

## CyberCollaborate

### First steps

Please register to join CyberCollaborate. Privacy settings for all this information can be set later. Once you have submitted your application it will be reviewed and login details sent to you soon.

Once your account has been activated please complete your personal profile. You can choose Capabilities that you have.

For all boxes of information you can click the “i” sign for more information, the picture of pencil and paper to edit, the picture of a little floppy disc to save your edited details and the “X” symbol to make that box full screen.

There are three profiles you may need to create:

1. Personal Profile – every user has one of these
2. Company Profile – the first person to create the company is the company admin by default and only they will be able to make changes in the future
3. Cluster / Group profile – the first person to create the Cluster should be the Cluster Manager.

When you register as a small cyber security company you will automatically become a member of the UK Cyber Security Forum group. You can see announcements and message other members through this forum. You can then choose to join other groups listed – for example your regional Cluster and any special interest groups you are interested in.

### Profiles

Your personal, company and group profiles will all be visible and searchable to all companies on the portal (not just small cyber security companies) unless you set privacy settings on each aspect of the information (see how to do this below). To make the entire profile invisible to some or all users you can set the privacy of the Company or Group name and the First name of the personal profile.

The capabilities you choose as part of your personal profile will feed through to be the capabilities of the company so it is important that you include all your capabilities here.

### Privacy

When you click on the edit icon you can see each piece of information on the profile if you are the administrator for that profile. Each piece of information also has a link under the word 'Privacy' which will open the Privacy Settings for that particular content. Using the check boxes in the matrix that is displayed it is possible to determine which types of users are able to view that piece of information. For example, if it is decided that the company size should not be made available to anyone, then it will not appear in the company profile. Or, if

the company registration number should only be available to people in the UK, then users outside of the UK will not see that field in the company profile. Please note: The 'Name' field (company or group name or First Name) behaves slightly differently. It will determine whether the entire company profile will be available or not. For example, if the name field is made available only to people in the UK, then users outside of the UK will not see any of the company profile at all.

### **Searches**

You can search for people, companies or groups by using the search box at the top.

### **General**

You can message people or companies by clicking on the envelope icon on their picture. The contents of the message will stay on the portal but they will get an email to say they have a message waiting.

You can apply to join different groups by clicking on the “Member Clusters” edit icon when in your personal profile. You will see all the groups or clusters available and you can apply to join one by clicking on it. It will then go red until your application has been approved by the Cluster Manager.

Once you are a member of a Cluster or Group you can send messages / chat among all members of that group by using “Cluster Chat”