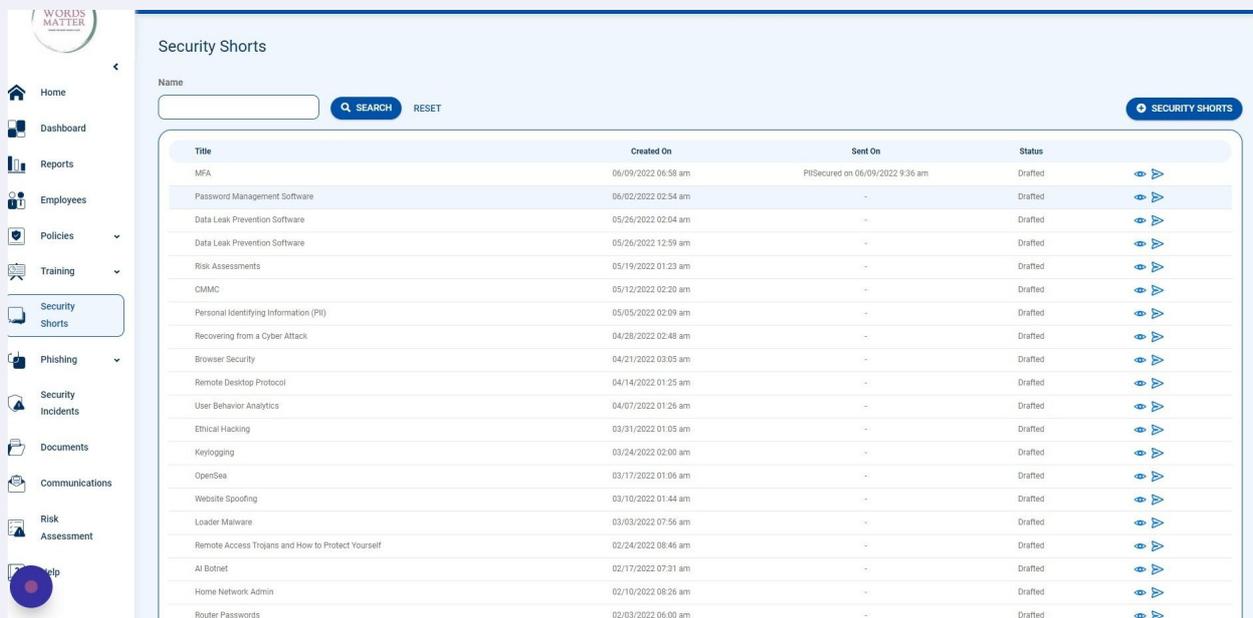


# CyberSafe360: Sending Security Shorts

Send a quick video about an internet security topic to educate your employees

**1** Navigate to <https://access.piisecured.com/> and log into the CyberSafe360 portal

**2** From the home page, click on Security Shorts



The screenshot shows the 'Security Shorts' page in the CyberSafe360 portal. On the left is a navigation sidebar with options: Home, Dashboard, Reports, Employees, Policies, Training, Security Shorts (highlighted), Phishing, Security Incidents, Documents, Communications, Risk Assessment, and Help. The main content area has a search bar with 'Name' and buttons for 'SEARCH' and 'RESET'. A 'SECURITY SHORTS' button is in the top right. Below is a table of security shorts.

Title	Created On	Sent On	Status
MFA	06/09/2022 06:58 am	PIISecured on 06/09/2022 9:36 am	Drafted
Password Management Software	06/02/2022 02:54 am	-	Drafted
Data Leak Prevention Software	05/26/2022 02:04 am	-	Drafted
Data Leak Prevention Software	05/26/2022 12:59 am	-	Drafted
Risk Assessments	05/19/2022 01:23 am	-	Drafted
CMMC	05/12/2022 02:20 am	-	Drafted
Personal Identifying Information (PII)	05/05/2022 02:09 am	-	Drafted
Recovering from a Cyber Attack	04/28/2022 02:48 am	-	Drafted
Browser Security	04/21/2022 03:05 am	-	Drafted
Remote Desktop Protocol	04/14/2022 01:25 am	-	Drafted
User Behavior Analytics	04/07/2022 01:26 am	-	Drafted
Ethical Hacking	03/31/2022 01:05 am	-	Drafted
Keylogging	03/24/2022 02:00 am	-	Drafted
OpenSea	03/17/2022 01:06 am	-	Drafted
Website Spoofing	03/10/2022 01:44 am	-	Drafted
Loader Malware	03/03/2022 07:56 am	-	Drafted
Remote Access Trojans and How to Protect Yourself	02/24/2022 08:46 am	-	Drafted
AI Botnet	02/17/2022 07:31 am	-	Drafted
Home Network Admin	02/10/2022 08:26 am	-	Drafted
Router Passwords	02/03/2022 06:00 am	-	Drafted

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To send out a new video on a specific topic, click on "+SECURITY SHORTS"

The screenshot shows the 'Security Shorts' dashboard. On the left is a navigation menu with items like Home, Dashboard, Reports, Employees, Policies, Training, Security Shorts, Phishing, Security Incidents, Documents, Communications, Risk Assessment, and Help. The main area has a search bar and a 'RESET' button. A table lists various security topics with columns for Title, Created On, Sent On, and Status. A red circle highlights the '+ SECURITY SHORTS' button in the top right corner.

Title	Created On	Sent On	Status
MFA	06/09/2022 06:58 am	PIISecured on 06/09/2022 9:36 am	Drafted
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Home Network Admin	02/10/2022 08:26 am	-	Drafted

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Click on the security short you would like to send out

This screenshot is identical to the one above, but the first row of the table, 'MFA', is highlighted with an orange background. A small orange circle is also present over the 'Created On' column for this row.

Title	Created On	Sent On	Status
MFA	06/09/2022 06:58 am	PIISecured on 06/09/2022 9:36 am	Drafted
Password Management Software	06/02/2022 02:54 am	-	Drafted
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AI Botnet	02/17/2022 07:31 am	-	Drafted



Tip! MFA, also known as Multifactor Authentication, is also referred to as Two Factor Authentication (TFA). While we use the terms interchangeably, the CyberSafe 360 portal uses "TFA".

**5** Fill out all the fields

Create Security Shorts

Select Security Shorts

- None - Name \*

Subject \*

Mail Body \*

Source [Rich Text Editor Icons]

**6** Click "SAVE & CONTINUE"

- Shorts
- Phishing
- Security Incidents
- Documents
- Communications
- Risk Assessment
- Help



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If you do not fill out all fields, you will receive a red bar with the message that indicates all fields are required

The screenshot shows the 'Create Security Shorts' form in the 'WORDS MATTER' system. A red error bar at the top of the form area displays the message 'Subject field is required.' The 'Subject \*' field is empty and highlighted with a red border. The 'Name \*' field contains 'MFA'. The 'Mail Body \*' field contains a video player with a blurred image of a person's face. The left sidebar shows navigation options: Home, Dashboard, Reports, Employees, Policies, Training, Security Shorts, Phishing, Security Incidents, Documents, Communications, Risk Assessment, and Help. At the bottom of the form, there are three buttons: 'SAVE', 'SAVE & CONTINUE', and 'CANCEL'. The 'SAVE & CONTINUE' button is highlighted with a yellow circle.

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Click "SAVE & CONTINUE"

The screenshot shows the 'Create Security Shorts' form with the 'Subject \*' field now filled with the text 'Using Multifactor Authentication'. The red error bar is no longer present. The 'Name \*' field still contains 'MFA'. The 'Mail Body \*' field contains the same video player as in the previous screenshot. The left sidebar is identical. At the bottom of the form, the 'SAVE & CONTINUE' button is highlighted with a yellow circle.



Tip! After selecting which short you want to send out, you then need to identify which employees should receive the short.

## Selecting Employees for Security Short



Tip! You can send security shorts to User Groups

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From the dropdown menu, you can select all, or highlight the employee names, or select a user group

The screenshot shows a web application interface for 'Security Shorts: MFA'. At the top, a green notification bar states 'Security Short MFA has been saved.' Below this, the page title is 'Security Shorts: MFA' and the sub-section is 'Select Employees'. A dropdown menu is open, displaying a list of employees: 'Edith Calm', 'Joe Smith', 'Lauren P...', 'Mike Sun', 'Poppy Guide', 'Rachael...', and 'Treating 2 Two'. The dropdown menu also includes a '- Select All -' option. At the bottom of the interface, there are 'SEND' and 'CANCEL' buttons. On the left side, a navigation menu lists various sections: Home, Dashboard, Reports, Employees, Policies, Training, Security Shorts, Phishing, Security Incidents, Documents, Communications, Risk Assessment, and Help.

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Once you've selected the appropriate users or groups, click "SEND"

