



**EMPLOYEE GUIDE TO SUCCESS**

**How to work your way to the top with EVA!**

**In this guide you will find helpful tips and information to help you crush the competition and be at the top of your company leaderboard!**

What is EVA?

**EVA is our new educational security system. With the following benefits now available to you such as:**

* Quick and easy weekly security tips to ensure we are all up to date on the latest security threats
* Dark web monitoring capabilities to make sure your personal, friend’s, and family’s accounts are safe
* Interactive leaderboard to inspire friendly competition
* Policies that need acknowledged by [date] with security expectations and guidelines

**Micro-Trainings:** Each week we will send out a 1-2-minute-long Micro-Training video via email to keep you up-to-date with the latest cybersecurity threats. After watching the video, you will want to complete the simple 4 question quiz attached. In total, this should take less than 5 minutes to complete. Watching these weekly security tip videos and completing the quizzes will help improve your Employee Secure Score (ESS), so make sure you do so in a timely basis!

**Tip:** The more micro-training quizzes you miss, the more it will negatively affect your score!

**The Leaderboard:** The leaderboard makes this fun for you and inspires healthy competition! Get creative with your screen name and work your way to the top of the leaderboard by improving your ESS!

**Tip:** Abstract nicknames always work the best, keep them guessing – they’ll never guess who’s at the top!

**Dark Web Scans:** EVA also allows you to scan the dark web to find out if your information is already out there. The more you know, the better you can protect yourself. This free tool allows you to scan your personal, friend’s, or family member’s email addresses as much as you’d like, so use this tool as you see fit!

**Tip:** Stay up to date on your accounts and remember to check for any new breaches periodically!

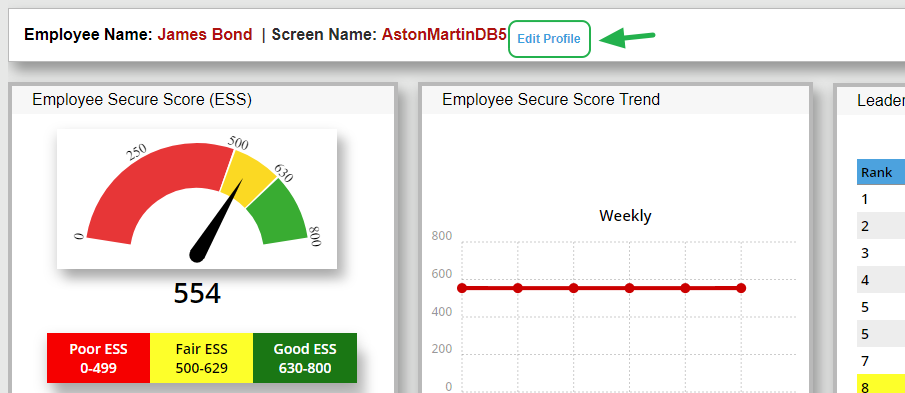
**How do I make my way to the top?**

Ready to get started? Below are a few steps to successfully using EVA. Each week [Your Company Name] will be sending out a micro-training video that should be completed in a timely manner. These videos will be 1-2 minutes long and will keep you up to date with the latest cybersecurity threats. With a simple 4 question quiz, this should take less than 5 minutes to complete. Monthly, you will receive a security newsletter to help you stay up to date on the latest threats, breaches, and strategies cybercriminals are using to trick their victims.

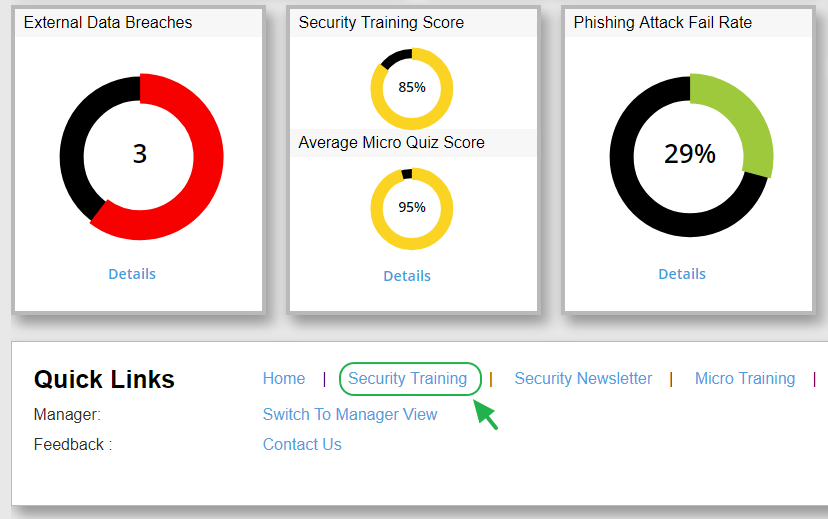
Notice the leaderboard? We wanted to make this fun for you! Get creative with your screen name and work your way to the top of the leaderboard by improving your Employee Secure Score (ESS)!

**What do I need to do my part?**

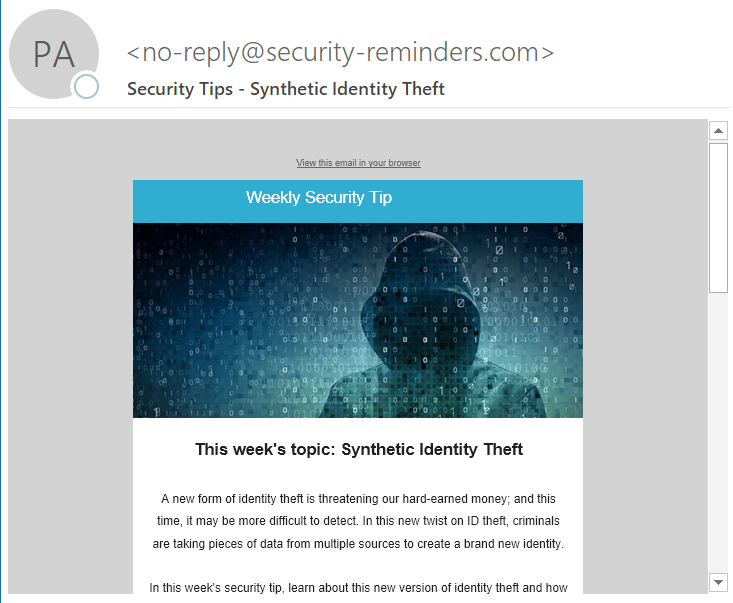
1. Log in
   1. Can’t log in? Reach out to [Your Name] at [Your Contact Information]
2. Complete your profile
   1. Claim your screen name and start climbing up the leaderboard!



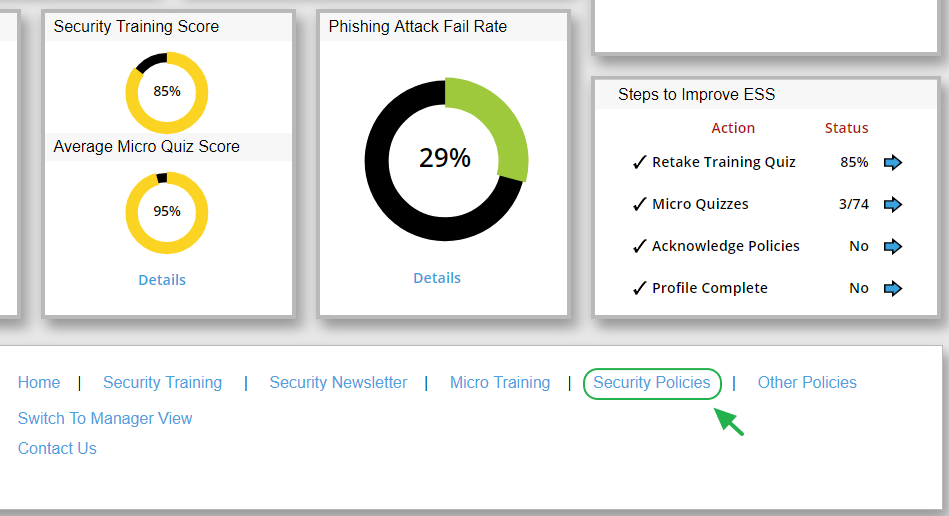
1. Complete Security Training
   1. This should take approximately 45min-1hr to complete. You can stop and start at any time! With a 20-question quiz at the end, you’ll want to pay attention! Your score will affect your ESS; try to get to the top of the leaderboard by getting 100%!



1. Complete Micro Trainings and quizzes regularly
   1. Each week you’ll receive an email from No-reply@security-reminders.com with a link to our weekly micro-training videos. Following each video, you will see a short quiz based on the content. The more quizzes you take, the higher your ESS, so make sure you’re taking 5 minutes each week to watch the video and complete your quiz!



1. Acknowledge Policies & Procedures
   1. Our policies have been uploaded into one convenient location for you to reference. These policies could affect you, so please make sure you read and acknowledge them as soon as possible!



1. Update ESS regularly
   1. Keep it up! We know you’re busy and we appreciate all your hard work. Help us protect each other by staying up to date.

