



Security Awareness Training Partner Guide

Baseline Employee Cybersecurity Assessment

Initiating the assessment and
reviewing results

Internal Use Only



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Baseline Employee Cybersecurity Assessment Overview

Important information on this powerful prospecting tool!

The Baseline Employee Cybersecurity Assessment was built to assist MSPs in their prospecting efforts and simplify their process. The FREE assessment can be used for all product types (including the free Unlimited Training product) and is delivered in 60 questions across 6 cybersecurity categories. The goal of the assessment is to identify an organization and their employees' overall competency of cybersecurity topics and potential cybersecurity risks.

Topics include:

Phishing awareness, working remotely, handling PII, general cybersecurity knowledge, password hygiene, and social media.

With no initial training video to supply the answers, the Baseline Employee Cybersecurity Assessment seeks to find an employee's true cybersecurity standing. The outcome is a report highlighting the company's overall cybersecurity posture along with individualized scoring details.

Utilizing the Baseline Employee Cybersecurity Assessment in the PII Protect Portal

Initiating for a new client

1

Name ↑ 2	Branding	Consulting	Insurance	RA	Users	Breaches	ESS	Active	New UI	Client Report
[Redacted]					1	38		✓	✓	[Icon]
[Redacted]				2021-03-06	12	212	409	✓	✓	[Icon]
[Redacted]	✓			2021-07-14	10			✓	✓	[Icon]
[Redacted]				2015-12-14	3	12		✓	✓	[Icon]

1 - 4 of 4 Items 25 Items per page < 1 >

1. Log in as a Partner Administrator to the PII-Protect portal [here](#), and select “**Manage Clients**” on the left side tab.
2. Select the desired client to send the Baseline Employee Cybersecurity Assessment to.
3. From the Client’s page, select “**Employee Assessments**” from the top tab.

3

Information Notification Products Access Directory Sync Users Dark Web Training Reports Phishing **Employee Assessments**

Current Information

Company Name [Redacted] Email Address [Redacted] Client Link - Please include [Redacted]

Dark Web Breach Assessment (DWBA) Prohibited Domains List ⓘ

Domain 1 [Redacted]

Utilizing the Baseline Employee Cybersecurity Assessment in the PII Protect Portal

Initiating for a new client continued...

Information Notification Products Access Directory Sync Users Dark Web Training Reports Phishing Employee Assessments

Launch Pre-Assessment 4

Baseline Employee Cybersecurity Assessment

The purpose of the Baseline Employee Assessment is to get a baseline of your employees' cybersecurity knowledge prior to starting training

Enter in the number of users in your organization and click Generate URL

5 0 6 Generate URL

Baseline Employee Assessment URL :

This URL should be sent to all employees to take the assessment. Please use this email template to send the URL to all your employees. [Email Template](#)

4. From the top drop-down menu, ensure “**Launch Pre-Assessment**” is selected.

5. Enter the number of users you anticipate will be taking the assessment.

Note This number is used to calculate how many assessments are completed out of how many anticipated.

It will not limit the number of assessments that can be taken should you go over.

6. Select “**Generate URL**”.

Utilizing the Baseline Employee Cybersecurity Assessment in the PII Protect Portal

Initiating for a new client continued...


Enter in the number of users in your organization and click Generate URL

12 Generate URL

Baseline Employee Assessment URL : [Redacted URL] COPY

This URL should be sent to all employees to take the assessment. Please use this email template to send the URL to all your employees. [Email Template](#)

7

7. A URL will be generated and included on this line. Select the COPY  icon at the end of the link in order to copy the link.

Note: Each URL is unique to the selected client. Please do not share this URL with other clients; use the same process to generate a unique URL for other clients.

8. Utilize the “[Email Template](#)” to share the link and assessment information with your desired client, as well as employees who will be taking the assessment.

9. Be sure to paste the link provided in step 7 in place of the link within the email template.

Inbox -

Format Insert Draw Options Discard Send

B I U [List Icon] [List Icon] [List Icon] Heading 1 Undo Redo

From: [Redacted]

To: [Redacted] Cc & Bcc

Baseline Cybersecurity Employee Assessment

We at [Redacted] take cybersecurity and the protection of our sensitive company information very seriously. Because of this, we are requesting every employee to complete a Baseline Assessment to gain a better understanding of your cybersecurity awareness. This is not a test that you will pass or fail. The purpose of this assessment is to assist management with identifying your strengths and weaknesses related to cybersecurity. With this information, we can keep our company secure by implementing the appropriate training procedures.

Here is a quick rundown of how the Baseline Assessment will work:

- Click the link below, or copy and paste it into your browser to access the landing page
- Fill out the initial registration information
- Begin answering the questions

[Redacted URL]

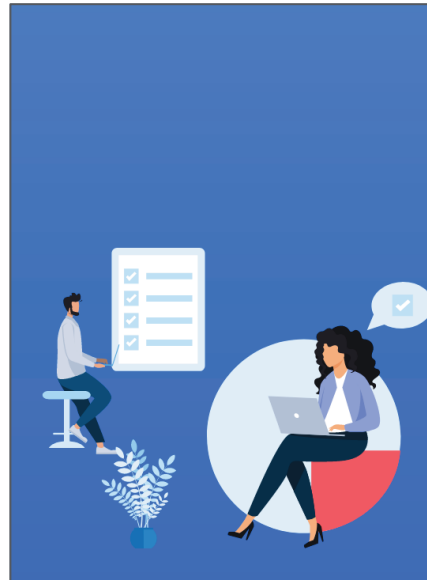
These questions may be challenging for those who have less experience with cybersecurity education. However, do not panic if you are unable to think of the correct answer. Complete each question with your best guess and proceed to the next question.

Please do not "google" answers, as we want your honest scores.

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Utilizing the Baseline Employee Cybersecurity Assessment in the PII Protect Portal

Understanding the Employee side of the assessment



Baseline Employee Cybersecurity Assessment

Cybersecurity is important to us! As part of our commitment to protecting our sensitive company, employee, and customer data, we request all employees complete this baseline cybersecurity assessment. This assessment helps us pinpoint your cybersecurity strengths and weaknesses and determine where additional training may be needed.

Start 1 / 3

Let's Get Started

10 Enter your business email address Next

10. Once the employee receives the email and assessment link, they can click on the link in order to begin the assessment. To get started, they must first enter their business email, and hit “**Next**”.

11. They must then choose whether they would like to receive a one-time access code via text, or their business email address.

12. They can then enter the 6-digit code that was sent to them via their desired method and hit “**Next**”.

13. Finally, they must fill in their First and Last name, as well as job title, and hit “**Begin Assessment**”.

11

Verify 2 / 3

We need to send you a one-time access code to verify your account. How would you like to receive your code?

Business Email Address Text Message

12

Verify 2 / 3

We sent an email to ka**@trustsecurenow.com, please enter your 6 digit code.
Be sure to check your spam folder

* * * * * * Next

Resend Code - 1:13 [Didn't Receive A Code? Try Text Message Instead](#)

13

Begin 3 / 3

Enter your name and job title

First name Last name

Job Role ▼

Begin Assessment

Utilizing the Baseline Employee Cybersecurity Assessment in the PII Protect Portal

Understanding the Employee side of the assessment continued...

14. The assessment will begin. Employees can read each question and select the best answer.

- The Time Elapsed will be monitored in the top right corner.
- The Assessment topic will be listed towards the top left.
- The percent complete will be monitored towards the top right.

15. Once an answer has been selected, the employee must hit “**Next Question**” in order to move on to the next question.

Note: The Baseline Employee Cybersecurity Assessment consists of 60 questions total and is estimated to be completed in 25-45 minutes.

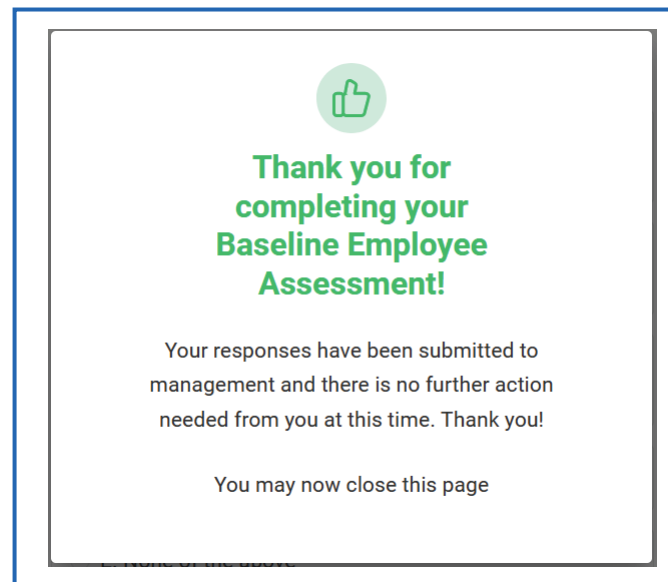
The screenshot displays the assessment interface with the following elements:

- 14a** (Top Right): A box containing a clock icon and the text "Time Elapsed 00:00:05".
- 14b** (Top Left): A box containing the text "Cybersecurity Questions" and "Category 1 / 6 - General Cybersecurity Knowledge".
- 14c** (Top Right): A box containing the text "Complete" and a progress indicator showing "0%".
- 14** (Middle): A list of questions, each with a radio button for selection. The first question is partially visible.
- 15** (Bottom Right): A dark blue button with the text "Next Question" and a right-pointing arrow.

Utilizing the Baseline Employee Cybersecurity Assessment in the PII Protect Portal

Understanding the Employee side of the assessment continued...

16. After the final question is answered, the employee must hit “**Submit**”.
17. They will receive this popup, confirming that they’ve completed the assessment and that their responses have been submitted.



17

16

Cybersecurity Questions Complete 98%

Category 6 / 6 - Working Remotely

60. *Why should you not download applications that may harm your mobile device?*

- ☐ A. They contain malware applications that may harm your mobile device.
- ☐ B. They may contain the fingerprints of someone who hacked the device.
- ☐ C. Download only.
- ☐ D. None of the above.

Submit >

Utilizing the Baseline Employee Cybersecurity Assessment in the PII Protect Portal

Reviewing the results

The screenshot displays the PII Protect Portal interface. At the top, a navigation bar includes tabs for Information, Notification, Products, Access, Directory Sync, Users, Dark Web, Training Reports, Phishing, and Employee Assessments. The 'Employee Assessments' tab is selected and highlighted with a blue box and the number 18. Below the navigation bar, a search bar and a drop-down menu are visible. The drop-down menu is set to 'Baseline Cybersecurity As...' and is highlighted with a blue box and the number 19. To the right of the search bar, a button labeled 'Download Overall Baseline Cybersecurity Assessment Report' is highlighted with a blue box and the number 20. Below the search bar, a table displays the assessment results. The table has four columns: Name, Email, Score, and Date Completed. One row is visible, showing a score of 15.00 and a completion date of 2021-12-08 12:22:46. At the bottom right of the table, there is a pagination control showing '1 - 1 of 1 Items', '25' items per page, and a page number '1'.

Name	Email	Score	Date Completed
[REDACTED]	[REDACTED]	15.00	2021-12-08 12:22:46

18. Return to the desired client's "**Employee Assessments**" tab (navigated to in steps 1-3 of this guide).
19. Ensure the drop-down menu is set to "**Baseline Cybersecurity Assessment**".
 - a. Here you will see the list of employee's that have completed the assessment with a brief overview.
20. Select the "**Download overall baseline Cybersecurity Assessment Report**" button for a more in depth reporting of assessment results.

Utilizing the Baseline Employee Cybersecurity Assessment in the PII Protect Portal

Reviewing the results continued...

21. Review the Baseline Employee Cybersecurity Assessment Report and connect with your clients to discuss the results.





 You're All Set!

———— Initiating and reviewing the Baseline Employee Cybersecurity Assessment is complete!

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