



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

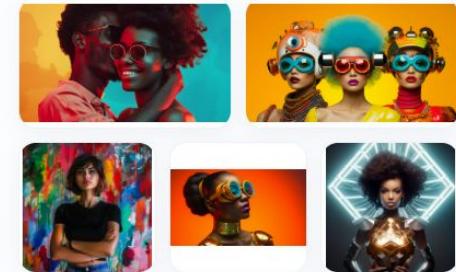
Navigate to the “Create Account” button at the bottom of the screen and click it to begin creating your account! If you are a University Admin or a Super Admin, you can ignore this as your credentials will already be made available to you. If you are a helper, the University Admin will provide you with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



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 image shows a mobile-style sign-in form for FIA. At the top is a purple circular logo with the letters "FIA". Below it, the text "Welcome back" is displayed in a large, bold, black font. A subtext below reads "Click with confidence—sign in to continue your progress." The form has two input fields: one for "Email" containing "ua.asu@fia.org" and another for "Password" containing a series of dots. At the bottom are three buttons: a teal "Sign in" button, a white "Create account" button with a blue outline, and a blue "Forgot password?" link.

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!





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

-- 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.

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](#)



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!

Cybersecurity Score

23

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



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.

Available Sessions [Highlight Alternatives](#)

Session Title	Helper	Seats remaining	Time	Action
Lock Down Your Phone	Tracy	3 (3)	Tue, Nov 4 • 7:00 PM	Enroll
Lock Down Your Phone	Morgan	5 (5)	Tue, Nov 4 • 7:10 PM	Enroll
Enhancing Social Media Privacy Settings	Zach	1 (1)	Tue, Nov 4 • 8:05 PM	Enroll



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.

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

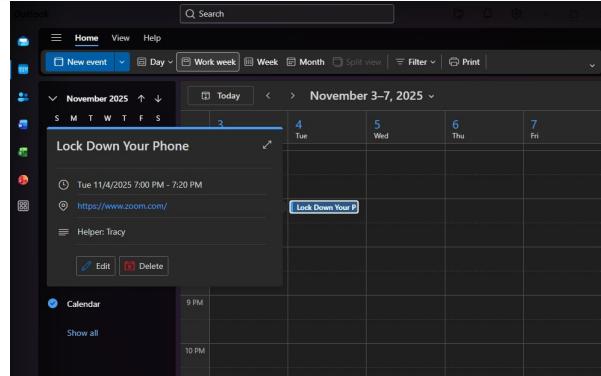
Course	Lock Down Your Phone
When	Tue, Nov 4 • 7:00 PM – 7:20 PM (US Mountain Standard Time)
Location	https://www.zoom.com/
Helper	Tracy

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.





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.

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



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.

Available Sessions [Highlight Alternatives](#) ▾

Enhancing Social Media Privacy Settings

Helper • Zach

Seats remaining 1 (1)

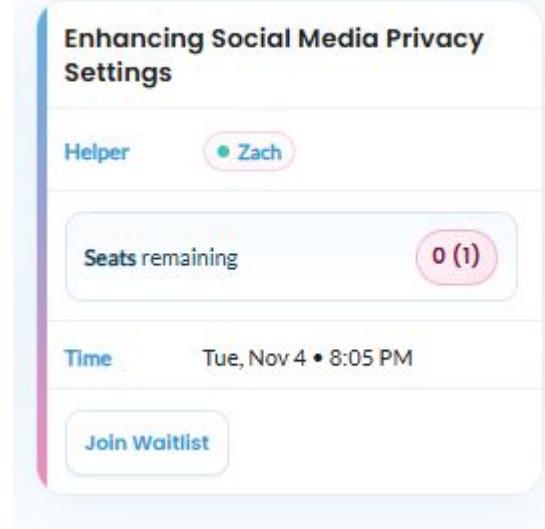
Time Tue, Nov 4 • 8:05 PM

Enroll

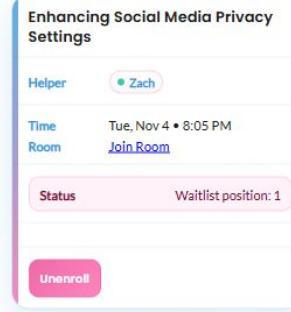


10. Waitlist

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.



My Sessions





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 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



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.

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

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



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

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". Below it, there are three main sections:

- Cybersecurity Microcourse Certification** (PROGRESS): A section for tracking certification progress. It includes a button to "Open certification progress".
- Your upcoming sessions** (SCHEDULE): A section for viewing scheduled sessions. It includes a button to "Open your schedule".
- 1:1 Help Sessions** (SUPPORT): A section for managing 1:1 help sessions. It includes a button to "See assigned participants".

At the top right of the dashboard, there's a "Sign out" button.



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

Quiz Required: Your score: Not met	Score ≥ 80% 0%	Teaching sessions Required: Your progress: Not met	1+ 0	1:1 help sessions Required: Your progress: Not met	2+ 0	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 Management

Early Requirements for New Helpers

Quiz Required: Your score: Met	Passed 80%	Teaching sessions Required: Your progress: Met	1+ 3	1:1 help sessions Required: Your progress: Not met	2+ 1	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

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: Your score: Met	Passed 80%	Teaching sessions Required: Your progress: Met	No minimum 0	1:1 help sessions Required: Your progress: Met	No minimum 0	Expiry 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	Open Room
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	Open Room
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	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.

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](#)



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.

The screenshot shows a simplified user interface for a 'HELPER WORKSPACE'. At the top, there's a header with a profile icon, the text 'HELPER WORKSPACE', and a 'Back to conversations' button. Below the header, the title 'Conversation with new u' is displayed, followed by instructions: 'Read the full one-on-one message chain and send a clear, encouraging reply. Keep messages focused on specific questions and next steps.' The main area is a message list. The first message is from 'Participant' at 8:40 PM on Nov 17, 2025, saying 'Can we meet soon.' The second message is from 'You' at 9:35 PM on Nov 17, 2025, responding 'Sure.' A large input field labeled 'Your reply' is at the bottom, with a 'Send reply' button in the bottom right corner.

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



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

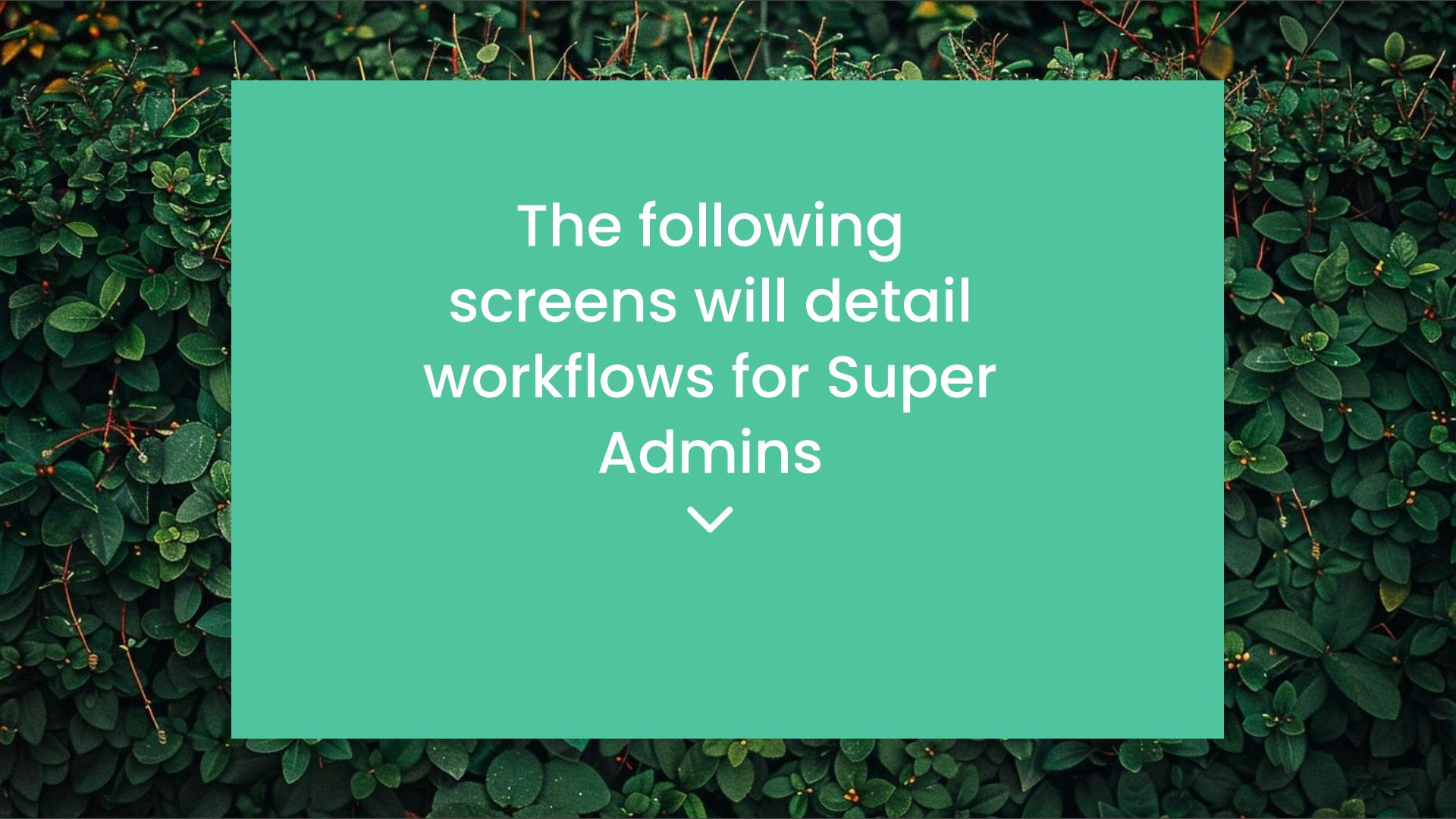
Recognizing Malicious Mobile Apps
Logged at 2:48 AM

Undo



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

 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**

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 %	Min sessions taught
80	3
Expiry (days)	Max attempts (0=∞)
365	3
Retake cooldown (days)	Evidence type
1	quiz mentor approval

Prerequisite rules (multi-select)

Quiz (1)

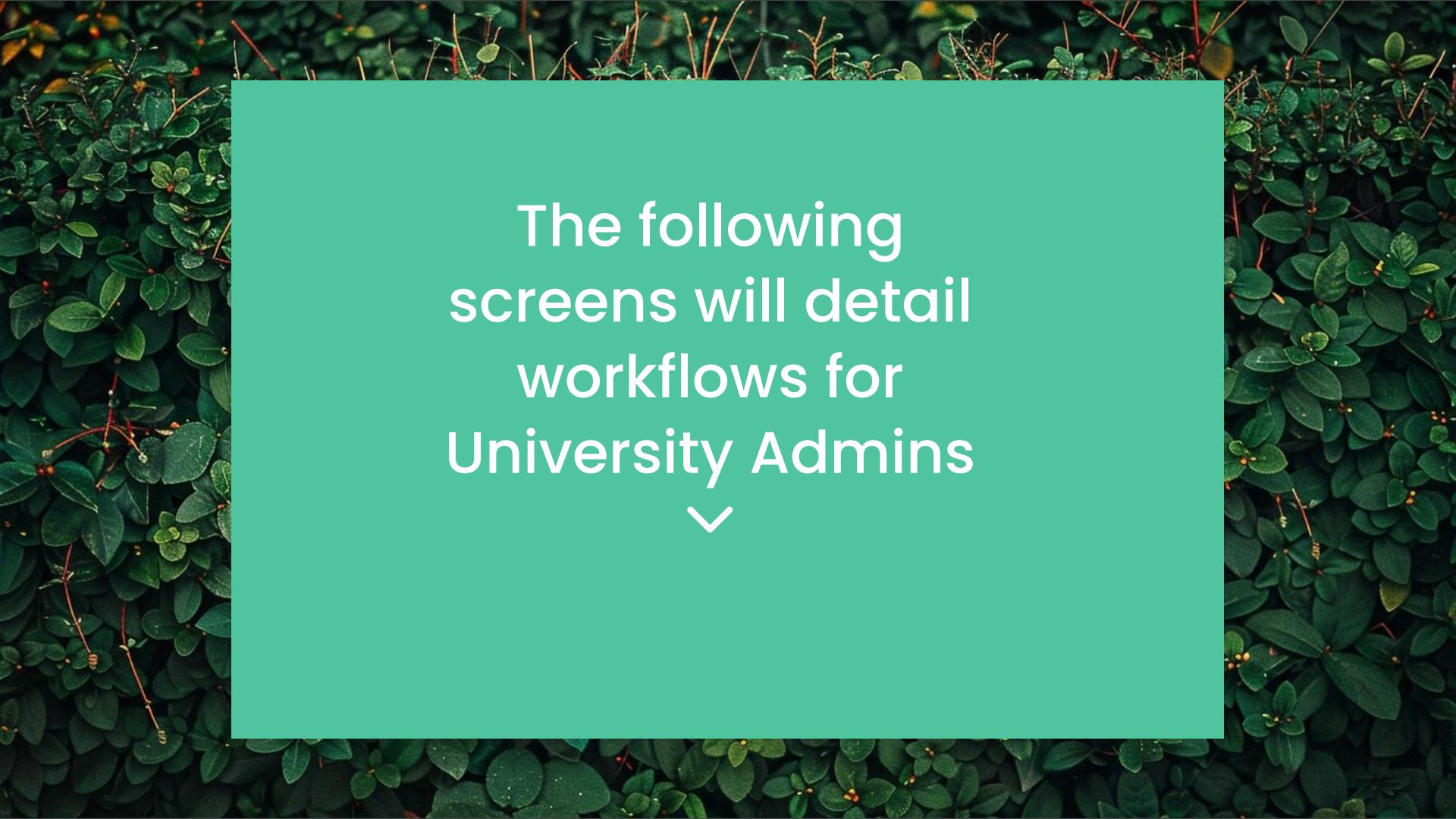
Tip: a rule cannot depend on itself

Save rule
Clear
Delete

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.

FIA 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 Event name

mm/dd/yyyy 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: <input type="checkbox"/> Eligible only <input type="checkbox"/> Certified only Clear filters			
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	
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
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System will note if a time overlap exists so no helper is overbooked!