



FIA

Cybersecurity Web Application Guide

Background

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

Objectives #01: Account Creation and Signup

Walk through creating an account, consent checkbox behavior, validation, and successful sign-in.

Objectives #02: Participant Screens

Show choosing university/event, viewing available microcourses, enrollment flow, and waitlist messages.



Objectives #04: Admin Screens

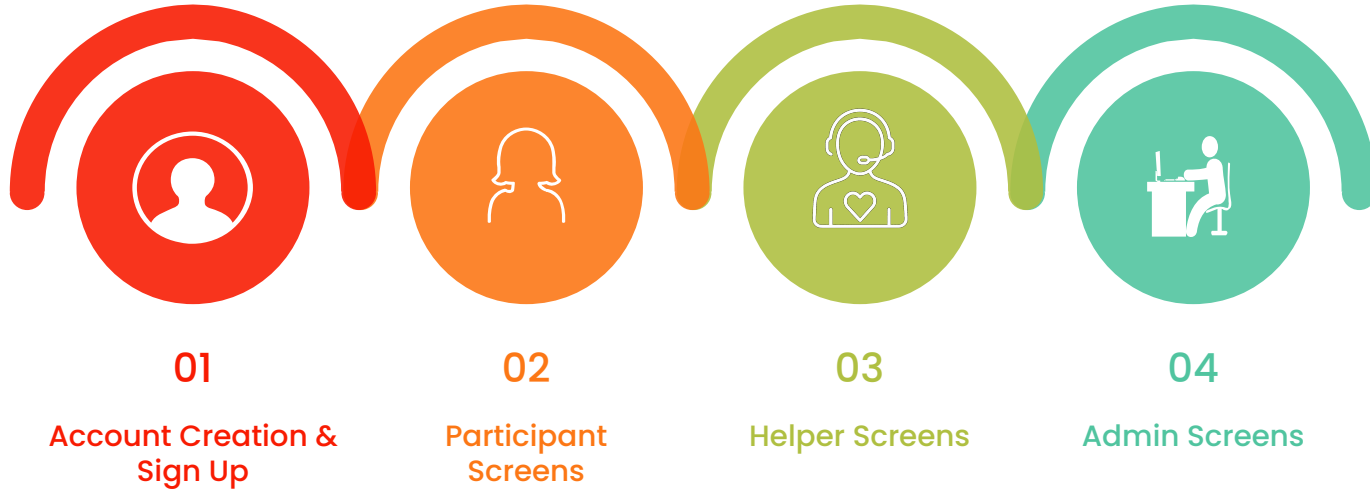
Show creating a CyberFair event, managing microcourses (on/off), scheduling sessions, and preventing double-bookings.

Objectives #03: Helper Screens

Show viewing assigned sessions, checking capacity, and seeing certification progress indicators.

Table Of Contents

Click on the image icon to go to the related section.



A vibrant, artistic photograph featuring five women of diverse ethnicities and styles, shown in profile from the chest up. They are arranged in a line, facing right. The woman on the far left has reddish-brown hair and wears rainbow-colored sunglasses and large gold hoop earrings. The second woman has dark skin and curly hair, wearing bright yellow sunglasses and a long gold chain earring. The third woman has light skin and blonde hair, wearing gold-rimmed sunglasses and large gold hoop earrings. The fourth woman has dark skin and wears a blue headwrap, black-rimmed sunglasses, and large gold hoop earrings. The woman on the far right has dark skin and wears sunglasses with a colorful pattern and large gold hoop earrings. They are all wearing colorful, stylish clothing. The background is a bright, abstract geometric pattern of diagonal stripes in shades of orange, yellow, and teal. In the top right corner, the letters 'FIA' are displayed in a large, bold, black sans-serif font. In the bottom right corner, the text 'Account Creation & Sign Up' is written in a bold, black sans-serif font.

FIA

Account
Creation &
Sign Up



1. Create Account

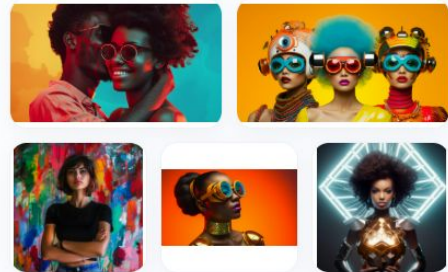
Navigate to the “Create Account” button at the bottom of the screen and click it to begin creating your account! If you are a University Admin or a Super Admin, you can ignore this as your credentials will already be made available to you. If you are a helper, the University Admin will provide you with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



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."

The FIA logo, consisting of the letters 'FIA' in white on a blue and purple circular background.

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 FIA logo, consisting of the letters "FIA" in white on a blue and purple gradient square background.

Welcome back

Click with confidence—sign in to continue your progress.

Email

ua.asu@fia.org

Password

.....

Sign In

Create account

[Forgot password?](#)

Current Credentials for All User Types for Testing System:

- 1) Participant: u@gmail.com; 1
- 2) Helper: No Credentials Created Yet
- 3) University Administrator: ua.asu@fia.org; ASU-UA-Temp1!
- 4) Super Administrator: lauren@fia.org; FIA-SuperAdmin-Temp1!



3. Account Made

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



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.

The screenshot shows a web form titled "Choose your Cyberfair" with the FIA logo. Below the title is the instruction "Pick your university and active event to get started." There are two dropdown menus: "University" and "Active Cyberfair event". The "University" dropdown is open, showing a list of options: "-- Select university --", "Arizona State University", and another "-- Select university --". A blue bar highlights the second "-- Select university --" option. Below the dropdowns is a privacy notice: "Privacy: Your learning results are private to you and the FIA team. Your university sees only anonymized or aggregated insights—never your personal answers." At the bottom are two buttons: "Continue" and "Back to home". An orange arrow points from the text in the orange sidebar to the "University" dropdown menu.

FIA Choose your Cyberfair

Pick your university and active event to get started.

University

-- Select 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.

 **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.

The screenshot shows a web interface for a quiz titled "Cybersecurity Check-In" by FIA Cyberfair. At the top right, there is a "Saved" button. Below the title, a short description states: "Short, plain-language quiz to tailor your experience. You can exit anytime — your progress is saved." A progress bar is visible. The current question is "Question 2 of 41": "Who can tag you or see your location tags by default on social platforms?". There are four radio button options: A. Anyone, B. Friends, C. Only me or tagging/location is disabled, and D. I am not sure. Below the options, a note says "Your answers are private by default." At the bottom, there are "Back" and "Next" buttons.

FIA Cyberfair

Cybersecurity Check-In

Saved

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](#)



3. 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

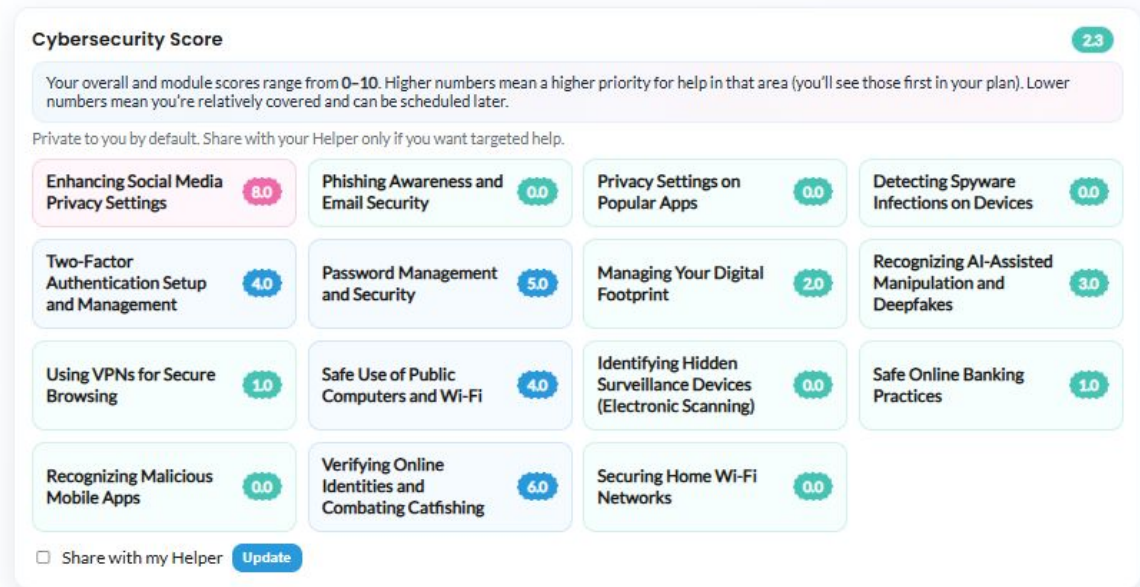
You can revoke sharing anytime from your home screen widget.

[Save & Go to My Home](#)



4. Score

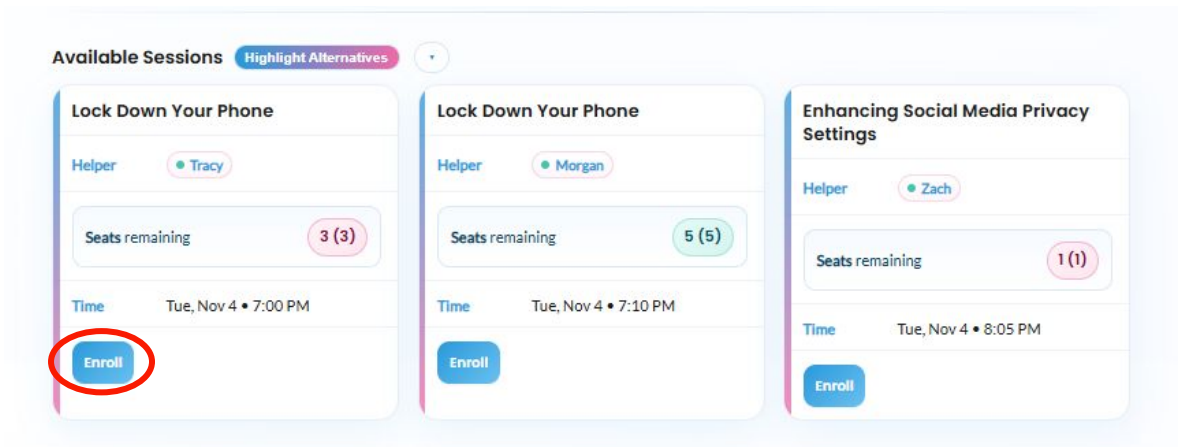
Once you have scoped into a university and taken the pre-event assessment, the first component you will see is your cybersecurity score. It is organized per module and also gives a total score. It's a “risk/need” score per topic: 0 = very strong/low-risk, 1–3 = minor gaps, 4–6 = moderate risk (needs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





5. View Sessions

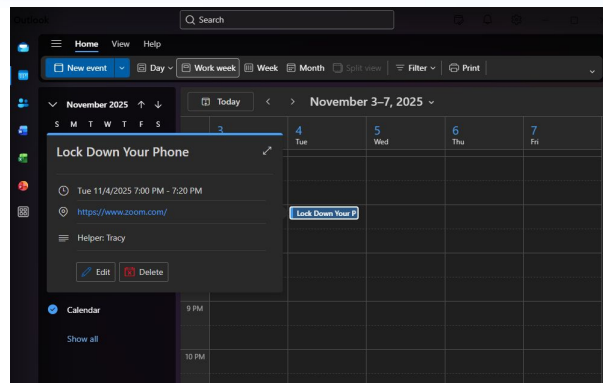
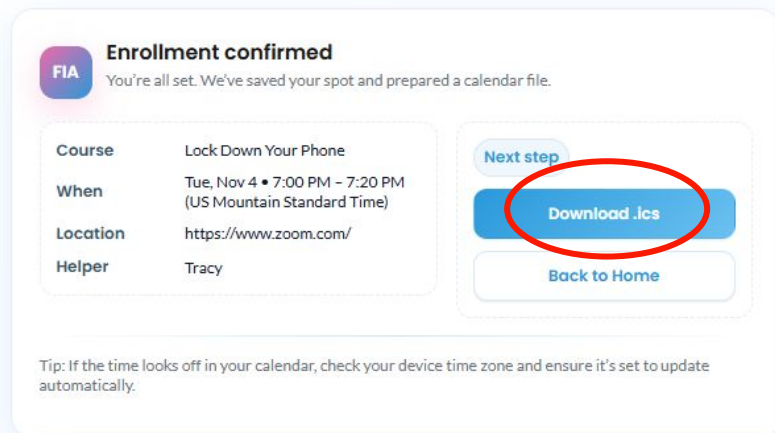
On the screen near the bottom, you can view all available sessions including their helper name, seats remaining, and a time. You can enroll in any session you want if it has an Enroll button at the bottom.





6. 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**.





7. 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.

NOTE: Mark as Complete is temporary and is used for testing purposes for right now.

My Sessions

Lock Down Your Phone

Helper

• Tracy

Time

Tue, Nov 4 • 7:00 PM

Room

[Join Room](#)

Status

Enrolled

Mark as Complete

Unenroll



8. 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.

The 'Filter sessions' interface includes a 'From' date field (mm/dd/yyyy --:-- --) and a 'To' date field (mm/dd/yyyy --:-- --), both with calendar icons. To the right are 'Apply' and 'Clear' buttons. Below is a 'Tags' section with checkboxes for mobile, new, privacy, social-media, ta, and test. A 'Search' field is labeled 'title, helper, or room...' with a tip: 'Tip: type a few letters (e.g., "phish", "Zoom", or a helper's name)'.

The 'Filter sessions' interface is shown with specific filters applied. The 'From' field is set to '11/04/2025 08:00 PM' and the 'To' field is set to '11/04/2025 11:59 PM'. The 'Apply' button is highlighted in blue. The 'Tags' and 'Search' sections remain the same as in the previous screenshot.

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



9. Filter Result

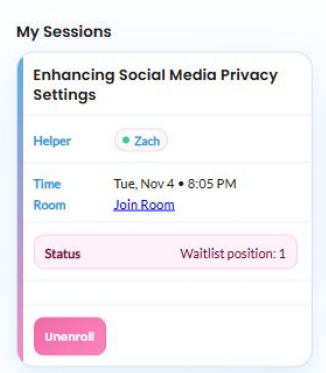
Upon using the filter shown on the last slide, only this card is shown now in Available Sessions as this is the only session after 8:00 pm on November 4th currently in this example event. Once again, use the Clear button in the filter section if you want to get rid of this search and see all sessions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

The screenshot displays the 'Available Sessions' section of an application. At the top, there is a header with the text 'Available Sessions' and a button labeled 'Highlight Alternatives'. Below this, a single session card is visible. The card has a title 'Enhancing Social Media Privacy Settings'. Underneath the title, it says 'Helper' followed by a green dot and the name 'Zach'. A section labeled 'Seats remaining' shows '1 (1)' in a pink circle. The 'Time' section indicates 'Tue, Nov 4 • 8:05 PM'. At the bottom of the card is a blue 'Enroll' button.



10. 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 atomically 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.





11. 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!

Enhancing Social Media Privacy Settings

Helper

Zach

Seats remaining0 (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.

TimeTue, Nov 4 • 8:05 PM



12. 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.

Available Sessions **Highlight Alternatives** ▼

Lock Down Your Phone

Helper **Tracy**

Seats remaining **3 (3)**

Time Tue, Nov 4 • 7:00 PM

Enroll

Lock Down Your Phone

Helper **Morgan**

Seats remaining **5 (5)**

Time Tue, Nov 4 • 7:10 PM

Enroll

Enhancing Social Media Privacy Settings

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

OR

Show alternatives for...

Lock Down Your Phone **Highlight**

Highlight All **Clear**



13. 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



14. 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.

FIA

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



15. 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



16. Helper Chat

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



17. Top Panel

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

Your Cyberfair

University: Arizona State University

Event: Slide Deck Photos Test

Change event

Sign out

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.

FIA

Welcome, Mandy Demas
Thank you for showing up as a peer helper. This workspace keeps your sessions, prep, and 1:1 support in one calm place.

University: Arizona State University

Role: Peer Helper

Sign out

Cybersecurity Microcourse Certification

PROGRESS

See how close you are to being certified in each FIA cybersecurity microcourse. On the next page you can view your module-by-module requirements, track quiz scores, teaching and 1:1 help progress, and open each microcourse's videos, slides, and quizzes.

Open certification progress

Your upcoming sessions

SCHEDULE

Jump to your schedule to see every session you're leading or supporting. You'll be able to review dates, times, rooms or links, and make sure you have enough space between sessions to stay present with each group.

Open your schedule

1:1 Help Sessions

SUPPORT

One-on-one help sessions are where you sit with a participant to walk through real tasks like setting up two-factor authentication, updating privacy settings, or installing password managers. This view shows all of the participants who are assigned to you so you always know who you are supporting.

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 Mangement	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

Not certified

Early Requirements for New Helpers

Quiz Required: Score \geq 80% Your score: 0% Not met	Teaching sessions Required: 1+ Your progress: 0 Not met	1:1 help sessions Required: 2+ Your progress: 0 Not met	Expiry Rule: 365 days (re-certify after this) Once certified, this module will eventually expire to keep skills fresh.
---	--	--	---

Resources: [Open Google Classroom Resources](#)

I've reviewed the resources and passed the quiz

Rule ID: 4 • Require quiz: Yes

2FA Setup And Mangement

Eligible

Early Requirements for New Helpers

Quiz Required: Passed 80% Your score: Met	Teaching sessions Required: 1+ Your progress: 3 Met	1:1 help sessions Required: 2+ Your progress: 1 Not met	Expiry Rule: 365 days (re-certify after this) Once certified, this module will eventually expire to keep skills fresh.
--	--	--	---

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

Certified

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.

Quiz Required: Passed 80% Your score: Met	Teaching sessions Required: No minimum Your progress: 0 Met	1:1 help sessions Required: No minimum Your progress: 0 Met	Expiry Rule: No expiry set 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 [Open Room](#)
Participants new Needs Invite
[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 [Open Room](#)
Participants new Needs Invite
[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 [Open Room](#)

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 [Open Room](#)

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 [Open Room](#)

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.

CERTIFICATION PROGRESS

Mark a session as delivered
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.

Course

Select a course...

▼

Notes (optional)

Any quick context you want University Admins to see.

Log delivered session

RECENT DELIVERED SESSIONS

Enhancing Social Media Privacy Settings

Nov 18 • 2:39 AM

Undo



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.

2

2@gmail.com
Arizona State University

Conversations

new

u@gmail.com
Arizona State University

Conversations

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.

FIA HELPER WORKSPACE

← Back to 1:1 list

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.

Conversation threads

MESSAGES

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

2FA

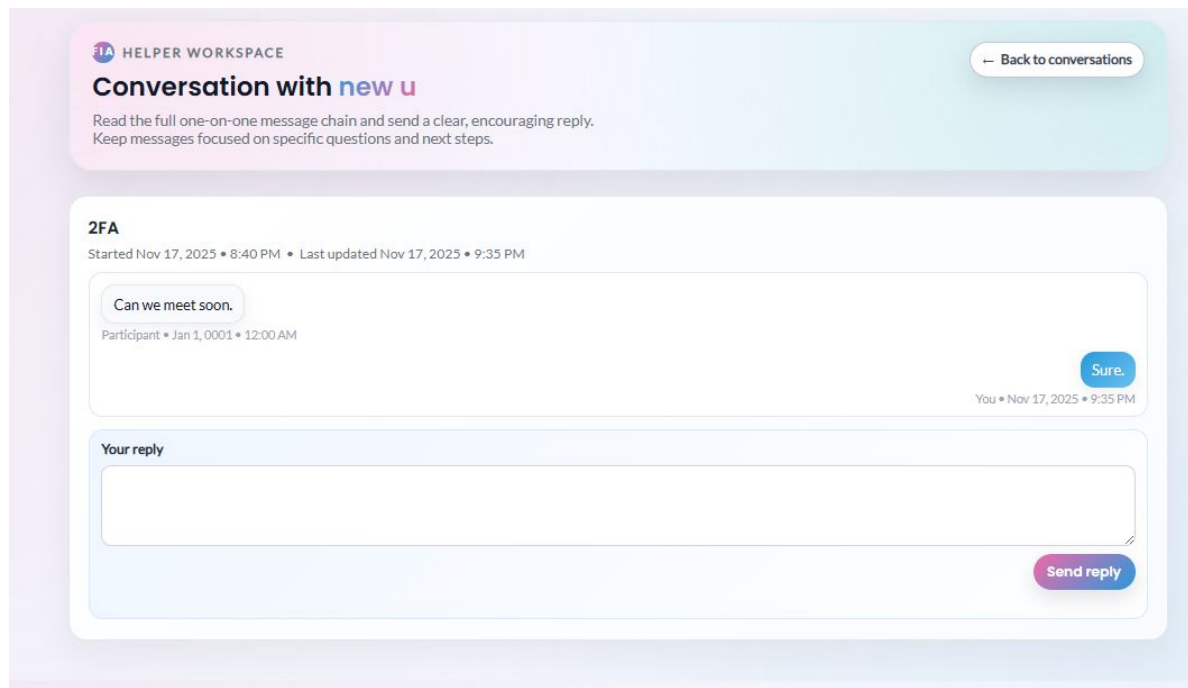
Started Nov 17, 2025 • 8:40 PM • Last updated Nov 17, 2025 • 9:35 PM

View thread



8. 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.





9. 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

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), and any certification metrics needed for helpers to be able to teach the micro course. Save when done!

FIA

Super Admin Home
Welcome, lauren@fia.org.

Sign out

Add a new microcourse

Consistent fields help University Admins understand and adopt content quickly.

Title

Duration

Summary

External link (slides / video / PDF)

Tags (comma-separated)

Status
Draft

Certification rules required (multi-select)

☐

Quiz (1)

Selected rules become prerequisites users must satisfy to complete this microcourse.

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

Create, edit, and set prerequisites for certification requirements.

[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. We will soon link this up to a tracking system where progress will be tracked towards these metrics for peer helpers!

Add / Edit Rule

Rule ID (unique, stable)
2

Name
Phishing Awareness

Description
Rules needed for Phishing Awareness Certification for peer helpers

Pass score %
80

Min sessions taught
3

Expiry (days)
365

Max attempts (0=∞)
3

Retake cooldown (days)
1

Evidence type
quiz | mentor approval

Prerequisite rules (multi-select)
☐ Quiz (1)
Tip: a rule cannot depend on itself

Save rule Clear Delete

[← Back to Super Admin Home](#)

Existing rules

ID	Name	Pass	Min Sessions	Actions
1	Quiz	80%	0	Edit

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.

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.



University Admin Home

Welcome, ua.asu@fia.org.

[Sign out](#)

Create a new Cyberfair event

This event will host your selected microcourses.

University

Arizona State University

Event date

mm/dd/yyyy



Event name

e.g., Fall Cyberfair 2025

Description

Brief description for participants and helpers...

Create event

Clear

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.

Your events

Manage existing Cyberfairs linked to your university.

Name	Date	Status	Actions
New CyberFair	2025-10-17	Draft	Manage
Event #2	2025-10-30	Draft	Manage
Event #3	2025-11-12	Draft	Manage
Event Demonstration	2025-10-24	Draft	Manage

University Admin



3. Manage Cyberfair (Continued)

The first form of the event management page allows you to select which micro courses you want to appear for helpers and participants in the event. Use the checkbox next to the current catalog of micro courses (created by Super Admin) to select events and save when you checked off the events you want!

Manage Event: Event Demonstration

FIA

University: Arizona State University

Date: 2025-10-24

Status: Draft

Microcourses available

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

Title	Tags	Duration	Visible in event?
Lock Down Your Phone	mobile, privacy	10 min	<input checked="" type="checkbox"/>
Phishing Awareness	new, test	30 Min	<input checked="" type="checkbox"/>
test 3		30 Min	<input checked="" type="checkbox"/>

Save visibility

University Admin



4. 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

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 --

Add session

IMPORTANT NOTE:

Add session

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



5. 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

Schedule overlap

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