



**FIA**

Cybersecurity  
Web Application  
Guide

# Background

This presentation will serve to showcase how the application works and demonstrate all main functionalities.



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FIA

Account  
Creation &  
Sign Up



# I. Create Account

Navigate to the “Create Account” button at the bottom of the screen and click it to begin creating your account! If you are a University Admin or a Super Admin, you can ignore this as your credentials will already be made available to you. If you are a helper, the University Admin will provide you with credentials.

Feminine Intelligence Agency

## Welcome to Cybersecurity App For Women!

This Feminine Intelligence Agency (FIA) application is a trauma-informed cybersecurity app that helps women learn practical digital-safety skills through short, mentor-guided “booths.”

It pairs clear, bite-sized lessons with supportive community features so users can practice, track progress, and stay safe online.

Click with confidence: learn, practice, and stay safe online. We hope you enjoy the application!

What FIA feels like

Swipe or scroll to explore



**Get started**

Create your account or sign in to continue.

[Create Account](#)

[Sign In](#)



## 2. Fill In Details

Fill in first name, last name, email, and a strong password.

Afterwards, consent to FIA's policy for storing account details if you agree. Then, finalize process by clicking "Create Account." You will then be redirected to sign in!

If you are on this screen by accident and already have an account made, click "Already have an account? Sign In."

**FIA Create your Participant account**

Click with confidence—learn, practice, and stay safe online.

**First name**  **Last name**

**Email**

**Password**  **Confirm password**

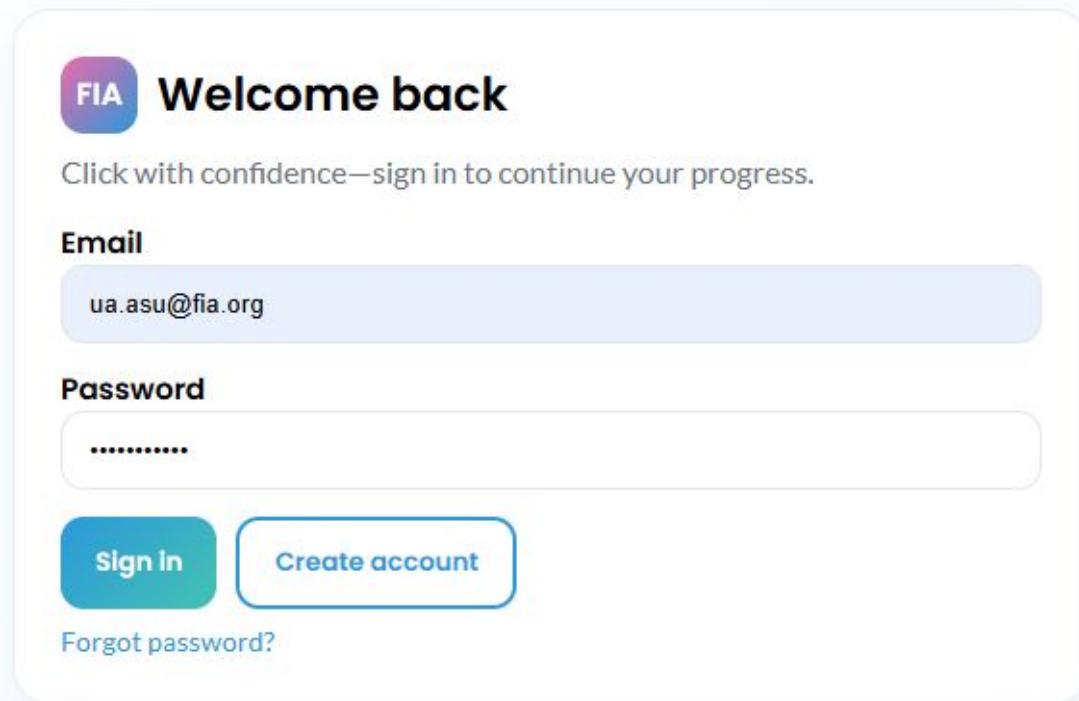
I consent to FIA storing my account details and activity needed for my learning and safety. I understand I can request deletion at any time.

**Create account** Already have an account? Sign in



### 3. Sign In

Enter in your account's email and its corresponding password then press "Sign In." You now have a usable participant account within the system! If you don't have an account and are on this screen, click "Create Account." We will implement functionality for password recovery in future sprints with "Forgot Password?"



The screenshot shows a FIA sign-in page. At the top left is a blue circular logo with the letters 'FIA'. To its right, the text 'Welcome back' is displayed in bold black font. Below this, a message reads 'Click with confidence—sign in to continue your progress.' A large input field for 'Email' contains the text 'ua.asu@fia.org'. Below it is another input field for 'Password' containing several dots. At the bottom are two buttons: a teal 'Sign in' button and a white 'Create account' button with blue text. To the left of the 'Create account' button is a link 'Forgot password?'. The background of the page is light gray.

Current Credentials for All User Types for Testing System:

- 1) Participant: u@gmail.com; 1
- 2) Helper: h@gmail.com; 1
- 3) University Administrator: ua.asu@fia.org; ASU-UA-Temp1!
- 4) Super Administrator: lauren@fia.org; FIA-SuperAdmin-Temp1!



## 4. Account Made

Congratulations! You now have an account within the system and can use our freshly designed cybersecurity peer-to-peer learning functionalities!





## 5. About Us

From our home page, you can now learn more about Feminine Intelligence Agency's Cybersecurity App for Women.

### About Us

## What FIA is, and why it matters for women's safety

FIA is a social impact enterprise that builds tools, training, and services to help women connect to their strongest self. We focus on **social discernment** — the ability to notice coded language and subtle behavior patterns that can appear before manipulation or harm.

Through assessment and AI-enabled training, FIA helps users identify personal blind spots and practice practical skills so they can feel more bold, clear, and prepared in new or high-pressure environments.

In a world that constantly sends messages that we "lack," we provide personalized insight and actionable practice that helps women see behavior sooner, respond with confidence, and protect themselves and their community in measurable ways.

### What we provide

#### Tools and training

We offer structured learning that teaches practical skills for reading social dynamics, recognizing manipulation signals, and responding in ways that protect your boundaries and safety.

#### Personalized practice

Our approach centers on personalized insight and guided practice, so growth feels concrete and repeatable rather than vague or overwhelming.

### Our story

#### From "What just happened?" to clear skills

We're Erika Pajovic and Lauren Nignon. We know what it feels like to be blindsided by social dynamics — confusing relationships, sudden fallout, and that lingering question: "What just happened?"

#### Tools we wished we had earlier

As neurodivergent women, we spent years searching for answers. Eventually, we realized we weren't "broken" — we were missing teachable, practical tools that fill the social gaps most books never explain.



## 6. Contact Us

You can also find contact information to address questions, partnership ideas, or to learn more about FIA through the Contact Us button on the home page.

[Contact Us](#)

### Reach FIA anytime we're here

If you have questions, partnership ideas, or want to learn more about FIA, use the contact details below. We'll point you to the right place as quickly as we can.

#### Contact information

##### Direct

Phone +33 7 44 74 50 40

Email

fia@feminineintelligence.agency

##### Preferred contact

Email is usually the fastest way to reach us. You can also connect with us on social platforms below.

##### Social

Instagram: feminine\_intelligenceagency

Facebook: Feminine Intelligence Agency

LinkedIn: Feminine Intelligence Agency

YouTube: @FeminineIntelligenceAgency

TikTok: @FeminineIntelligence



FIA

## Participant Screens



# 1. University

This is the current home page for a participant after you sign in. To start using the application, select your appropriate university first from the drop down.

FIA Choose your Cyberfair  
Pick your university and active event to get started.

University

Arizona State University

Active Cyberfair event

-- Select event --

Privacy: Your learning results are private to you and the FIA team. Your university sees only anonymized or aggregated insights—never your personal answers.

Continue Back to home

University

-- Select university --

-- Select university --

Arizona State University

-- Select event --



## 2. Event

Once you have chosen a university, you can now look for upcoming (and active) cyberfair events. These are where peer helpers take their knowledge and deliver personal cybersecurity information/tips across a wide range of our microcourses. Select the cyberfair event you are interested in from the drop down box to scope in on it.

**FIA Choose your Cyberfair**  
Pick your university and active event to get started.

**University**  
Arizona State University

**Active Cyberfair event**  
-- Select event --

**Privacy:** Your learning results are private to you and the FIA team. Your university sees only anonymized or aggregated insights—never your personal answers.

**Continue** **Back to home**

### Active Cyberfair event

-- Select event --

-- Select event --

New CyberFair — 2025-10-17

Event #2 — 2025-10-30

Event #3 — 2025-11-12



### 3. Quiz

Upon signing in for the first time and choosing your event, you will need to complete the pre-event quiz which will be used to tailor sessions to you later on. You choose one answer per question and click next (you can also go back through questions). You can see your progress in the top bar and your progress is saved each question so you can leave whenever with no penalty.

FIA Cyberfair

## Cybersecurity Check-In

Short, plain-language quiz to tailor your experience. You can exit anytime — your progress is saved.

Question 2 of 41

Who can tag you or see your location tags by default on social platforms?

A Anyone

B Friends

C Only me or tagging/location is disabled

D I am not sure

Your answers are private by default.

Back Next

Link to scoring guide: [Click Here](#)



## 4. Quiz Results

At the end, you will see your results with your cyber score, factors that impacted your score, and some quick wins to improve your security! You can now move onto joining sessions and using the application normally.

### Your Score

Overall Score: 2.8

- Enhancing Social Media Privacy Settings: 5
- Phishing Awareness and Email Security: 0
- Privacy Settings on Popular Apps: 5
- Detecting Spyware Infections on Devices: 4
- Two-Factor Authentication Setup and Management: 0
- Password Management and Security: 2
- Managing Your Digital Footprint: 0
- Recognizing AI-Assisted Manipulation and Deepfakes: 1
- Using VPNs for Secure Browsing: 3
- Safe Use of Public Computers and Wi-Fi: 6
- Identifying Hidden Surveillance Devices (Electronic Scanning): 5
- Safe Online Banking Practices: 0
- Recognizing Malicious Mobile Apps: 4
- Verifying Online Identities and Combating Catfishing: 7
- Securing Home Wi-Fi Networks: 0

#### Top 3 factors

- Verifying Online Identities and Combating Catfishing: Accepting unknowns without checks invites scams/abuse.
- Safe Use of Public Computers and Wi-Fi: Shared machines and open Wi-Fi leak credentials/data.
- Enhancing Social Media Privacy Settings: Open profiles, tagging, and location visibility increase exposure.

#### Quick wins

- Reverse-image search and cross-check handles before engaging.
- Avoid sensitive logins; if needed use private windows and sign out.
- Set profiles to friends-only; disable location and public tagging.

#### Sharing (optional)

Share my results with my assigned Helper for tailored support

You can revoke sharing anytime from your home screen widget.

[Save & Go to My Home](#)



## 5. Score

Once you have scoped into a university and taken the pre-event assessment, the first component you will see is your cybersecurity score. It is organized per module and also gives a total score. It's a "risk/need" score per topic: 0 = very strong/low-risk, 1–3 = minor gaps, 4–6 = moderate risk (needs attention), 7–8 = high risk (priority to fix soon), 9–10 = critical risk (fix first). We will implement helper sharing in next sprint!

### Cybersecurity Score

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Your overall and module scores range from 0–10. Higher numbers mean a higher priority for help in that area (you'll see those first in your plan). Lower numbers mean you're relatively covered and can be scheduled later.

Private to you by default. Share with your Helper only if you want targeted help.

Enhancing Social Media Privacy Settings	8.0	Phishing Awareness and Email Security	0.0	Privacy Settings on Popular Apps	0.0	Detecting Spyware Infections on Devices	0.0
Two-Factor Authentication Setup and Management	4.0	Password Management and Security	5.0	Managing Your Digital Footprint	2.0	Recognizing AI-Assisted Manipulation and Deepfakes	3.0
Using VPNs for Secure Browsing	1.0	Safe Use of Public Computers and Wi-Fi	4.0	Identifying Hidden Surveillance Devices (Electronic Scanning)	0.0	Safe Online Banking Practices	1.0
Recognizing Malicious Mobile Apps	0.0	Verifying Online Identities and Combating Catfishing	6.0	Securing Home Wi-Fi Networks	0.0		

Share with my Helper

Update



## 6. View Sessions

On the screen near the bottom, you can view all available sessions including their helper name, seats remaining, and a time. You can enroll in any session you want if it has an Enroll button at the bottom.

The screenshot shows a user interface for viewing available sessions. At the top, there is a navigation bar with the text "Available Sessions" and a "Highlight Alternatives" button. Below this, three session cards are displayed:

- Lock Down Your Phone** (Helper: Tracy, Seats remaining: 3 (3), Time: Tue, Nov 4 • 7:00 PM) - The "Enroll" button is circled in red.
- Lock Down Your Phone** (Helper: Morgan, Seats remaining: 5 (5), Time: Tue, Nov 4 • 7:10 PM) - The "Enroll" button is visible.
- Enhancing Social Media Privacy Settings** (Helper: Zach, Seats remaining: 1 (1), Time: Tue, Nov 4 • 8:05 PM) - The "Enroll" button is visible.



## 7. New Sessions

Users can see a summary of newly added sessions since their last time on the website. They have the option to view only new sessions, or have the new sessions highlighted.

**New events added since your last visit** 2 new

We added Spring Cyberfair Week and Resume + LinkedIn Security Clinic for Arizona State University. Use "View new" to jump to the latest events.

[View new](#) [Highlight new](#)

Last checked: Feb 10, 2026 at 1:12 PM.



## 8. Enroll Success

Once you enroll in a session, you will see the follow success screen. It shows you all session details, and allows you to download a .ics file which can be used to update your calendar of choice (example shown on right is through Outlook). From here, you can return to the event page with Back to Home where it will add the session to a new section called My Sessions.

**FIA** Enrollment confirmed  
You're all set. We've saved your spot and prepared a calendar file.

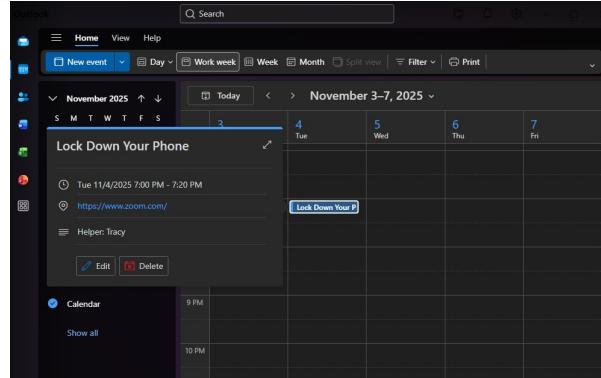
Course	Lock Down Your Phone
When	Tue, Nov 4 • 7:00 PM – 7:20 PM (US Mountain Standard Time)
Location	<a href="https://www.zoom.com/">https://www.zoom.com/</a>
Helper	Tracy

**Next step**

**Download .ics** (button circled in red)

**Back to Home**

Tip: If the time looks off in your calendar, check your device time zone and ensure it's set to update automatically.





## 9. My Sessions

Here, you can see the session in My Sessions and you can join the session with the Join Room hyperlink when the time comes. It also shows your current status and allows you to unenroll if you no longer want to join the session. Users can also swap sessions if they prefer a different one. NOTE: Mark as Complete is temporary and is used for testing purposes for right now.

### Lock Down Your Phone

Helper • Maya R.

Time Sun, Nov 16 • 5:30 PM  
Room Wait for Helper to Send Room Link

Status Enrolled

[Swap Session](#) [Unenroll](#)

[Mark as Complete](#)

Swap lets you pick a different eligible time for the same microcourse.



## 10. Session Notifications

Users will receive a notification when one of their sessions they are enrolled in is in <4 hours. From the notification they can view session details or open the link to the meeting room.

**Upcoming session starts soon**

Phishing & Email Safety

Today at 2:30 PM (in about 1 hour 45 minutes)

Location: Zoom room link available

[View session details](#) [Open room link](#)

Reminder: room links may appear closer to start time.

Starts in < 4 hours



## 11. Filters

Above the session cards, you can find the filters section. Here, you can filter using time ranges, tags, and a search feature (can be used to type in course name, helper, key words like phishing the user wants to see, etc.). Upon clicking Apply, it will update the Available Sessions section. You can also clear the filter using Clear.

Filter sessions

From  To

Tags  mobile  new  privacy  social-media  ta  test

Search   
Tip: type a few letters (e.g., "phish", "Zoom", or a helper's name)

Apply  Clear

Filter sessions

From  To

Tags  mobile  new  privacy  social-media  ta  test

Search   
Tip: type a few letters (e.g., "phish", "Zoom", or a helper's name)

Apply  Clear

*Example filter for sessions from 8:00 pm to 11:59 pm on November 4th. Result shown on next slide*



## 12. Filter Result

Upon using the filter shown on the last slide, only this card is shown now in Available Sessions as this is the only session after 8:00 pm on November 4th currently in this example event. Once again, use the Clear button in the filter section if you want to get rid of this search and see all sessions as normal.

Available Sessions [Highlight Alternatives](#) ▾

**Enhancing Social Media Privacy Settings**

Helper • Zach

Seats remaining 1 (1)

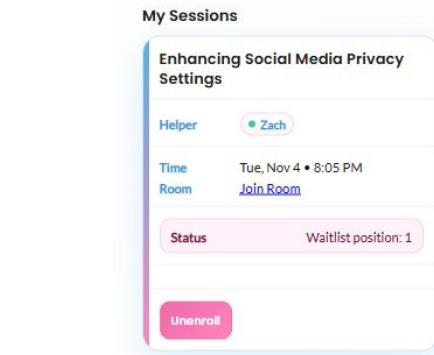
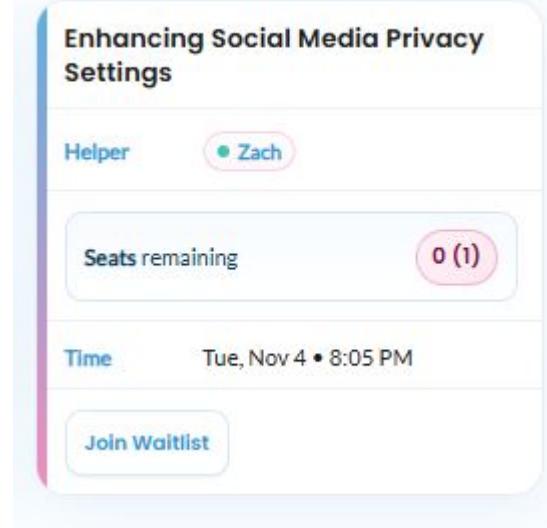
Time Tue, Nov 4 • 8:05 PM

**Enroll**



## 13. Waitlist

There may be a case where there is a session you want to join but there are no remaining seats available. In this case there is no Enroll button, but there is a Join Waitlist button which will place you in a waitlist for the session which automatically updates when users unenroll or complete the session. Clicking Join Waitlist puts the card in My Sessions as well where you can see your position.





## 14. Prereqs

In some cases, admins will set that certain courses require prerequisite courses to be completed first. If this is the case, the card will note the issue and the course(s) needed to be completed first to enroll or join waitlist. It also discusses using the Highlight Alternatives button which is shown on the next slide. Upon completing one session in the specific prereq course, it will unblock the blocked course!

The card displays the following information:

- Helper**: Zach
- Seats remaining**: 0 (1)
- Prerequisite needed**: You can't join this yet. First complete: *Lock Down Your Phone*. Use **Highlight Alternatives** to quickly find sessions that unlock this.
- Time**: Tue, Nov 4 • 8:05 PM



## 15. Alternatives

Clicking the Highlight Alternatives button next to Available Sessions will put a blue glow around the prerequisite courses to make it clear which courses you need to complete. Additionally, you can use the drop down menu next to the Highlight Alternatives button and highlight specific prereq courses to be highlighted. Either way will add the blue glow to the courses.

The screenshot shows the 'Available Sessions' section of a learning platform. There are three course cards:

- Lock Down Your Phone (Tracy):** Helper Tracy, Seats remaining 3 (3), Time Tue, Nov 4 • 7:00 PM, Enroll button.
- Lock Down Your Phone (Morgan):** Helper Morgan, Seats remaining 5 (5), Time Tue, Nov 4 • 7:10 PM, Enroll button.
- Enhancing Social Media Privacy Settings (Zach):** Helper Zach, Seats remaining 0 (1). A pink callout box states: "Prerequisite needed. You can't join this yet. First complete: Lock Down Your Phone. Use Highlight Alternatives to quickly find sessions that unlock this."

OR

Show alternatives for...

Lock Down Your Phone

**Highlight**

**Highlight All**

**Clear**



## 16. Time Overlap

If a session overlaps with a participant's session from My Sessions, the card will note that there is a time conflict to not double book the participant. Fortunately, they can See Replacements and atomically switch to another time of the same course if available.

**Lock Down Your Phone**

Helper Linda

Seats remaining 3 (3)

**Time conflict.** It overlaps with your existing session "Phishing Awareness" (Thu, Nov 13 • 4:15 PM–4:30 PM).

[See Replacements](#)

Time Thu, Nov 13 • 4:20 PM



## 17. Session Switch

Upon clicking See Replacements, the participant can enroll in a new time of the same session on this screen. Optionally, they can cancel and go back if they don't like any of the times shown.



### Alternate Times

We found other times for **Lock Down Your Phone** that won't overlap with your current schedule.

Original session time: Thu, Nov 13 • 4:20 PM – 4:25 PM

[Cancel & go back](#)

#### Lock Down Your Phone

Fri, Nov 14 • 5:55 PM – 6:15 PM  
Helper: Tracy • Seats remaining: 2 (2)

[Enroll In this time](#)



## 18. Session Edit

If an admin edits a session, the participant will see a notification on their session card. If there is a time overlap with an existing session of theirs, the participant can use the See Alternatives button (seen on the past slides) to reschedule and fix the time overlap. Admins should try their best to not create conflicts though.

### My Sessions

#### Enhancing Social Media Privacy Settings

Helper

• h@gmail.com

**Session time updated.** The time for "Enhancing Social Media Privacy Settings" was updated: was Tue, Dec 2 • 11:35 PM–11:40 PM, now Thu, Jan 1 • 11:36 PM–11:39 PM.

Time

Thu, Jan 1 • 11:36 PM

Room

Wait for Helper to Send Room Link

Status

Enrolled

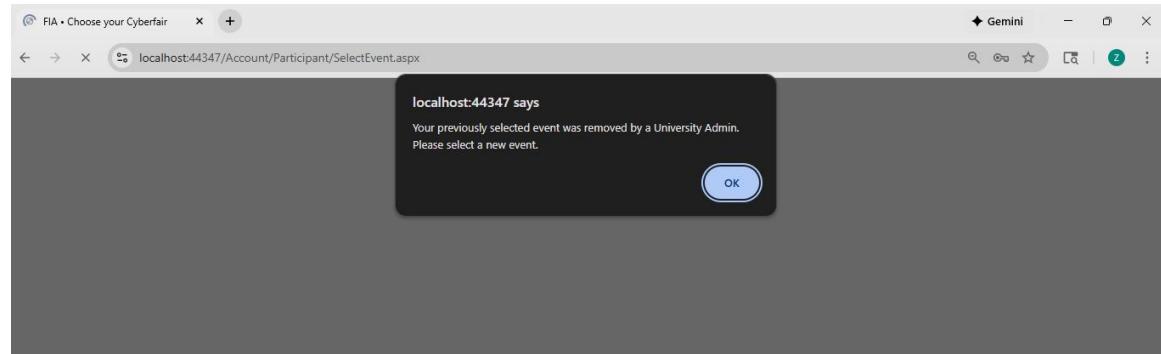
[Mark as Complete](#)

[Unenroll](#)



## 19. Session Delete

If an admin deletes a session that a participant is scoped into, it will display a notification on their home view that the event has been deleted.





## 20. Request Help

Participants are all assigned one helper from their university. In this section, participants can send messages to their helper (and see previous message chains).

### One-on-one support with

Alex

Stuck on a topic, quiz, or example? You can send a message to your FIA Helper and request a short one-on-one meeting. When you write, use a clear topic title, explain exactly what you need help with, and share a few times you are available to meet.

[Send message to Alex](#)

2FA

Sent Nov 17, 2025 • 8:40 PM



## 21. Helper Chat

Participants can choose a message topic and send a message body where they should indicate what they need help with and time availability for a potential one on one Zoom meeting.

 **Message your Helper**

[← Back to Your Cyberfair](#)

**Helper: Alex**

Use this form to ask for one-on-one help with a cybersecurity topic you are struggling with. Your Helper will receive your message and can follow up with a time to meet.

Tip: Choose a clear topic title, describe exactly what you need help with, and share a few times you are available.

**Topic / short title**

**Message**

**Send message** **Cancel**



## 22. Message Chain

Participants can view their whole chat log and send messages after their initial message to get the help they need.

 Helper conversation  
[← Back to Your Cyberfair](#)

**2FA**

With Helper: Alex

new Nov 17, 8:40 PM  
Can we meet soon.

Jan 1, 12:00 AM  
Sure.

[Send a new message](#)

**Send**



## 23. Message Notification

Participants can receive alerts when they receive a message from their helper, and have the option to open the chat thread or mark as read.

New message from your Helper

Helper: Maya R.  
Topic: Password manager setup  
"I can help you pick one and get it installed. Are you on iPhone or Android?"

[Open chat thread](#) [Mark as read](#) This clears after you view the thread.

1 unread

The screenshot shows a message notification card. At the top right is a circular badge with a pink dot and the text "1 unread". The main content area has a light blue header bar. Below it, the text "New message from your Helper" is displayed in bold. Underneath, it shows "Helper: Maya R." and "Topic: Password manager setup". A message snippet follows: "'I can help you pick one and get it installed. Are you on iPhone or Android?'". At the bottom of the card are two buttons: a blue rounded rectangle labeled "Open chat thread" and a white button with a blue border labeled "Mark as read". To the right of the "Mark as read" button is the explanatory text "This clears after you view the thread."



## 24. Top Panel

In addition to everything else, at the top of the event screen, you can see your current university and event. In addition, you can change event with the Change Event button which takes you back to the original selection screen or you can even Sign Out as well to log out of your account and be brought back to the home screen.





FIA

Helper  
Screens



# 1. Helper Screen

This is the main screen for helpers once they log in. It allows helpers to access certification and course information, upcoming micro course session, and one on one help sessions with their assigned participants.

The screenshot shows the FIA Helper Dashboard. At the top, there's a welcome message for "Mandy Demas" from FIA, with a "Sign out" button. Below that, there are three main sections:

- Cybersecurity Microcourse Certification** (PROGRESS): Describes the certification status across microcourses. A button says "Open certification progress".
- Your upcoming sessions** (SCHEDULE): Allows viewing and managing sessions. A button says "Open your schedule".
- 1:1 Help Sessions** (SUPPORT): Shows assigned participants. A button says "See assigned participants".



## 2. Certifications

The Certification screen from the home view allows helpers to see their eligibility/helper status for each microcourse. For reference, helpers become eligible to teach once they read the Google Classroom materials and pass the corresponding quiz(zes). They then become certified when they deliver sessions for the course and/or deliver one on one session help with their assigned participants (rules created by Super Admin).

— Your module certifications

Modules you still need to finish are shown first. Eligible and certified modules let you see what you can teach and where you're fully certified.

Still in progress:

Phishing Awareness And Email Security	Not certified	Privacy Settings on Popular Apps	Not certified	Safe Online Banking Practices	Not certified	Verifying Online Identities and Combating Catfishing	Not certified
Password Management And Security	Not certified	Managing Digital Footprint	Not certified	Detecting Spyware Infection on Devices	Not certified	Recognizing AI-Assisted Manipulation And Deepfakes	Not certified
Using VPNs for Secure Browsing	Not certified	Identifying Hidden-Surveillance Devices	Not certified	Securing Home Wi-Fi Networks	Not certified		

Eligible to teach (quiz complete, still working toward full certification):

2FA Setup And Management	Eligible	Safe Use of Public Computers and Wi-Fi	Eligible
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Fully certified modules:

Enhancing Social Media Privacy Settings	Certified	Recognizing Malicious Mobile Apps	Certified
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### 3. Course Info

If the helper scrolls down on the certification page, they can see their progress towards all current microcourses (quiz score, teaching sessions, and 1:1 help sessions, and an optional expiry date for the cert). They can access course materials with the link provided and can mark completion of the quiz here (the schedule and 1:1 screen then allow the helper to update the other fields → teaching or 1:1 sessions).

#### Password Management And Security

Early Requirements for New Helpers

<b>Quiz</b> Required: Your score: <b>Not met</b>	<b>Score ≥ 80%</b> 0%	<b>Teaching sessions</b> Required: Your progress: <b>Not met</b>	<b>1+</b> 0	<b>1:1 help sessions</b> Required: Your progress: <b>Not met</b>	<b>2+</b> 0	<b>Expiry</b> Rule: 365 days (re-certify after this) Once certified, this module will eventually expire to keep skills fresh.
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Resources: [Open Google Classroom Resources](#)

I've reviewed the resources and passed the quiz

Rule ID: 4 • Require quiz: Yes

#### 2FA Setup And Management

Early Requirements for New Helpers

<b>Quiz</b> Required: Your score: <b>Met</b>	<b>Passed</b> 80%	<b>Teaching sessions</b> Required: Your progress: <b>Met</b>	<b>1+</b> 3	<b>1:1 help sessions</b> Required: Your progress: <b>Not met</b>	<b>2+</b> 1	<b>Expiry</b> Rule: 365 days (re-certify after this) Once certified, this module will eventually expire to keep skills fresh.
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Resources: [Open Google Classroom Resources](#)

I've reviewed the resources and passed the quiz

Rule ID: 4 • Require quiz: Yes

#### Phishing Awareness And Email Security

This intervention focuses on identifying phishing emails, recognizing suspicious links, and understanding how to verify sender authenticity. It may involve reviewing real-life examples and practicing safe email behaviors such as avoiding clicking on unverified links.

<b>Quiz</b> Required: Your score: <b>Met</b>	<b>Passed</b> 80%	<b>Teaching sessions</b> Required: Your progress: <b>Met</b>	<b>No minimum</b> 0	<b>1:1 help sessions</b> Required: Your progress: <b>Met</b>	<b>No minimum</b> 0	<b>Expiry</b> Rule: This certification does not currently expire.
---	----------------------	---	------------------------	---	------------------------	---

Resources: [Open Google Classroom Resources](#)

I've reviewed the resources and passed the quiz

Rule ID: 3 • Require quiz: Yes



## 4. Session Info

Upon clicking on the Sessions section of the helper home screen, they are taken to a screen where they can see their assigned sessions. It shows the date/time of the session, the room link, and the current participants signed up (and if they have received an invite yet). Click the Admit Participants for Session button to send the room link on the participant view.

**Upcoming sessions** HELPER VIEW

Each upcoming-session card highlights the microcourse title, your local day and time (converted from stored UTC), and total capacity so you're ready to run your session events.

**Enhancing Social Media Privacy Settings**

Day & time	Thu, Nov 20 2025 • 2:25 PM–2:35 PM
Capacity	1
Session Room	<a href="#">Open Room</a>
Participants	Needs Invite
new	

[Admit Participants for Session](#) [Mark Myself Checked In](#)

**Enhancing Social Media Privacy Settings**

Day & time	Thu, Nov 20 2025 • 2:40 PM–2:50 PM
Capacity	1
Session Room	<a href="#">Open Room</a>
Participants	Needs Invite
new	

[Admit Participants for Session](#) [Mark Myself Checked In](#)



## 5. Admit / Check In

This screen shows the confirmation upon admitting participants and also shows how the participant section updates to show an invite was sent.

Participants can now join the room. Upon sending the invite and opening the room link, the helper can then mark themselves as checked in. Upon checking into the session, helpers have a brief time-window where they can undo the check in (e.g., they didn't mean to click the button).

**Upcoming sessions** HELPER VIEW

Each upcoming-session card highlights the microcourse title, your local day and time (converted from stored UTC), and total capacity so you're ready to run your session events.

**Enhancing Social Media Privacy Settings**

Day & time	Thu, Nov 20 2025 • 2:25 PM–2:35 PM
Capacity	1
Session Room	<a href="#">Open Room</a>
Participants	new
	Invited

[Admit Participants for Session](#) [Mark Myself Checked In](#)

**Enhancing Social Media Privacy Settings**

Day & time	Thu, Nov 20 2025 • 2:40 PM–2:50 PM
Capacity	1
Session Room	<a href="#">Open Room</a>
Participants	new
	Needs Invite

[Admit Participants for Session](#) [Mark Myself Checked In](#)

**Participants were sent the room link.**

**Enhancing Social Media Privacy Settings**

Day & time	Thu, Nov 20 2025 • 2:25 PM–2:35 PM
Capacity	1
Session Room	<a href="#">Open Room</a>
Participants	new
	Invited

[Admit Participants for Session](#) [Undo Check-in](#)

Checked in at 2:35 AM.



## 6. Mark Delivered

Above where the helper can see their assigned sessions, they can also mark a session as delivered (and optionally, leave a short note for admins to see) which will count towards certification progress. It will also display previously delivered sessions and allow for an undo if a mistake is made.

The screenshot shows a user interface for marking a session as delivered. At the top, it says "CERTIFICATION PROGRESS" and "Mark a session as delivered". Below that, a message says: "Quickly log that you delivered a microcourse session so your teaching counts toward certification. You can add a short note that only admins will see." There is a "Course" dropdown menu with "Select a course..." and a "Notes (optional)" input field containing "Any quick context you want University Admins to see.". A large purple button at the bottom right says "Log delivered session". Below this, under "RECENT DELIVERED SESSIONS", there is a card for a session titled "Enhancing Social Media Privacy Settings" from Nov 18 at 2:39 AM, with a small "Undo" button next to it.



## 7. 1:1 Sessions

When the helper clicks on the 1:1 sessions section from their home screen, they can see all current participants from their university assigned to them. For each participant, they will see an indicator if the participant has sent a message requesting help. They can click on Conversations to view conversation chains and give them the help they need.

### Assigned participants [1:1 LIST](#)

Each card shows a participant's first name and email address so you can quickly reach out, schedule time, or look them up in another system. When a participant has sent you messages, you'll see a small indicator next to their name.

The screenshot displays a list of assigned participants. There are two cards shown:

- Participant 1:** 2@gmail.com (Arizona State University). The card shows the participant's name, email, and university. A blue "Conversations" button is at the bottom.
- Participant 2:** u@gmail.com (Arizona State University). This card includes a small red dot indicating new messages, followed by the word "new". The card also shows the participant's name, email, and university. A blue "Conversations" button is at the bottom. To the right of the card, there is a small pink circle with a white dot labeled "Messages".



## 8. Conversations

Upon clicking Conversations, they can see all threads with the current participant. They can click into specific conversations to see the entire message chain.

Helper Workspace

Conversations with new u

Here you can scan all one-on-one conversations you have with this participant and open any thread to read the full message chain and send a response.

Back to 1:1 list

MESSAGES

Conversation threads

Each card shows the topic and last updated time. Click "View thread" to open the full conversation and write back to the participant.

2FA

Started Nov 17, 2025 • 8:40 PM • Last updated Nov 17, 2025 • 9:35 PM

[View thread](#)



## 9. User Chat

When clicking into a specific conversation thread, helpers can see the entire message chain where they can provide help or set up a time to meet with the participant to provide the help they need. The messages shown on the right are a super simplified version of this just to show functionality and design.

HELPER WORKSPACE

Conversation with **new u**

Read the full one-on-one message chain and send a clear, encouraging reply. Keep messages focused on specific questions and next steps.

— Back to conversations

**2FA**

Started Nov 17, 2025 • 8:40 PM • Last updated Nov 17, 2025 • 9:35 PM

Can we meet soon.  
Participant • Jan 1, 0001 • 12:00 AM

Sure.  
You • Nov 17, 2025 • 9:35 PM

Your reply

Send reply



## 10. Record Help

After helping a participant one on one, helpers can record a log of what microcourse they helped with and allows them to list how exactly they helped (which will be used for certification tracking progress). The system also allows for undos of previous help sessions if a mistake was made.

CERTIFICATION PROGRESS

### Log a one-on-one help session

Track one-to-one help you gave for a microcourse category so your support work counts toward certification. Add a short note about what you helped with.

Microcourse category

Select a course...

Help session logged.

What did you help with?

Example: Helped Abby set stronger privacy settings on Instagram.

Log one-to-one help

RECENT ONE-TO-ONE HELP

Recognizing Malicious Mobile Apps  
Logged at 2:48 AM

Undo



# 11. Admin Check

If an admin questions any logs from the helper regarding their certification, the statuses will appear here on their certification page. It will allow for the helper to resubmit for verification and send a message back to the admin for re-review.

2FA Setup And Management
Eligible

Early Requirements for New Helpers

**Quiz**  
 Required:  
 Your score:  
**Met**

**Teaching sessions**  
 Required:  
 Your progress:  
**Met**

**1:1 help sessions**  
 Required:  
 Your progress:  
**Not met**

**Passed**  
**80%**

**1+**  
**2**

**2+**  
**1**

**Note from your admin (teaching):**  
 One teaching session for this microcourse is currently on hold and does not count toward certification.

Resources: [Open Google Classroom Resources](#)

I've reviewed the resources and passed the quiz

Rule ID: 4 • Require quiz: Yes

! Some certifications are on hold

Your university admin is reviewing your quiz and logs for **Safe Online Banking Practices**. While it's on hold, this module won't count toward eligibility or certification. You can review your work and use the "Resubmit for verification" button on that microcourse when you're ready.

Safe Online Banking Practices
Not certified

**Quiz**  
 Required:  
 Your score:  
**Not met**

**Score ≥ 80%**  
**80%**

**No minimum**  
**0**

**Teaching sessions**  
 Required:  
 Your progress:  
**Met**

**1:1 help sessions**  
 Required:  
 Your progress:  
**Met**

**Expiry**  
 Rule:  
 This certification does not currently expire.

No additional videos or readings have been added yet for this microcourse.

i fixed it

Resubmit for verification

Rule ID: 3 • Require quiz: Yes



## 12. Admin Check Cont.

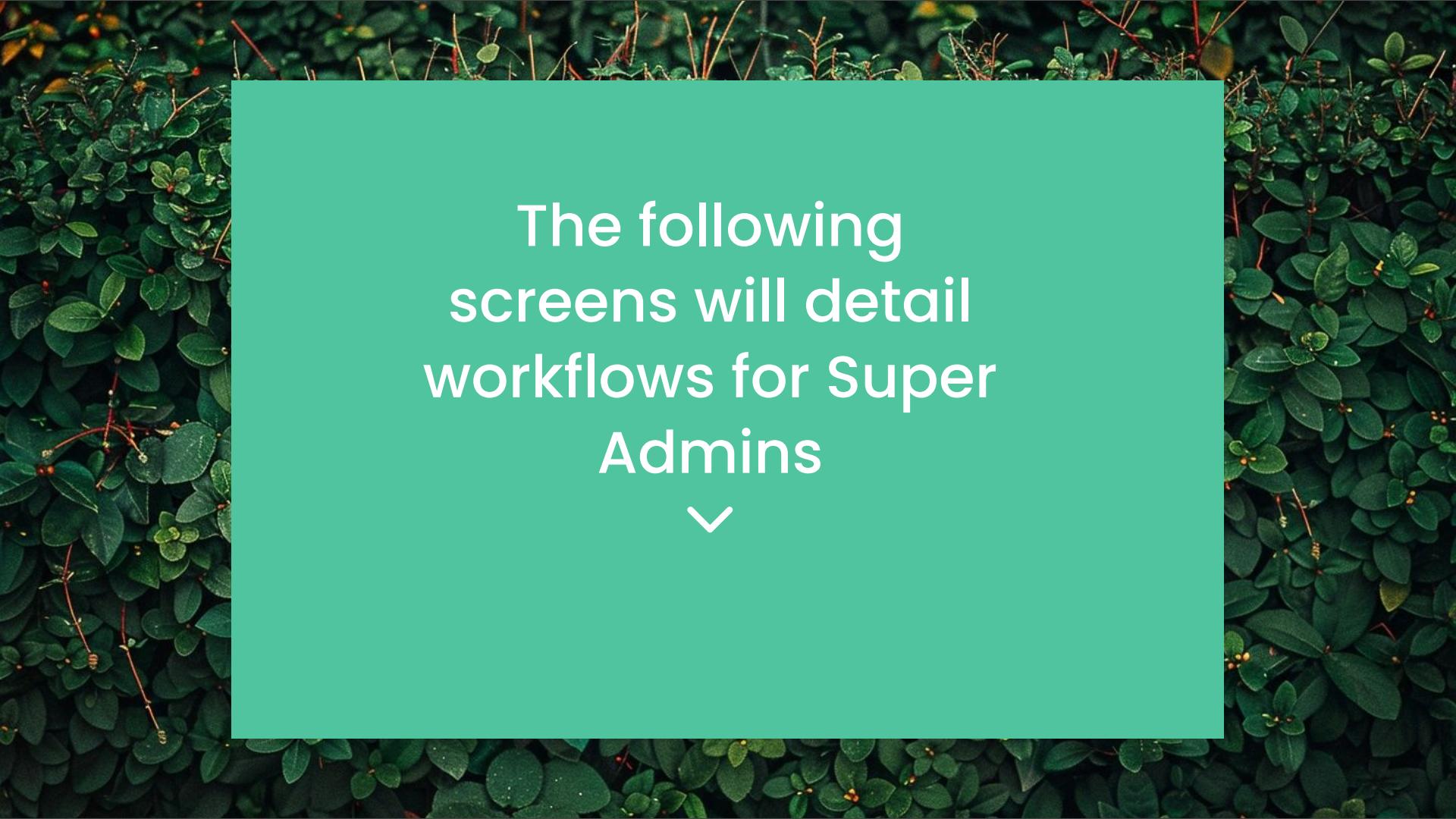
Additionally, if a log is set as verified by the admin, the helper will see a verification status next to the microcourse card.

A screenshot of a microcourse card. The title is "Recognizing AI-Assisted Manipulation And Deepfakes". To the right of the title is a green oval containing a white checkmark and the word "Verified". To the right of the oval is a blue rounded rectangle containing the word "Eligible".



FIA

# Admin Screens



The following screens will detail workflows for Super Admins



# Super Admin



## 1. Micro Courses

As the super admin, you have the ability to add in new micro courses that university admins can choose to include in their cyberfair events. The home page presents you with a form to add a new one with a title, duration, summary, external links, a status (use publish to make visible or draft to hide for now), any certification metrics needed for helpers to be able to teach the micro course, and prerequisite microcourses. Save when done!

### Edit title, summary, etc.,

#### Add a new microcourse CATALOG

Define a clear title, summary, and metadata so University Admins can easily adopt and schedule this cybersecurity microcourse on their campus.

Keep titles concrete (e.g., "Safe Online Banking Practices") and summaries focused on what participants will be able to do afterward.

Title

Duration

Summary

External link (slides / video / PDF)

Tags (comma-separated)

Status

Draft

### Add cert rules and prereqs

#### Certification rules required (multi-select)

- Quiz
- Easy Rule
- Hard Rule

Selected rules become prerequisites Helpers must satisfy to be certified for this microcourse.

#### Prerequisites (existing microcourses)

- 2FA Setup And Management
- Detecting Spyware Infection on Devices
- Enhancing Social Media Privacy Settings
- Identifying Hidden-Surveillance Devices
- Managing Digital Footprint

Save when completed to add to catalog

Save microcourse

Clear

# Super Admin



## 2. Find Rules

As the super admin, you also have the ability to add certification rules for micro courses. Find the edit page in the Certification Rules section right under where you add micro courses. Add new rules by clicking “Open Certification Rules.”

**Certification rules** REQUIREMENTS

Create and edit certification rules that define quiz scores, teaching sessions, 1:1 help, and expiry for each Helper certification.

[Open certification rules](#)

# Super Admin



## 3. Edit Certification

On this page, Super Admins can add in certification rules that peer helpers will need to complete before being certified to teach a micro course session in a cyber fair event. You can set a passing quiz score percentage, specify aspects like minimum sessions taught, and add prerequisite rules.

**Add / Edit rule** RULE DEFINITION

Create or update a certification rule. Each rule can be linked to one or more microcourses and defines quiz, teaching, 1:1 help, and expiry requirements.

**Rule ID (unique, stable)**

This ID is stored in XML and used to connect microcourses to the right certification logic.

**Name**

**Description**

Briefly describe what this certification covers (e.g., "Safe online banking basics").

**Quiz requirement**

Toggle on if this certification requires a quiz score.

Require quiz score.

Teaching sessions (min)	1:1 help sessions (min)	Expiry (days)
<input type="text"/>	<input type="text"/>	<input type="text"/>

How long the certification stays valid once earned.

**Save rule** **Clear** **Delete**

**Existing rules** OVERVIEW

Select a rule to edit its thresholds. Changes will apply the next time helper progress is recalculated for linked microcourses.

ID	NAME	REQUIRES QUIZ?	PASS	TEACHING SESSIONS	1:1 HELP	ACTIONS
3	Quiz	Yes	80%	0	0	<b>Edit</b>
4	Easy Rule	Yes	80%	1	2	<b>Edit</b>
5	Hard Rule	Yes	80%	5	10	<b>Edit</b>

Use the “Edit” button to change an existing rule. It will automatically fill in the form fields on the left and allow you to make/save/delete any changes you want.

# Super Admin



## 4. Find Editing

To edit microcourses, Super Admins can edit their existing microcourses they made previously by locating this card on the right nav bar. Open microcourse manager to begin editing.

**Manage existing microcourses**

CATALOG TOOLS

Open the full microcourse list to edit content, adjust status, and review connected rules or prerequisites.

[Open microcourse manager](#)

# Super Admin



## 5. Edit Microcourse

To edit microcourses, press the **Edit** button next to any existing microcourse. This will open a field at the bottom of the screen to edit all microcourse information. After you are satisfied with the changes, save the microcourse updates with **Save changes**. Use **Clear selection** to clear the bottom screen once you are done editing. Use **Delete microcourse** to remove the microcourse from the catalog.

### Existing microcourses CATALOG

Select a microcourse to view or edit its details. Changes are saved back into `microcourses.xml` and reflected across all universities.

Title	Status	Created	Created by	Actions
Securing Home Wi-Fi Networks	Published	2025-11-13 17:23	lauren@fia.org	<button>Edit</button>
Verifying Online Identities and Combating Catfishing	Published	2025-11-13 17:23	lauren@fia.org	<button>Edit</button>
Recognizing Malicious Mobile Apps	Published	2025-11-13 17:22	lauren@fia.org	<button>Edit</button>

**Edit microcourse - DETAILS**

Select a microcourse above to load its details here. You can update fields and save, or delete the microcourse entirely if it should no longer appear in the catalog.

Currently editing: Identifying Hidden-Surveillance Devices

Title	Duration
Identifying Hidden-Surveillance Devices	10 Min
Summary	This intervention covers the use of inexpensive RF detectors, smartphone apps, and network scanning tools to detect hidden cameras and microphones. It explains the science behind electronic transmissions, how to perform an electronic scan, and the practical limitations of these tools.
External link (slides / video / PDF)	
Tags (comma-separated)	Status
hidden,RF,network-security	Published
Certification rules required (multi-select)	
<input type="checkbox"/> Quiz	
<input type="checkbox"/> Easy Rule	

**Save changes**   **Clear selection**   **Delete microcourse**

# Super Admin



## 6. Add Univ Admin

Super admins can create a new University Admin in the system from the Create University Admin page. You can specify the name, email, their university, and password. If you specify a new university, it will add a new university to the system.

### Create University Admin ACCESS

Add a new University Admin account and link them to the correct campus so they can manage helpers, events, and participant activity locally.

[Open Create University Admin](#)

#### Add a University Admin account ACCOUNT CREATION

This creates a new login with role UniversityAdmin and associates it with a university. You can reuse the same university name across multiple admins if needed.

Universities do not need to appear in events yet. This step just establishes the admin's account and university label for future scheduling and reporting.

First name

Last name

Email

University

Password

[Create account](#)

# Super Admin



## 7. Audit Log

Super Admins can view a system wide activity log of the system which includes logs from sign in, helper activity, participant activity, etc. To get here, use the Open audit log button on the home view. These results can be filtered with a search, by role, by log type, by university, and by timestamp to see the appropriate logs. Filters can be cleared at any time. Additionally, the logs can be exported to CSV with the Export CSV button.

**System audit log** SECURITY

View a read-only, filterable audit log across all universities for security review and troubleshooting.

[Open audit log](#)

**Audit log across universities** SYSTEM-WIDE ACTIVITY

Filter and search key actions like sign-ins, enrollments, quiz completions, and admin updates. Export the current filtered set for deeper review or reporting.

Each entry is tagged with its university, role (Participant, Helper, University Admin, Super Admin), log type, local timestamp, and identifiers like first name and account email.

Search	Role	Log type	University	Apply filters	Clear	
Search by email, name, type,	All roles	All types	All universities	<a href="#">Apply filters</a>	<a href="#">Clear</a>	
<b>From (local time)</b>		<b>To (local time)</b>				
mm/dd/yyyy --:-- --		mm/dd/yyyy --:-- --				
Timestamp	University	Role	Type	Name	Email	Details
Dec 1 10:52 PM		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.
Dec 1 10:40 PM		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.
Dec 1 10:40 PM		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.
Dec 1 10:40 PM		SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.
Dec 1 10:39 PM		SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.

[« Previous](#) Page 1 of 9 • 225 entries [Next »](#)

# Super Admin



## 8. Export CSV

This is what the export to CSV looks like. It is a clean Excel sheet of all the logs. To make the view cleaner, expand the size of each column (locate where it says A B C D at the top and drag each one to be bigger so all information can be displayed cleaner and not overlapped).

A	B	C	D	E	F	G	H	I	J	K	L	M
LocalTimestamp	University	Role	Type	FirstName	Email	Details						
12/1/2025 22:52		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.						
12/1/2025 22:40		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.						
12/1/2025 22:40		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.						
12/1/2025 22:40		SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.						
12/1/2025 22:39		SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.						
12/1/2025 22:39		SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.						
12/1/2025 22:39		SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.						
12/1/2025 22:39		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.						
12/1/2025 22:39		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.						
12/1/2025 22:27		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.						
12/1/2025 22:26		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.						
12/1/2025 22:15		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.						
12/1/2025 22:14		SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.						
12/1/2025 22:14		SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.						
12/1/2025 22:14		SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.						
12/1/2025 22:14	Arizona State Univ	SuperAdmin	Sign In Failed (Bad Password)	Lauren	lauren@fia.org	Incorrect password entered for existing account during sign in.						
12/1/2025 16:17	Arizona State Univ	UniversityAdmin	Sign In	Priya	ua.asu@fia.org	UniversityAdmin signed in.						
12/1/2025 16:17	Arizona State Univ	UniversityAdmin	Sign In Failed (Bad Password)	Priya	ua.asu@fia.org	Incorrect password entered for existing account during sign in.						
12/1/2025 16:05		SuperAdmin	Sign In	Lauren	lauren@fia.org	SuperAdmin signed in.						
12/1/2025 15:37	Arizona State Univ	Participant	Sign In	new	u@gmail.com	Participant signed in.						

# Super Admin



## 9. Critical Logs

For critical logs, Super Admins have a clean place to view them. This log is found right below the normal audit log seen on the slide before this one. These critical logs include events like repeated failed password attempts for admin accounts. They can be filtered and exported to CSV just like the normal audit log.

### Critical activity patterns RISK SIGNALS

Automatically surfaced patterns that may indicate risk or require follow-up, such as last-minute session changes, bursts of edits, repeated failed sign-ins, or late-night admin activity.

This view derives patterns from the same underlying audit log, detecting: session updates/deletions close to start time, clusters of event or microcourse edits, helper quiz and delivery bursts, repeated failed sign-ins, and admin sign-ins between 12:00–4:00 AM.

Search	Critical type	University	Apply filters	Clear		
Search by email, name, university, de	All critical types	All universities	<b>Export CSV</b>			
<b>From (local time)</b>		<b>To (local time)</b>				
mm / dd / yyyy -- : -- --		mm / dd / yyyy -- : -- --				
Timestamp	University	Role	Type	Name	Email	Details
Dec 1 10:40 PM		SuperAdmin	Repeated Failed Admin Sign-Ins	Lauren	lauren@fia.org	4 actions within 10 minutes for SuperAdmin lauren@fia.org at. Window 12/1/2025 10:39:45 PM – 12/1/2025 10:40:03 PM.
Dec 1 10:14 PM		SuperAdmin	Repeated Failed Admin Sign-Ins	Lauren	lauren@fia.org	4 actions within 10 minutes for SuperAdmin lauren@fia.org at. Window 12/1/2025 10:14:35 PM – 12/1/2025 10:14:51 PM.

[Previous](#) Page 1 of 2 • 26 critical events [Next](#)

Logging Schema Info can be found here: [FIA Audit Logging Standard.docx](#)

# Super Admin



## 10. Critical Alert

When a critical log appears in the critical log, an alert will appear on the Super Admin home. These will disappear when the critical log is viewed by the admin.

**FIA SUPER ADMIN WORKSPACE**

### Super Admin Home

Create and maintain microcourses, connect certification rules, and open system tools for audit and configuration across all universities.

Signed in as [lauren@fia.org](#)

**SECURITY** **New critical activity detected**

We've detected new critical activity patterns in the system audit log since your last review. Please open the System audit log to investigate.

**Add a new microcourse** [CATALOG](#)

Define a clear title, summary, and metadata so University Admins can easily adopt and schedule this cybersecurity microcourse on their campus.

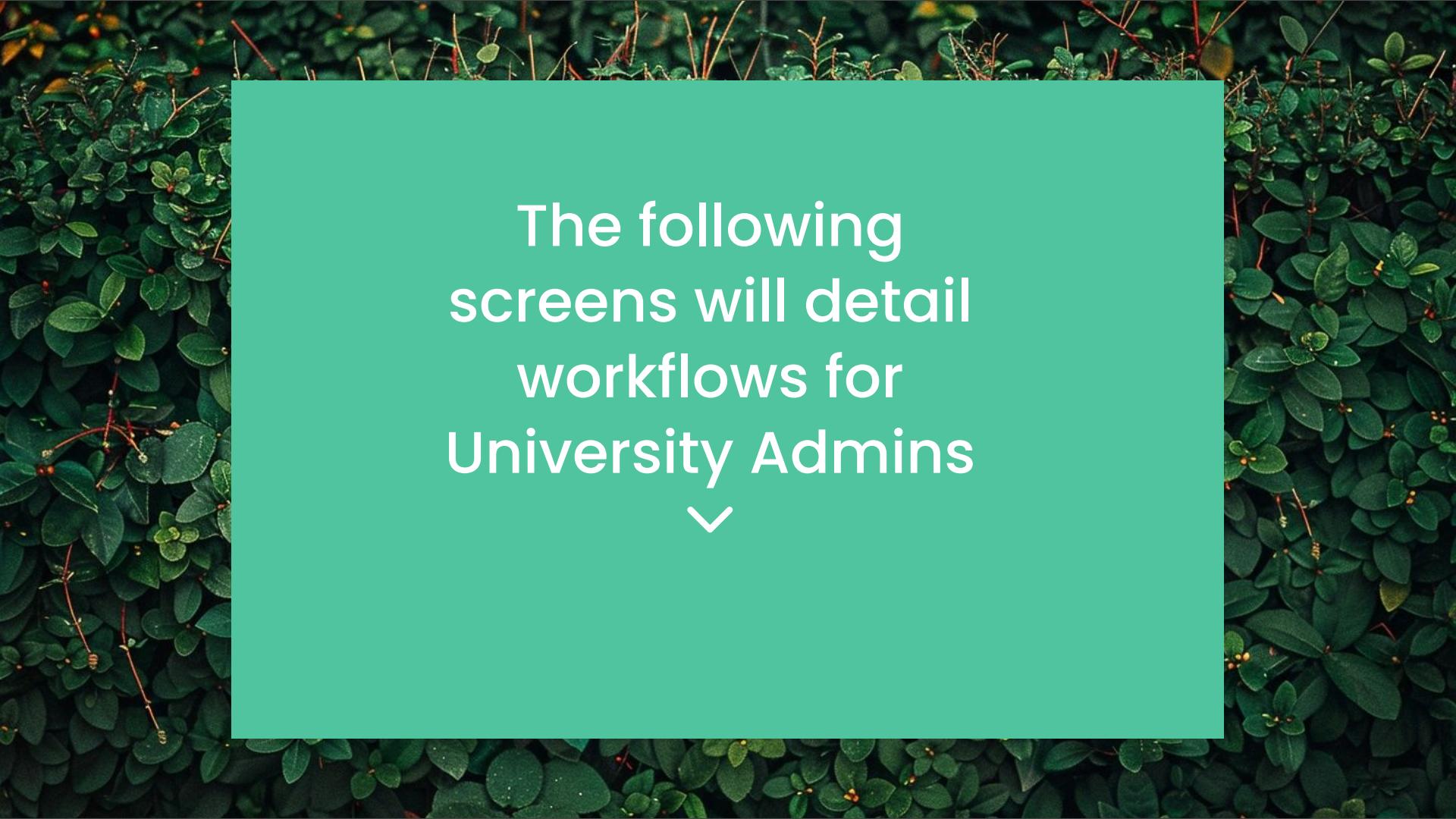
Keep titles concrete (e.g., "Safe Online Banking Practices") and summaries focused on what participants will be able to do afterward.

Title	Duration
-------	----------

**Manage existing microcourses** [CATALOG TOOLS](#)

Open the full microcourse list to edit content, adjust status, and review connected rules or prerequisites.

[Open microcourse manager](#)



The following  
screens will detail  
workflows for  
University Admins



# University Admin



## 1. Create Cyberfair

This is the home page for university admins. The first thing you can do is create cyberfair events for your university that will host micro course sessions taught by peer helpers. To add a new cyberfair event, use the following form to fill in event info then save the event. This will make the event visible to peer helpers and participants.

### Create Cyberfair Event

Add a new cyberfair event for your university with a simple name, date, and description.

Event name

Event date

 mm/dd/yyyy 

Description

# University Admin



## 2. Manage Cyberfair

Beneath the form for creating a cyberfair event, you can also manage upcoming and active events. Click on the “Manage” hyperlink for whichever event you want to view to be sent to the management page.

### Upcoming Events for Your University

#### Event #2

Date: 2025-10-30 Status: Draft

[Manage](#)

#### Event #3

Date: 2025-11-12 Status: Draft

[Manage](#)

#### Event Demonstration

Date: 2025-10-24 Status: Draft

[Manage](#)

#### ftest update

Date: 2025-10-30 Status: Draft

[Manage](#)

#### New Test

Date: 2025-10-31 Status: Draft

[Manage](#)

#### PreReq Testing

Date: 2025-11-07 Status: Draft

[Manage](#)

#### Slide Deck Photos Test

Date: 2025-11-03 Status: Draft

[Manage](#)

#### November Fair Update

Date: 2025-11-30 Status: Draft

[Manage](#)

# University Admin



## 3. Manage Cyberfair (Continued)

The first form of the event management page allows you to adjust Event information like the Event Name and Description. It also allows you to delete the event if you don't want the event to appear in the catalog anymore.

UNIVERSITY ADMIN WORKSPACE

### Manage event: Event Test #2

Configure event details, choose which microcourses appear, and schedule helper-led sessions so participants always see accurate times and rooms.

University: Arizona State University    Date: 2025-12-05    Status: Draft

**Event details**

Update the public name and description for this event.

**Event name**

Event Test #2

**Description**

Testing

**Save event details**    **Delete event**

Keep this event's microcourses, helpers, and sessions aligned so participants have a smooth experience.

# University Admin



## 4. Manage Cyberfair (Continued)

The second form of the event management section allows you to select which microcourses will appear for participants and helpers in their views.

### Microcourses available

Published microcourses you can include in this event. Toggle visibility per course.

Title	Tags	Duration	Visible in event?
Enhancing Social Media Privacy Settings	privacy, settings, social-media	30 Min	<input checked="" type="checkbox"/>
Phishing Awareness And Email Security	phishing, email, threat	10 Min	<input checked="" type="checkbox"/>
Privacy Settings on Popular Apps	privacy, apps	10 Min	<input type="checkbox"/>
Detecting Spyware Infection on Devices	spyware, device	10 Min	<input type="checkbox"/>
Password Management And Security		10 Min	<input type="checkbox"/>
Managing Digital Footprint	footprint, safety	10 Min	<input type="checkbox"/>
Recognizing AI-Assisted Manipulation And Deepfakes	AI, deepfake, manipulation	10 Min	<input type="checkbox"/>
Using VPNs for Secure Browsing	VPN, secure	10 Min	<input type="checkbox"/>
Safe Use of Public Computers and Wi-Fi	public, computer, WI-Fi	10 Min	<input type="checkbox"/>
Identifying Hidden-Surveillance Devices	hidden, RF, network-security	10 Min	<input type="checkbox"/>
Safe Online Banking Practices	banking, best-practices	10 Min	<input type="checkbox"/>
Recognizing Malicious Mobile Apps	mobile, apps, malicious, threat	10 Min	<input type="checkbox"/>
Verifying Online Identities and Combating Catfishing	catfish, identity, safety	10 Min	<input type="checkbox"/>
Securing Home Wi-Fi Networks	Wi-Fi, network, safety	10 Min	<input type="checkbox"/>

Save visibility

# University Admin



## 5. Manage Cyberfair (Continued)

Beneath where you select micro course visibility, you can add in sessions for your event where peer helpers will teach the micro courses you added to your event. Use the course dropdown box to select the appropriate micro course, then schedule the session start/end times, assign a peer helper, and optionally add a room link or max amount of participants. You can also view a list of the current sessions in the “Scheduled Sessions” section to ensure you don’t double book a helper.

**Schedule a microcourse session**

Only the same helper at overlapping times is blocked. Different helpers can run in parallel.

Course	Enhancing Social Media Privacy Settings	Start	mm/dd/yyyy --:-- --
End	mm/dd/yyyy --:-- --	Room (optional)	e.g., MU 201
Max participants (optional) e.g., 25			
<b>Helpers for this university</b> Status is based on the selected microcourse and the current time window.			
FILTER: <input type="checkbox"/> Eligible only <input type="checkbox"/> Certified only <a href="#">Clear filters</a>			
SORT CERTIFIED HELPERS: <input type="checkbox"/> Most recently delivered this course <input type="checkbox"/> Most sessions delivered for this course			
HELPER	CERTIFICATION	SCHEDULE	
A@gmail.com	Certified	Available	
h@gmail.com	Certified	Available	
k@gmail.com	Certified	Available	
<b>Helper for this session</b> -- Select helper --			
<a href="#">Add session</a>			

### IMPORTANT NOTE:

Helper **Tracy** is already booked from 2025-10-27 12:25 to 12:55.

If a new session’s start/end time overlap with an existing session, you get this message. Choose a different time!

# University Admin



## 6. Helper Selection

For selecting a helper, the admin can see all current helpers for the university and can filter by Eligible only, Certified only, or by something like helpers with the most teaching sessions for the course. All Eligible and Certified helpers will be displayed by default and you will see their availability status based on the current time selected. It may be a good idea to have a good mix of Eligible helpers (need teaching sessions to become certified) and Certified helpers (proven to give good sessions with their past history of teaching the course).

**Helpers for this university**  
Status is based on the selected microcourse and the current time window.

FILTER:  Eligible only  Certified only [Clear filters](#)

SORT CERTIFIED HELPERS:  Most recently delivered this course  Most sessions delivered for this course

HELPER	CERTIFICATION	SCHEDULE
A@gmail.com	Certified	Available
h@gmail.com	Certified	Available
k@gmail.com	Certified	Available

**Helper for this session**

-- Select helper --
 

- Select helper --
- A@gmail.com
- h@gmail.com
- k@gmail.com

k@gmail.com	Certified	<a href="#">Schedule overlap</a>
-------------	-----------	----------------------------------

System will note if a time overlap exists so no helper is overbooked!

# University Admin



## 7. Edit Session

At the very bottom of the event management screen, there is an option to edit all current sessions for the event. Select Edit to bring up the form for editing that specific session. This will bring up the same forms for editing the session that you filled out previously. Helper availability is also shown and if you select a new time that conflicts with a helper's already assigned session, it will display a Time Conflict message next to their name.

### Scheduled sessions

Course	Start	End	Room	Helper	Capacity	Actions
Enhancing Social Media Privacy Settings	2026-01-01 23:36	2026-01-01 23:39	https://zoom.com	h@gmail.com	1	<a href="#">Edit</a>

### Session details

Update the course, time, room, capacity, or helper for this session.

#### Course

#### Start

01/01/2026 11:36 PM

#### End

01/01/2026 11:39 PM

#### Room / link (optional)

https://zoom.com

#### Max participants (optional)

1

### Helpers for this university

Status is based on the selected microcourse and the current time window.

FILTER:  Eligible only  Certified only [Clear filters](#)

SORT CERTIFIED HELPERS:  Most recently delivered this course  Most sessions delivered for this course

HELPER	CERTIFICATION	SCHEDULE
A@gmail.com	Certified	Available
h@gmail.com	Certified	Current helper
k@gmail.com	Certified	Available
newh@gmail.com	Certified	Available

### Overlap Indicator

h@gmail.com

Certified

Schedule overlap

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## 8. Impact Summary

In addition to seeing how helpers are impacted in the session editing screen, there is a summary of all enrolled (and waitlisted) participants and if there will be a time conflict with their existing sessions if the timestamp of the session is edited by the admin. Try not to cause too many time conflicts but in the worse case scenario, participants have the See Alternatives options on their pages in case of conflicts.

### Impact summary

Participants currently enrolled or waitlisted for this session and how this time window affects their schedule.

Participant (email)	Status	Schedule impact
u@gmail.com	Enrolled	No conflict

[Save changes](#) [Cancel](#) [Delete session](#)

**Important:** Sessions can also be deleted at the bottom of this session editing form.

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## 9. Add Helper

University Admins can access a form to add new helpers on their home screen as well. This form allows them to add their email, name, and a password for signing in (can be changed later – we will add this functionality in a future sprint). This will add the helper to their university where they can be assigned to sessions, help participants, etc..

### Add New Helper

Create a helper account for your university by entering their basic details on the next screen.

[Add Helper for My University](#)

---

**Helper details**  
Enter the helper's information. The account will be created with the **Helper** role and tied to this university.

**Helper email**

**First name**

**Last name**

**Temporary password**

[Create helper](#)

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## 10. Audit Log

The first part of the audit log screen is a section to view helper actions. It displays all current helpers in the system where you can view their actions and approve or question (counts towards their certification progress).

### Helper Audit & Activity

Review helper logs and microcourse activity scoped to your university.

[Open Audit Log](#)

#### Helper certification & actions

Use this list to jump into helper activity when you're verifying progress for certification or following up on something unusual in the audit log.

This section lists helpers at your university. For each helper, you'll eventually be able to open a detailed timeline of their actions (sessions taught, 1:1 help, quiz completions) and approve or question their certification status. For now, the button is just a visual placeholder.

Alex Tru

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[View/Approve Helper Actions](#)

Mandy Demas

h@gmail.com

[View/Approve Helper Actions](#)

Kaitlyn Koopman

k@gmail.com

[View/Approve Helper Actions](#)

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## 11. Helper Log

In the helper log, the top sections shows their certification verification for quizzes they took for each microcourse. For each time the helper marks they read the materials and completed a quiz, it will pop up an alert here to which the admin can mark as verified or question. If verified, the helper gets a verified mark on their screen next to the microcourse. If questioned, it takes away from their certification progress until the helper resubmits (to which the admin can review again and see additional notes for the re-review). View the helper screens for more details on what this looks like from their POV.

### Certification verification

When a helper says they've reviewed all materials and passed the quiz for a microcourse, a request appears here. Spot-check their logs across systems before marking it verified or questioned.

Check this helper's activity in:

- the helper audit timeline below (sign-ins, quiz/material completion, teaching and 1:1 logs);
- Google Classroom or your LMS (attendance, assignments, and grades for this microcourse);
- Zoom or other video tools (meeting history and recurring session links);
- email or chat threads where sessions were scheduled.

Use "Verified" when the records line up, or "Questioned" if something doesn't match and needs follow-up. For questioned items, leave a short note so the helper knows what to review before resubmitting.

VERIFIED INITIAL SUBMISSION

#### Recognizing AI-Assisted Manipulation And Deepfakes

Helper reported: reviewed resources and passed the quiz for this microcourse.

Last updated: Nov 28, 2025 5:31 AM

Helper: h

Note to helper

Add a short note on why you verified or questioned this.

Mark verified

Mark questioned

QUESTIONED RESUBMISSION

#### Safe Online Banking Practices

Helper reported: reviewed resources and passed the quiz for this microcourse.

Last updated: Dec 2, 2025 12:14 AM

Helper note: i fixed it

Helper: h

Note to helper

Add a short note on why you verified or questioned this.

Mark verified

Mark questioned

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## 12. Helper Log Cont.

University Admins can also view the helpers progress on their teaching and 1:1 sessions with participants. These can be verified and questioned in the exact same way. Helpers can resubmit for re-review but when questioned, it will subtract from the helper's teaching sessions or 1:1 sessions until fixed.

### Teaching & 1:1 session review

Use this section to spot-check teaching and 1:1 logs for each microcourse. Questioning a log temporarily removes one session from the helper's progress for that course until you verify it again.

#### 2FA Setup And Management

Teaching sessions logged: 2 • 1:1 help sessions logged: 1

Teaching status: **Questioned (1 session on hold)**

1:1 help status: **OK**

#### Note for this course

Add a short note about why you verified or questioned a teaching or 1:1 log.

**Verify teaching**

**Question teaching**

**Verify 1:1 help**

**Question 1:1 help**

#### Enhancing Social Media Privacy Settings

Teaching sessions logged: 1 • 1:1 help sessions logged: 0

Teaching status: **OK**

#### Note for this course

Add a short note about why you verified or questioned a teaching or 1:1 log.

**Verify teaching**

**Question teaching**

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## 13. Helper Log Cont.

At the very bottom of the helper log screen, you can see the logs for this specific helper to help verify their activity (also cross-reference with Google Classroom and Zoom activity to ensure you are making the right decision). These logs can be filtered and exported to CSV optionally.

### Helper activity log

Filter, browse, or export this helper's entries from the university audit log.

**Search** **Log type**

Search by type or details...  All types

Timestamp	Type	Details
Nov 29 3:05 AM	Sign In	Helper signed in.
Nov 28 4:19 PM	Sign In	Helper signed in.
Nov 28 7:30 AM	Helper 1:1 Help Session	Helper logged a one-on-one help session for microcourse "Recognizing Malicious Mobile Apps".
Nov 28 7:30 AM	Helper Delivered Session	Helper logged a delivered teaching session for "Recognizing Malicious Mobile Apps" (courseId=0c1e0fd46a0244ad8176b65ea44b05f1). A private helper note was also saved for certification review.
Nov 28 7:29 AM	Sign In	Helper signed in.
Nov 28 6:39 AM	Sign In	Helper signed in.

[« Previous](#) Page 1 of 2 • 30 entries [Next »](#)

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## 14. Unv Audit Log

Finally, in addition to just seeing specific helper logs and certification progress, the bottom of the audit log screen shows a total activity view of the entire university. These can be filtered and exported to CSV optionally to find the appropriate logs as needed.

For reference, here is the logging schema (ignore critical logs as those are for the Super Admin):  
[FIA\\_Audit\\_Logging\\_Standard.docx](#)

### Audit log for your university

Search and filter important actions happening under your university, including sign-ins, enrollments, quiz completions, and admin actions. Use this to monitor safety, troubleshoot issues, and verify helper progress.

Each entry is tagged behind the scenes with the originating university, role (Participant, Helper, University Admin, Super Admin), log type (Sign In, Participant Enroll, Helper Quiz Completion, etc.), plus timestamp and key identifiers like first name and account email.

Search		Role	Log type				
Search by email, name, type, or date		All roles	All types		<a href="#">Apply filters</a> <a href="#">Clear</a>		
<b>From (local time)</b>					<b>To (local time)</b>		
<input type="text"/> mm/dd/yyyy -- : -- : --					<input type="text"/> mm/dd/yyyy -- : -- : --		
Timestamp	Role	Type	Name	Email	Details		
Dec 2 12:14 AM	UniversityAdmin	Helper Certification Questioned	Priya	ua.asu@fia.org	Admin set certification verification to 'Questioned' for helperId=429d338c0568409e8bd5945d28a30bce, courseId=caebb3c577994d098c5086f17c4f7464.		
Dec 2 12:05 AM	UniversityAdmin	Sign In	Priya	ua.asu@fia.org	UniversityAdmin signed in.		
Dec 2 12:03 AM	Participant	Sign In	new	u@gmail.com	Participant signed in.		
Dec 2 12:02 AM	UniversityAdmin	Session Updated	Priya	ua.asu@fia.org	Session edited for eventId=c8ac3781090240b4949fa4846c6a8a4c, sessionId=d1013e665527409fa6a1fe44f902ha		