMPLOYEE SECURITY QUIZ
- Step 3 - Print Your Certificate:** Print your Training Certificate. Requires an 80% score better. Button: PRINT YOUR SECURITY TRAINING CERTIFICATE

At the bottom of the dashboard, there is a table with the following columns: Course Code, Course Name ↑, Score, Date Completed, and Print Certificate.

Complete Micro-Training quizzes regularly

Each week you'll receive an email from No-reply@securityreminders.com with a link to our weekly micro-training videos. Following each video, you will see a short quiz based on the content. The more quizzes you take, the higher your ESS, so take the 5-minute break and educate yourself on what to look out for this week!

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Weekly Security Tip - 11/05/2020

Hi

Your current Employee Secure Score (ESS) is 574, which is considered AVERAGE. By viewing the security micro training and taking the quick quiz following the video, you can help improve your score.

This week's topic: Tools to Improve Password Security

Recent reports estimate an average person has between 70 and 80 passwords they need to remember and manage. Creating strong and unique passwords for each of these can be challenging, so why not utilize tools that can simplify this process?

The image shows a man in a suit interacting with a futuristic digital interface. The interface displays the word 'CYBER CRIME' in large, bold letters. The background is dark blue with glowing lines and icons, suggesting a high-tech or cybersecurity environment.

Cybersecurity is a Continuous Process

Update your Employee Secure Score Regularly

You've done the basics! Thank you for your help in keeping our workplace safe. Keep it up! We know you're busy and we appreciate all your hard work. Help us protect each other by staying up to date. Keep in mind, it takes all of us to stop cybercriminals.

