Project name: Cyber Safety: Passwords & Authentication	Screen ID: Stylesheet (not on slide)	Screen 0	Date: : Oct 3, 21

Stylesheet

Headings and Titles:
Montserrat Medium (Headings) 20pt+

Body:
Calibri (Body) 18pt+

Hyperlink Color #6F2FA0

#FFFFFF #F3F7F9 #A4E7EB #0276AB #6F2FA0 #0E5082 #000000

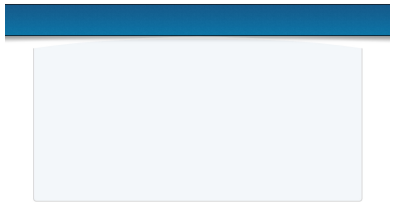
Link to Accessible Color Pallete

Text Entry Form

Primary Button

Secondary Button

Title Background with Virtue Systems Logo:
V Title.png



Knowledge Check Background:
bg1.png

Graphics info

Title and end slide use "V Title.png"

Knowledge Check and any other slide that needs large blank graphic use "bg1.png"

All other images and icons are stock from Content Library 360 in Storyline

Accessible Color Palette

Link

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Title Page	Screen 1	Date: : Oct 2, 2021

Slide 1:
Title Slide

Graphics info

Title Slide
Background image is Virtue Systems logo in front of a vector wave illustration
"V title.png"
No alt text for background.

Navigation information

Next > Slide 2

Interactions

Upon loading page light box pops up with very quick video tutorial of how to use Storyline player. It can be closed without playing.

Transcript of audio: Welcome to the Cyber Safety Passwords and Authentication training module. If you'd like to know how to use the player controls, please watch the short video by clicking the button below. If you'd like to mute the narration, adjust the volume in the lower left corner of the player.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: How to use the player	Screen 1a	Date: : Oct 2, 2021

Lightbox Slide 1a:
Video tutorial of how to use the Storyline Player

Graphics info

Tutorial "How to use the player"

Video created using Storyline and Camtasia, will be no longer than 30 seconds.
Video will have audio and captions.

Navigation information

X button in top right closes lightbox and returns to slide 1.

Interactions

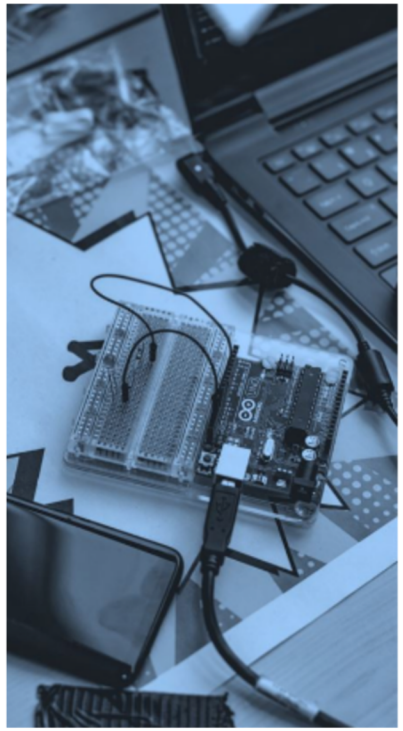
This light box pops up at the beginning of the timeline in slide 1. User can play this or it can be closed without playing.

Transcript of audio:

Here's a quick overview of how to use this player. In the top right of the screen is the resources button, opening this will take you to downloadable resources including the Password Tips & Tricks Quick Reference Guide. The bottom right corner holds the navigation, previous and next are shown here, you will also see submit when completing the knowledge checks.
In the lower left corner are the volume and accessibility controls where you can control captions, readability, and size of your slides. This content is located in a light box popup window. When you want to close it, click the "x" button just outside the top right corner of this box. This tutorial will be located in the resources panel if you'd like to view it again at any time.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Introduction	Screen 2	Date: : Oct 2, 2021

Slide 2:
Introduction Password 101



Hackers are always looking for sites to compromise, likewise, scammers and identity thieves are waiting in the wings of the dark web to obtain your information.

Imagine if a hacker steals your login info from a site, but you use that same password for every other site.
That hacker can sell your information and the highest bidder now has access to all your accounts.

An internet user that uses just one "go-to" password runs the risk of compromising every website account where it's used if the password gets into the wrong hands.

Password 101

Graphics info

Image shown on left
Alt text: "Laptop plugged into computing device"

Navigation information

Previous > Slide 1
Next > Slide 3

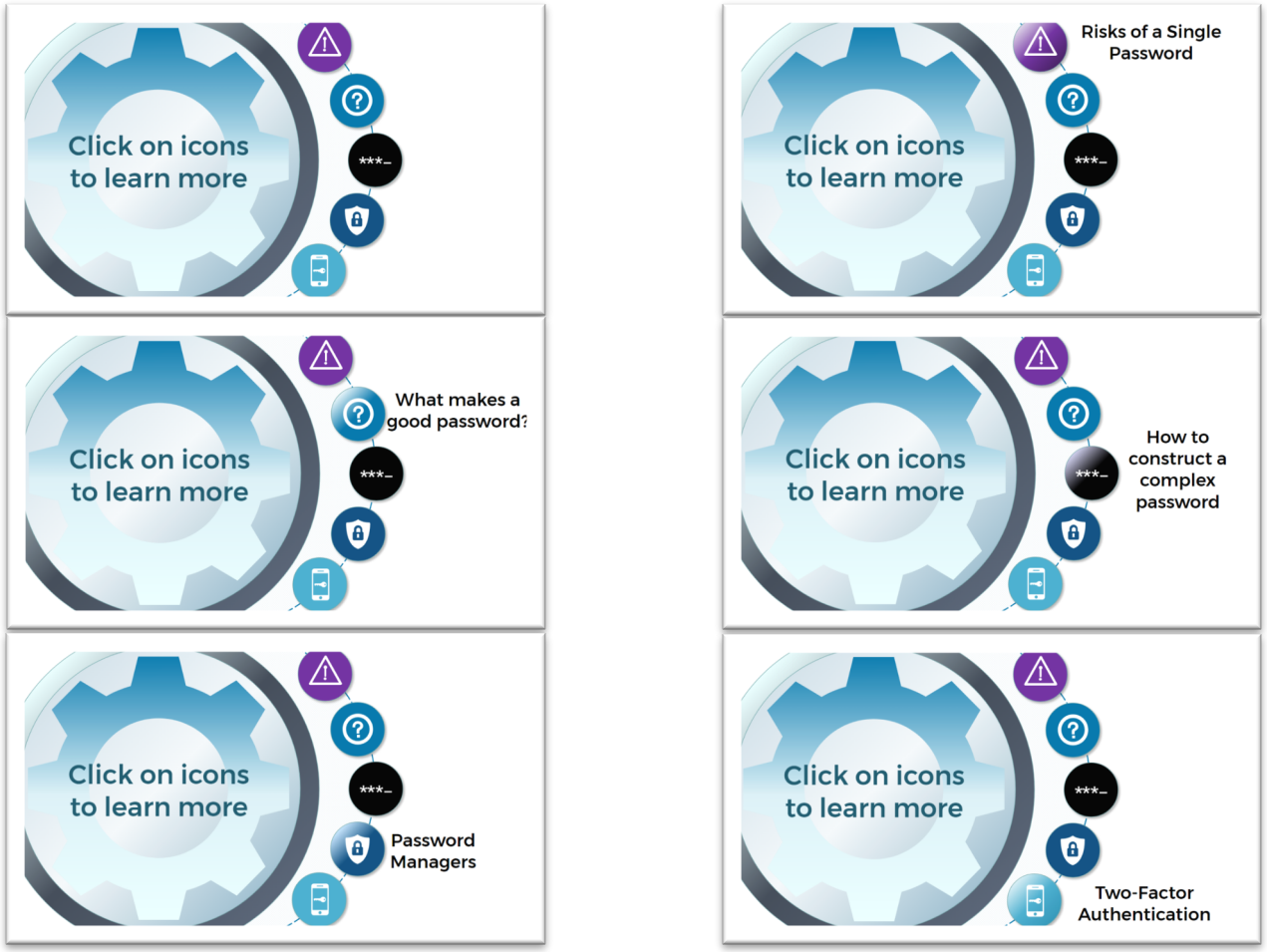
Interactions

No Interactions

Transcript of audio: Transcript follows slide word for word.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Password 101	Screen 3 (main)	Date: : Oct 2, 2021

Slide 3: Main Password 101 Content with Hover States



Graphics info

Main Nav: Circle with cog icon

Clickable icons with hover state:
Purple Caution
Med Blue Question mark
Black Hidden password
Dark Blue Security Shield with lock
Light Blue Cell Phone

Navigation information
Previous > Slide 2
Next > Slide 3
Click on Icons to load corresponding light box

Interactions

All icons display topic name when hovered over, clicking them loads the light box for that topic

Purple > Risks of a Single Password
Med Blue > What makes a good password?
Black > How to construct a complex password
Dark Blue > Password Managers
Light Blue > Two-Factor Authentication

Transcript of audio: Click on the icons to learn more.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Risks of a Single Use Password	Screen 3.1	Date: : Oct 2, 2021

Slide 3 Light box popup: 3.1

Graphics info

Background shows laptop with code editor on screen
Alt text “Laptop running code editor”

Background icon shows caution icon corresponding with the icon on the main page. No alt text.

Navigation information
X button closes the light box

Interactions

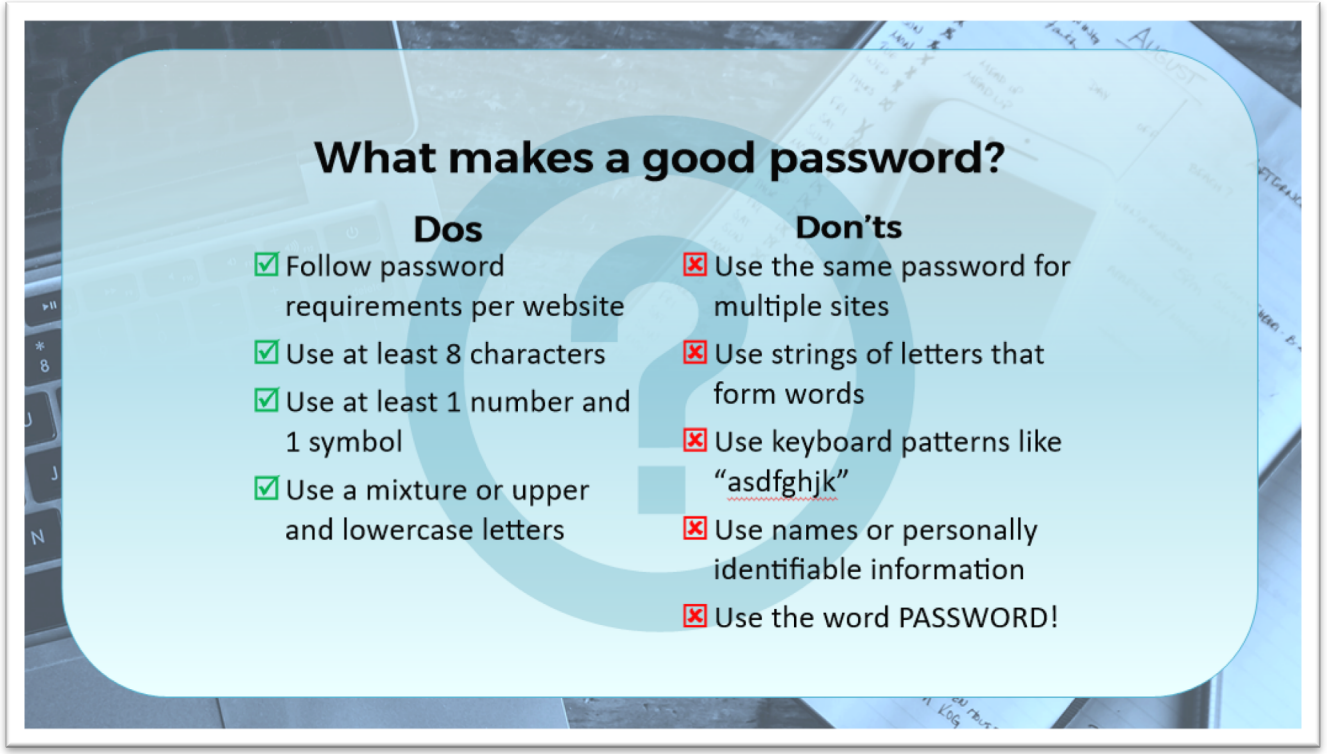
No interaction

Transcript of audio:

Risks of a Single Password
Hackers bet on you using the same password, so when they get into one of your accounts, they can get into them all. If you use it as your computer master password, they can get to your computer too!

Project name: Cyber Safety: Passwords & Authentication	Screen ID: What makes a good password?	Screen 3.2	Date: : Oct 2, 2021

Slide 3 Light box popup: 3.2



Graphics info

Background shows desk containing a laptop and a cellphone sitting on notebook.
Alt text "A laptop, an open notebook with writing, and cellphone are sitting on a desk."

Background icon shows question icon corresponding with the icon on the main page. No alt text.
Dos checklist bullets green checkboxes
Don'ts checklist bullets red x boxes

Navigation information
X button closes the light box

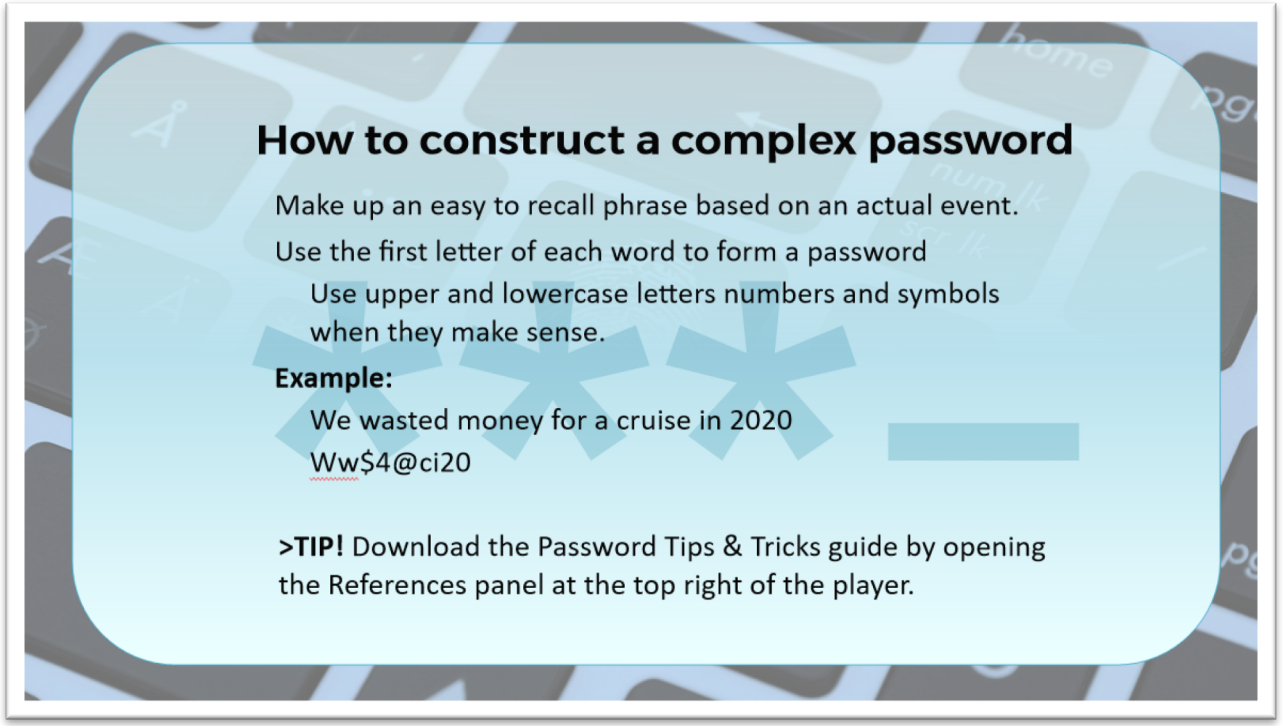
Interactions

No Interactions

Transcript of audio: What makes a good password? Here's a list of dos and don'ts about making a complex password. Dos: Follow password requirements per website. Use at least 8 characters. Use at least 1 number and 1 symbol. Use a mixture or upper and lowercase letters. Don'ts: Use the same password for multiple sites. Use strings of letters that form words. Use keyboard patterns like "asdfghjk". Use names or personally identifiable information. Use the word PASSWORD!

Project name: Cyber Safety: Passwords & Authentication	Screen ID: How to construct a complex password	Screen 3.3	Date: : Oct 2, 2021

Slide 3 Light box popup: 3.3



Graphics info

Background shows a laptop keyboard
Alt text “A laptop keyboard”

Background icon shows hidden password icon corresponding with the icon on the main page.
No alt text.

Navigation information
X button closes the light box

Interactions

No Interaction

Transcript of audio:

How to construct a complex password. Make up an easy to recall phrase based on an actual event. Use the first letter of each word to form a password.
Use upper and lowercase letters numbers and symbols when they make sense.
Example:
We wasted money for a cruise in 2020
Ww$4@ci20
If you’d like to download the Password tips and tricks quick reference guide, you can open the references panel in the top right corner of your player.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Password Managers	Screen 3.4	Date: : Oct 2, 2021

Slide 3 Light box popup: 3.4

Graphics info

Background shows a closeup of a laptop with binary code filling the screen
Alt text "A closeup of a laptop with binary code filling the screen"

Background icon shows security shield with lock icon corresponding with the icon on the main page. No alt text.

Navigation information
X button closes the light box

Interactions

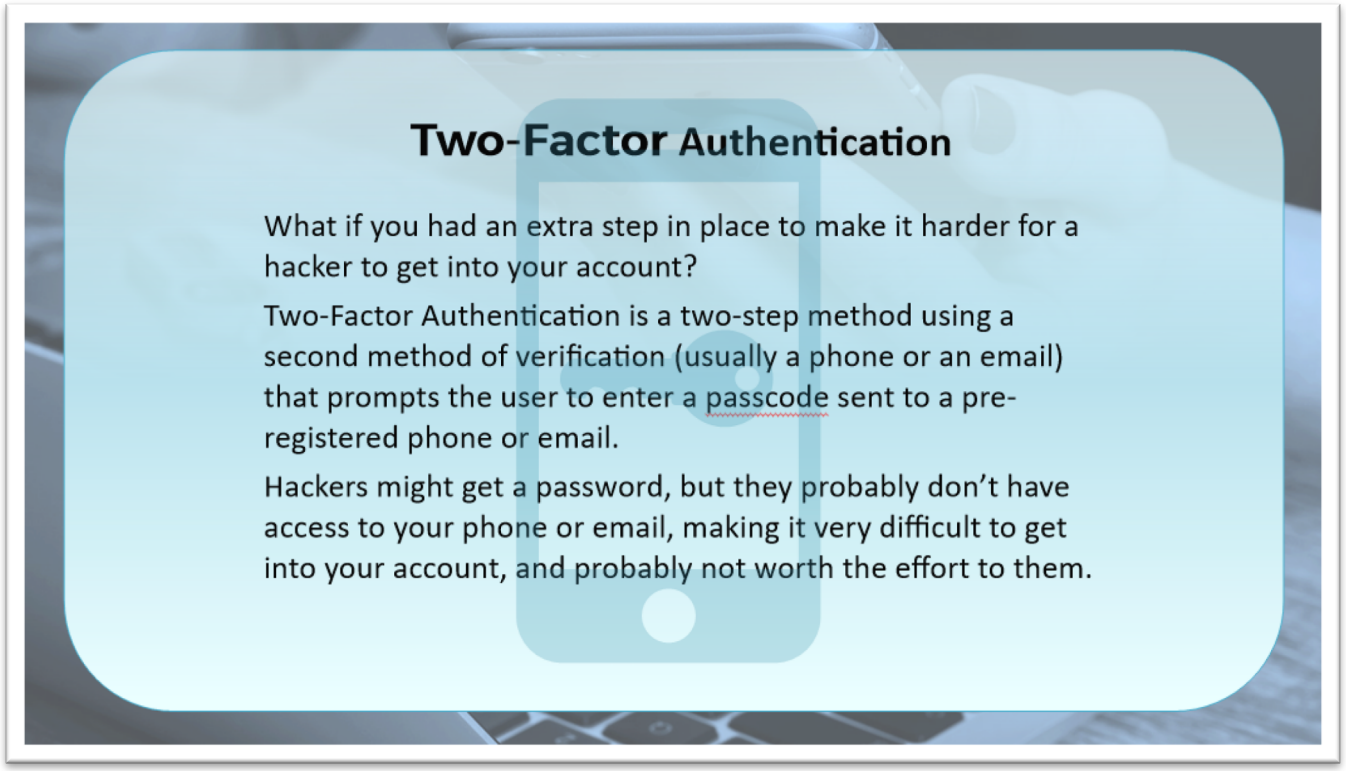
No Interactions

Transcript of audio:

Password Managers. A password manager is an application that saves your passwords securely, helps you fill in your logins without you having to remember them, and some even generate passwords. Passwords are stored securely and accessed by a master password and encrypted, that means it's known only to you.
Recommended Password Managers: Last Pass, 1Password, Keeper, Password Boss

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Two-Factor Authentication	Screen 3.5	Date: : Oct 2, 2021

Slide 3 Light box popup: 3.5



Graphics info

Background shows a woman's hand holding a cellphone in front of a laptop.
Alt text "A woman holding a cellphone using a laptop"

Background icon shows cellphone with key icon corresponding with the icon on the main page. No alt text.

Navigation information
X button closes the light box

Interactions

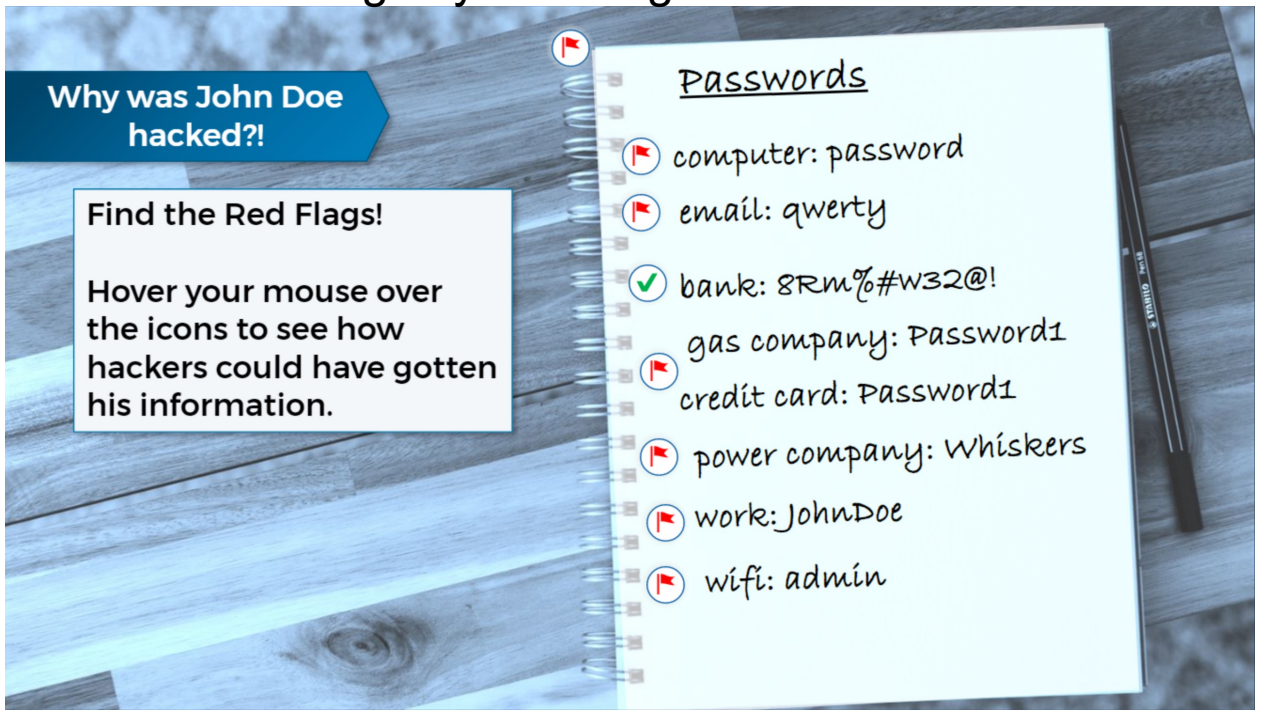
No interactions

Transcript of audio:

Two-Factor authentication, sometimes called Multi-factor authentication. What if you had an extra step in place to make it harder for a hacker to get into your account? Two-Factor Authentication is a two-step method using a second method of verification (usually a phone or an email) that prompts the user to enter a passcode sent to a pre-registered phone or email.
Hackers might get a password, but they probably don't have access to your phone or email, making it very difficult to get into your account, and probably not worth the effort to them.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Scenario: Why was John Doe hacked?!	Screen 4	Date: : Oct 2, 2021

Interactive Scenario Slide 4:
Find the Red Flags by hovering over the icons



Graphics info

Image of a blank notebook with pen sitting on a wooden table. Text content is placed and slightly angled on the notebook depicting accounts and passwords.
Alt text “Spiral notebook filled with hand-written accounts and corresponding passwords”
Marker icons Red flag and green check from Storyline
Notebook handwriting font:
Bradley Hand ITC Heading 24pt
Body 20pt

Navigation information
Previous > Slide 3
Next > Slide 5

Interactions

8 interactive icons activated upon hover (with attached audio)

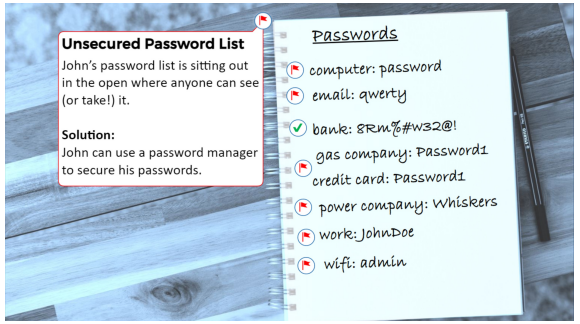
- Red Flag: Notebook
- Red Flag: Computer
- Red Flag: Email
- Green Check: Bank
- Red Flag: Repeating password
- Red Flag: Power Company
- Red Flag: Work
- Red Flag: wifi

- Title and directions load at beginning of timeline, hides upon trigger of mouse hover over any icon.

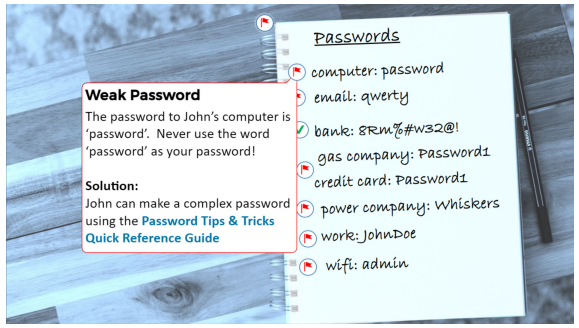
Transcript of audio: Why was John Doe hacked?! Find the red flags by hovering your mouse over the icons to see how hackers could’ve gotten his information.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Scenario: Why was John Doe hacked?!	Screen 4a-4d	Date: : Oct 2, 2021

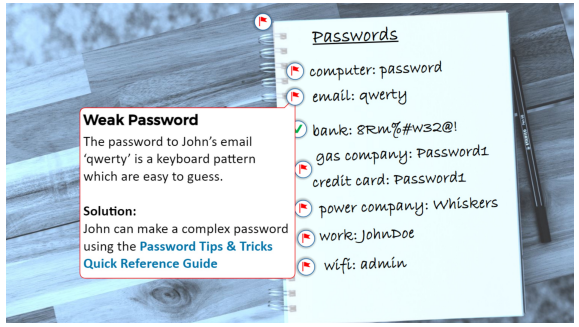
Interactive Scenario Slide 4: Hover states 4a-4d



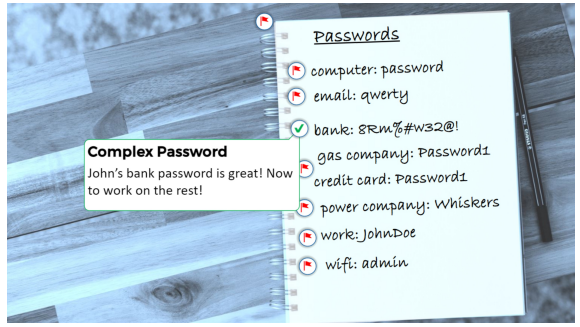
4a



4b



4c



4d

Graphics info

See Slide 4

Interactions

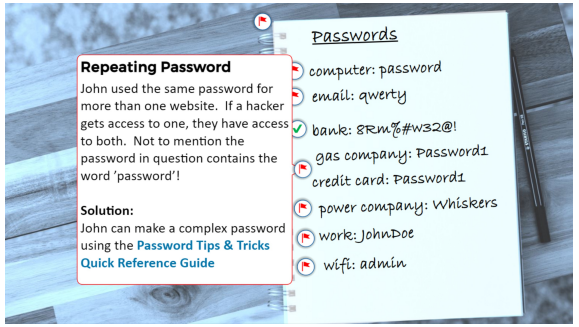
See Slide 4

Transcript of audio:

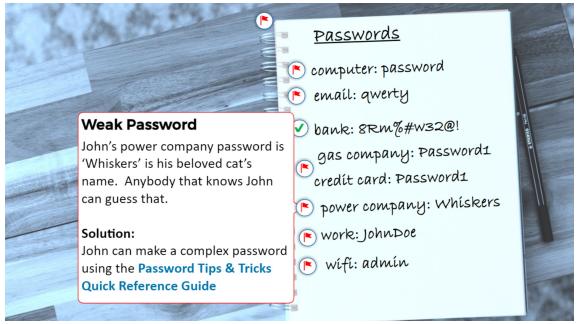
4a: You've identified an Unsecured Password list. John's password list is sitting out in the open where anyone can see (or take!) it. Solution: John can use a password manager to secure his passwords. **4b:** You've identified a Week Password. The password to John's computer is 'password'. Never use the word 'password' as your password! Solution: John can make a complex password using the Password Tips & Tricks Quick Reference Guide **4c** You've identified a Week Password. The password to John's email 'qwerty' is a keyboard pattern which are easy to guess. Solution: John can make a complex password using the Password Tips & Tricks Quick Reference Guide **4d** You've identified a Complex Password! John's bank password is great! Now to work on the rest!

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Scenario: Why was John Doe hacked?!	Screen 4e-4h	Date: : Oct 2, 2021

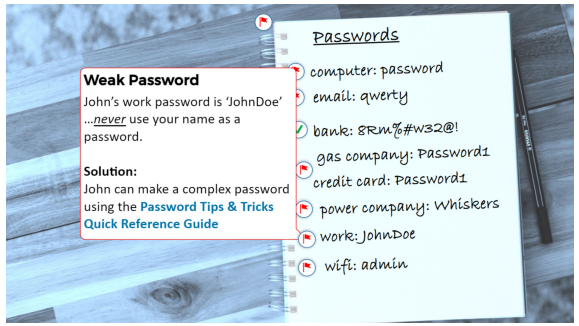
Interactive Scenario Slide 4: Hover states 4e-4h



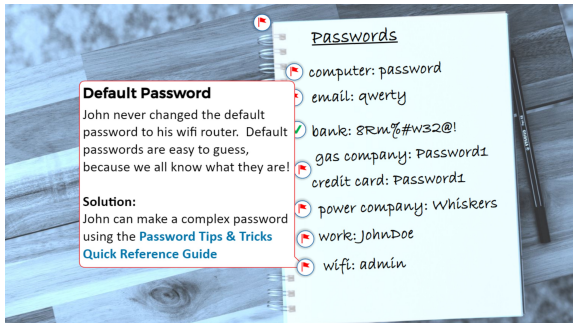
4e



4f



4g



4h

Graphics info

See Slide 4

Interactions

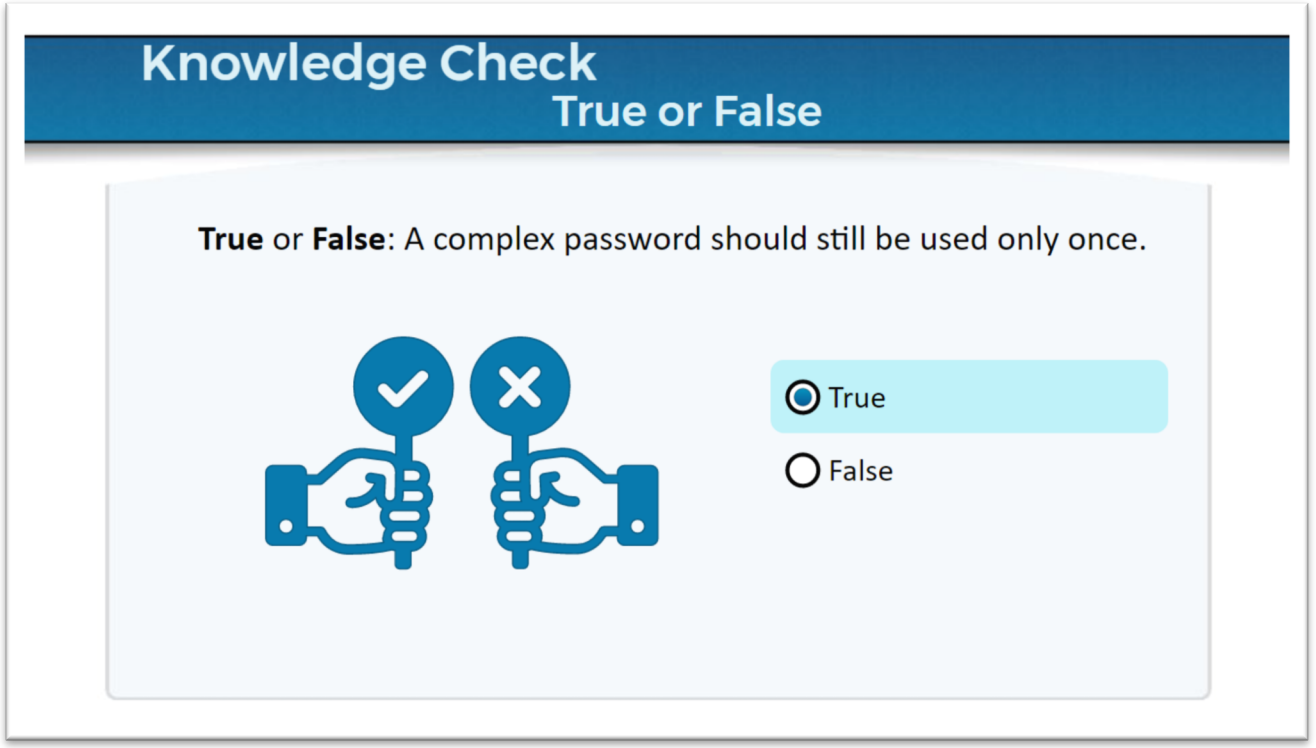
See Slide 4

Transcript of audio:

4a: You've identified a Repeating Password. John used the same password for more than one website. If a hacker gets access to one, they have access to both. Not to mention the password in question contains the word 'password'! Solution: John can make a complex password using the Password Tips & Tricks Quick Reference Guide **4b:** You've identified a Week Password. John's power company password is 'Whiskers' is his beloved cat's name. Anybody that knows John can guess that. Solution: John can make a complex password using the Password Tips & Tricks Quick Reference Guide **4c** You've identified a Week Password. John's work password is 'JohnDoe' …*never* use your name as a password. Solution: John can make a complex password using the Password Tips & Tricks Quick Reference Guide **4d** You've identified a Default Password. John never changed the default password to his wifi router. Default passwords are easy to guess, because we all know what they are! Solution: John can make a complex password using the Password Tips & Tricks Quick Reference Guide

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Knowledge Check: Question 1	Screen 5	Date: : Oct 2, 2021

Knowledge Check: Question 1 True or False



Correct answer: True

Graphics info

Background “bg1.png”
Knowledge Check true or false icon
No alt text.

Navigation information

Submit > feedback > Slide 6 (q2)

Interactions

Click the true or false radio button.

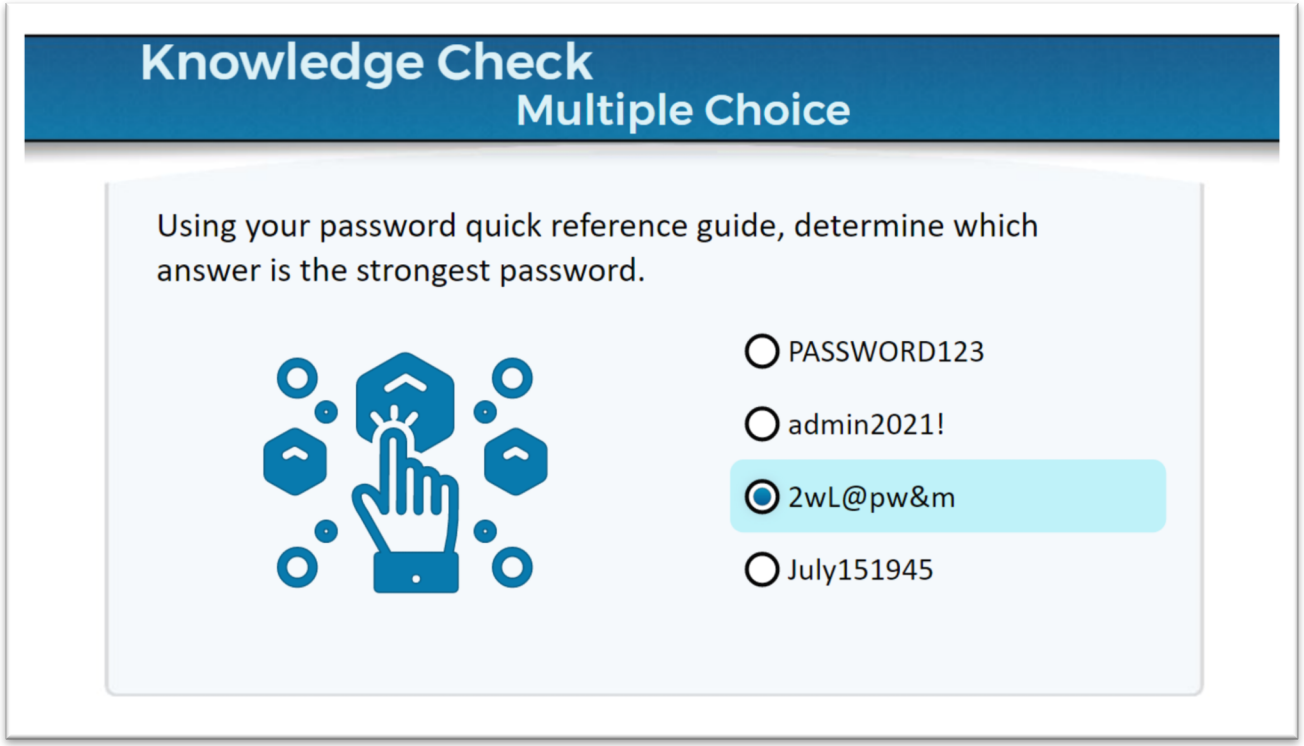
Upon feedback, hit continue button

Transcript of audio:

Welcome to the Knowledge Checks! This is a True or False question. Click the radio button next to the correct answer and then hit the submit button in the lower right corner of your player.
Feedback Correct: That's right! Even though a password is complex, if it is compromised, it is compromised on every site its assigned to. It’s best to have a unique password for every site.
Feedback Incorrect: Having the same password on more than one site means if a hacker gets one, they can get more, no matter how complex the password.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Knowledge Check: Question 2	Screen 6	Date: : Oct 2, 2021

Knowledge Check: Question 2 Multiple Choice



Correct answer: 2wL@pw&m

Graphics info

Background “bg1.png”
Knowledge Check Multiple Choice icon
No alt text.

Navigation information

Submit > feedback >Slide 6 (q3)

Interactions

Click the correct radio button.

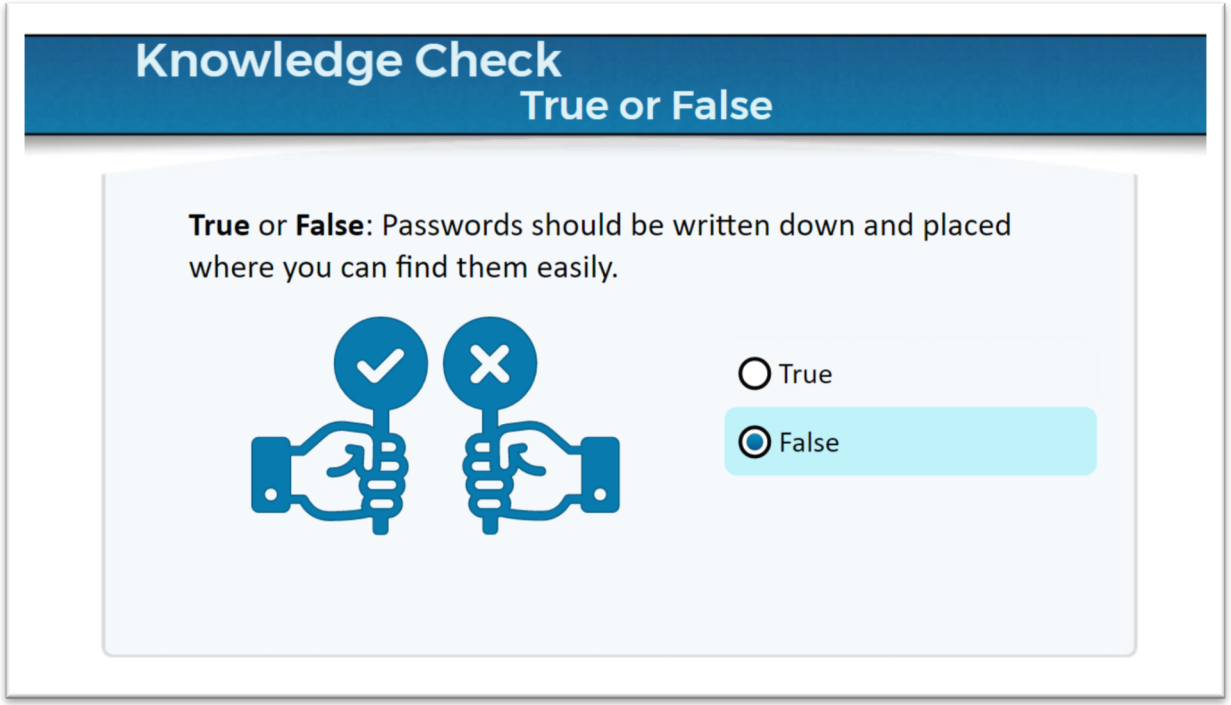
Upon feedback, hit continue button

Transcript of audio:

This is a Multiple Choice question. Click the radio button next to the correct answer and then hit the submit button.
Feedback PASSWORD123 : Incorrect. Any password containing the word password is not secure. Feedback admin2021! : Incorrect. While it’s tempting to use the default password given to you from a technology manufacturer, it also makes it very easy to guess. Feedback 2wL@pw&m : Correct! This password is at least 8 characters, and has a combination of uppercase/lowercase letters, numbers and symbols. Feedback July 15 1945 : Incorrect. This password has a specific date, possibly a birth date. This is the type of additional information you don’t want hackers to have!

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Knowledge Check: Question 4	Screen 8	Date: : Oct 2, 2021

Knowledge Check: Question 4 True or False



Correct answer: False

Graphics info

Background “bg1.png”
Knowledge Check true or false icon
No alt text.

Navigation information

Submit > feedback >Slide 9 (q5)

Interactions

Click the true or false radio button.

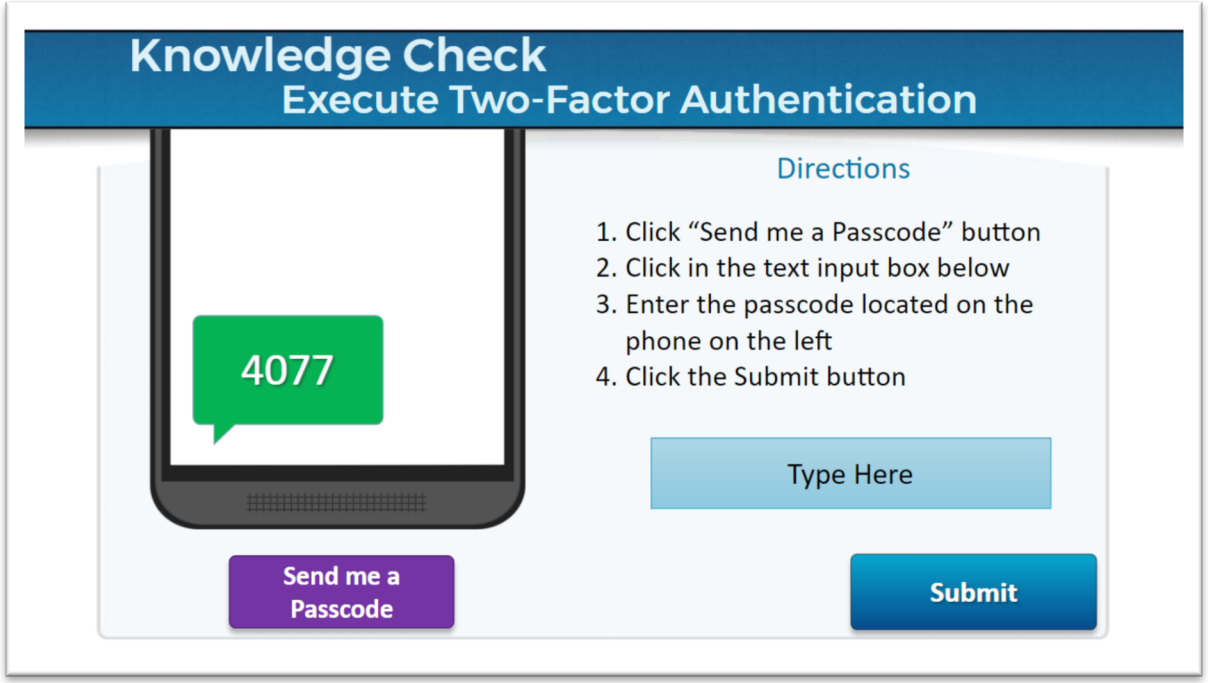
Upon feedback, hit continue button

Transcript of audio:

This is a True or False question. Click the radio button next to the correct answer and then hit the submit button. Feedback True: Incorrect. Writing down passwords is not recommended, but if you need to write down passwords, store them securely! Feedback false: That's right! Handwritten passwords placed where you can find them are also where other people may find them. Secure handwritten passwords, or use a password manager.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Knowledge Check: Question 5	Screen 9	Date: : Oct 2, 2021

Knowledge Check:
Question 5 Fill in the blank with the passcode



Correct answer: 4077

Graphics info

Background "bg1.png"
Main slide smartphone with blank text screen.
Alt text "Smartphone with an empty text screen"
Layer 1
Green text bubble with passcode 4077.
Alt text: "New green text bubble with passcode reading 4077"

Navigation information

Submit > feedback > Slide 10 (q6)

Interactions

Click the Passcode button, shows layer with text passcode.

Enter the passcode into the text form box.

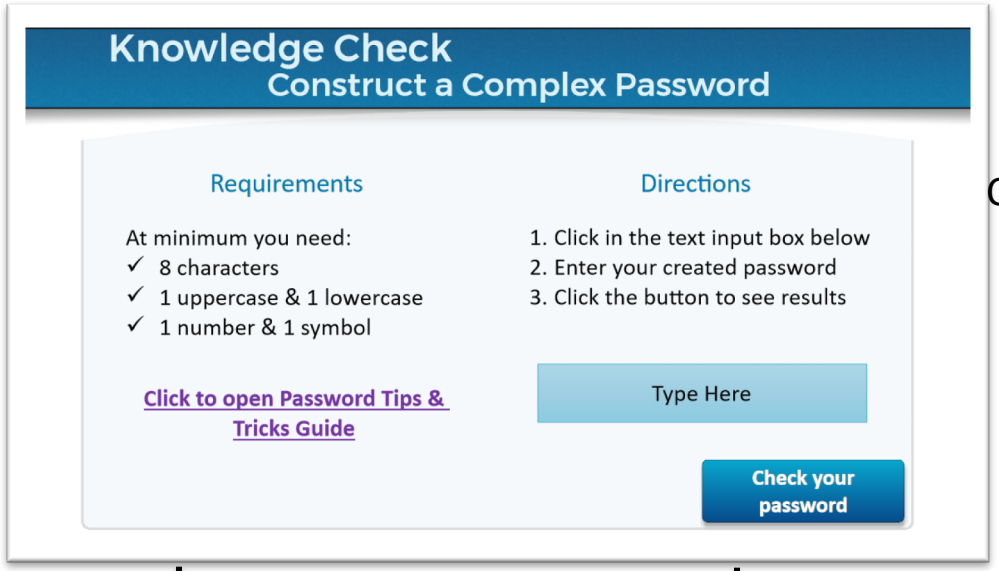
Hit either submit button on screen or on player.

Upon feedback, hit continue button

Transcript of audio:

This is a fill in the blank question. Click the purple button to get a passcode sent to the cellphone on your screen. Enter that passcode into the box by clicking and typing. Hit submit when complete. Feedback correct: That's right! See how easy Two-Factor Authentication can be? This interaction works the same on your own Smartphone or even email. Feedback incorrect: You did not select the correct response Please try again.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Knowledge Check: Question 6	Screen 10	Date: : Oct 2, 2021



Knowledge Check: Question 6 Branching Scenario Construct a Complex Password

If correct

If incorrect

Continue

Need some help?

Try again

Slide 11

Video tutorial Slide 10a

Graphics info

Background “bg1.png” Knowledge Check true or false icon
No alt text.

Link to Password QRG pdf

Navigation information
Submit > feedback
- if correct >Slide 11
- If incorrect > feedback >
  - Need some help? > 10a popup > x to close> back to feedback
  - -or-
  - Try again> back to slide 10

Interactions

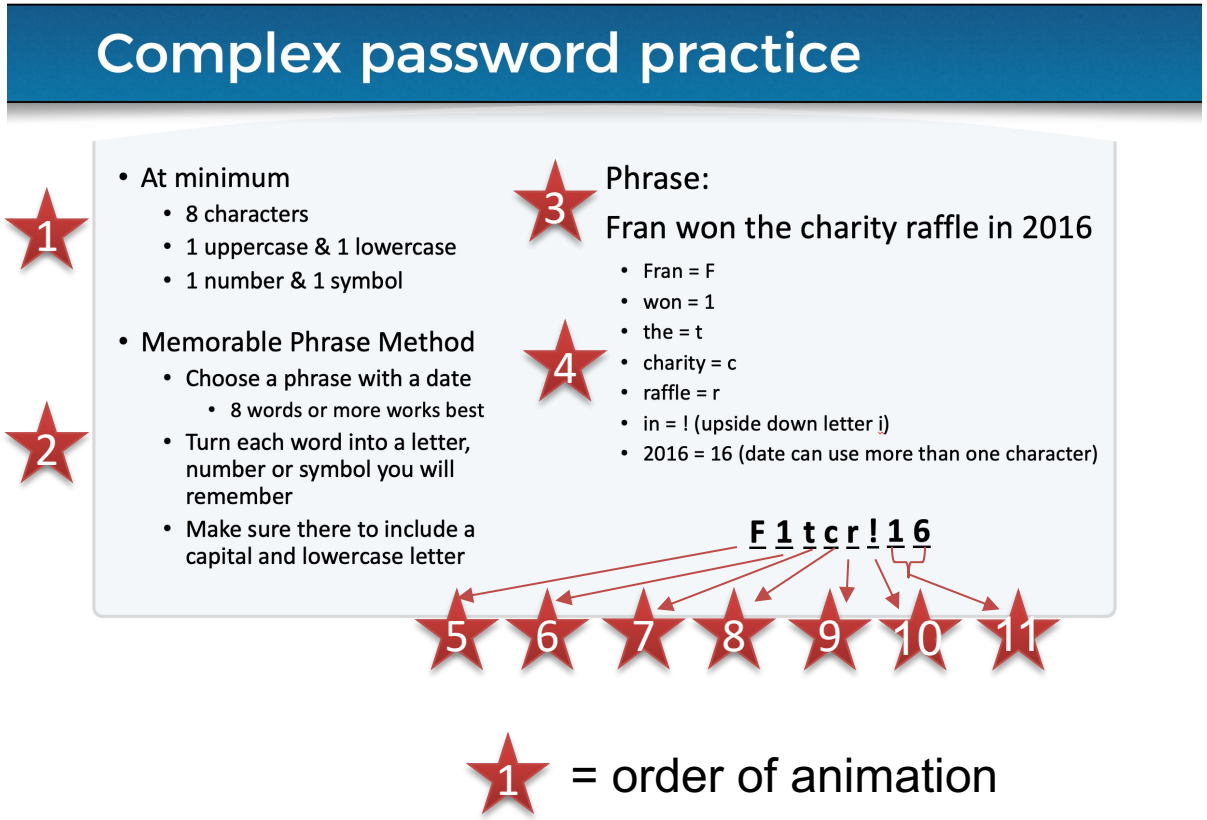
Branching Scenario
Create password.
Type in text box, click check your password button.
If password meets criteria, move to next slide. If not, feedback has try again button(back to slide 10) or need some help button (loads tutorial video in light box, once closed, returns to slide 10).

Link to Password QRG pdf

Transcript of audio: This is a fill in the blank question. Using the requirements on the left create a complex password. You can use the Password Tips and Tricks guide if you need it. Click inside the text box on the right to begin typing your password. Click the ”check your password” button or the submit button when finished. Feedback correct: you successfully created a complex password and finished the knowledge check! Feedback incorrect: Sorry, this password does not meet the requirements. Please try again. If you ‘d like to watch a video tutorial before your next attempt, click the “Need some help?” button.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Question 6 Branching video	Screen 10a	Date: : Oct 2, 2021

Branching scenario slide 10a:
Video tutorial with voiceover recording of slide



Graphics info

Tutorial "Complex password practice"

Video created using PowerPoint and Camtasia, will be no longer than 1m 30s.

Video will have audio and captions.

Navigation information

X button in top right closes lightbox.

Interactions

No interactions.

Transcript of audio:

Creating complex passwords doesn't have to be hard. Let's work through an example together. (1) Remember, a complex password has a minimum of 8 characters, 1 upper and 1 lower case, 1 number and 1 symbol. (2) An easy way to create and remember passwords is to create a memorable phrase with 8 or more words, then turn the first character of each word into a number or symbol you will remember, don't forget to include upper and lowercase! (3)Here's a quick phrase to get us started: Fran won the charity raffle in 2016. Can you see the potential? (4)Let's work through it. (5)Fran turns to capital F. (6)Won can be changed to the number 1 since they sound the same. (7)The is a lowercase t. (8)Charity is a lowercase c, (9)raffle a small r. We still don't have a symbol but we can get creative and turn that "in" into an exclamation mark(10) by pretending its an upside down lowercase I. (11)and 2016 can be reduced to 16 and since a date can use more than one character, that brings us to an 8 character complex password that meets all our criteria. See how easy that was?

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Summary	Screen 11	Date: : Oct 2, 2021

Slide 11: Summary

- Keep your passwords and your information safe
  - Create complex passwords
    - Don't forget to use the Password Tips & Tricks guide!
  - Don't use the same password for more than one site
  - Don't use names, keyboard patterns, dictionary words, or the word 'password'
  - Be sure to change any default passwords to a new one
  - Enable Two-factor Authentication to add another layer of security
  - Password managers are a great way to easily keep your passwords secure, some even create complex passwords for you!

Summary

Graphics info

Image shown on left
Alt text: "Security symbol padlock glyph shown in front of hand in stop pose"

Navigation information

Previous > Slide 10
Next > Slide 12

Interactions

No Interactions

Transcript of audio: Transcript follows slide word for word.

Project name: Cyber Safety: Passwords & Authentication	Screen ID: Congratulations!	Screen 12	Date: : Oct 2, 2021

Slide 12:
End Slide

Graphics info

Title Slide
Background image is Virtue Systems logo in front of a vector wave illustration
“V title.png”
No alt text for background.

Navigation information

Previous > Slide 11

Interactions

No Interaction.

Transcript of audio: You have successfully completed this lesson. Congratulations! You may close your browser tab to end this training module.