

# User Manual

## Cybersecurity Awareness Platform



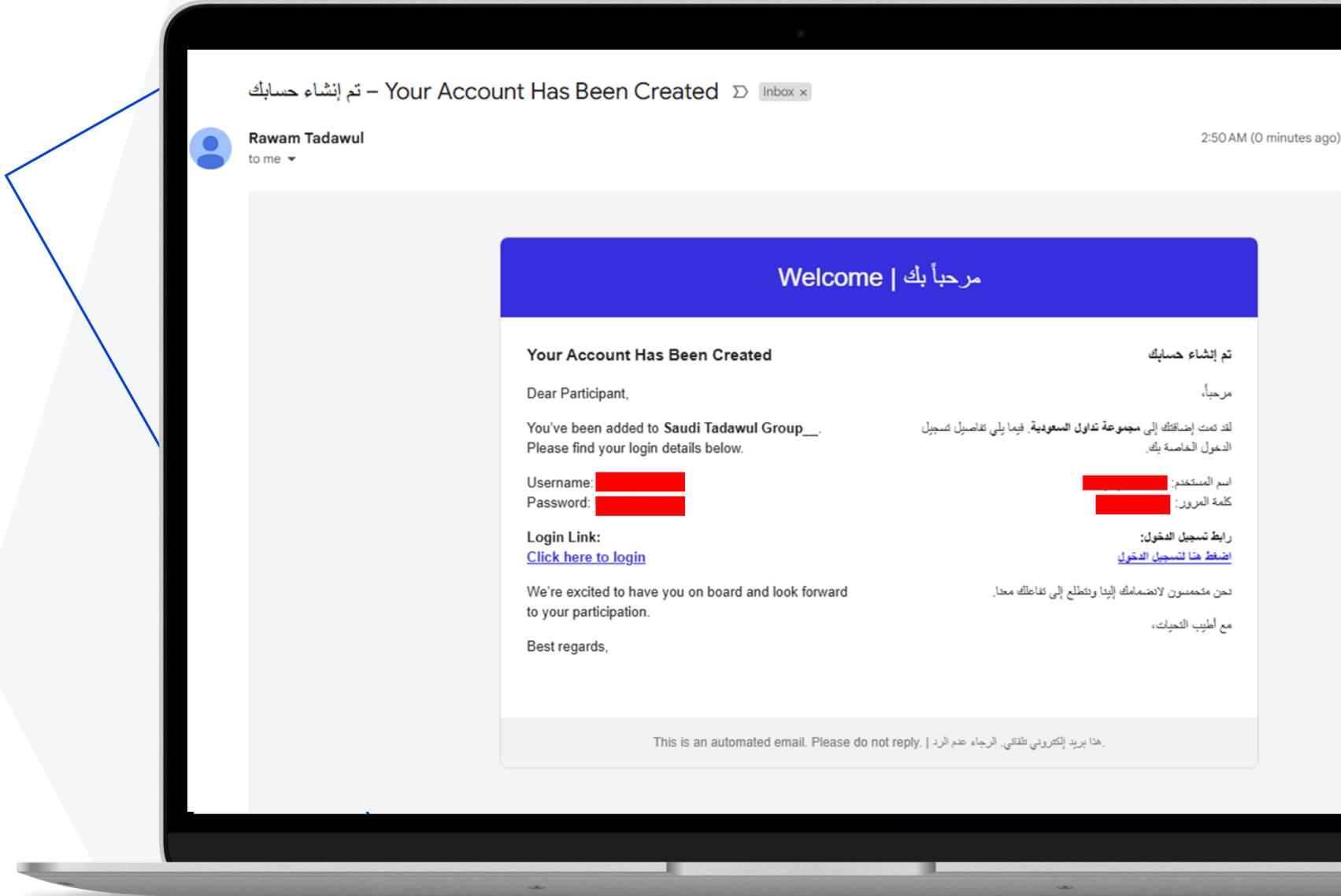
– 01

# Signup



# Signup

- You will be **invited** to the system, and an email will be sent to you from this email address [noreply@rawam.sa](mailto:noreply@rawam.sa) with the system login information.
- **Open** the link to enter the platform.



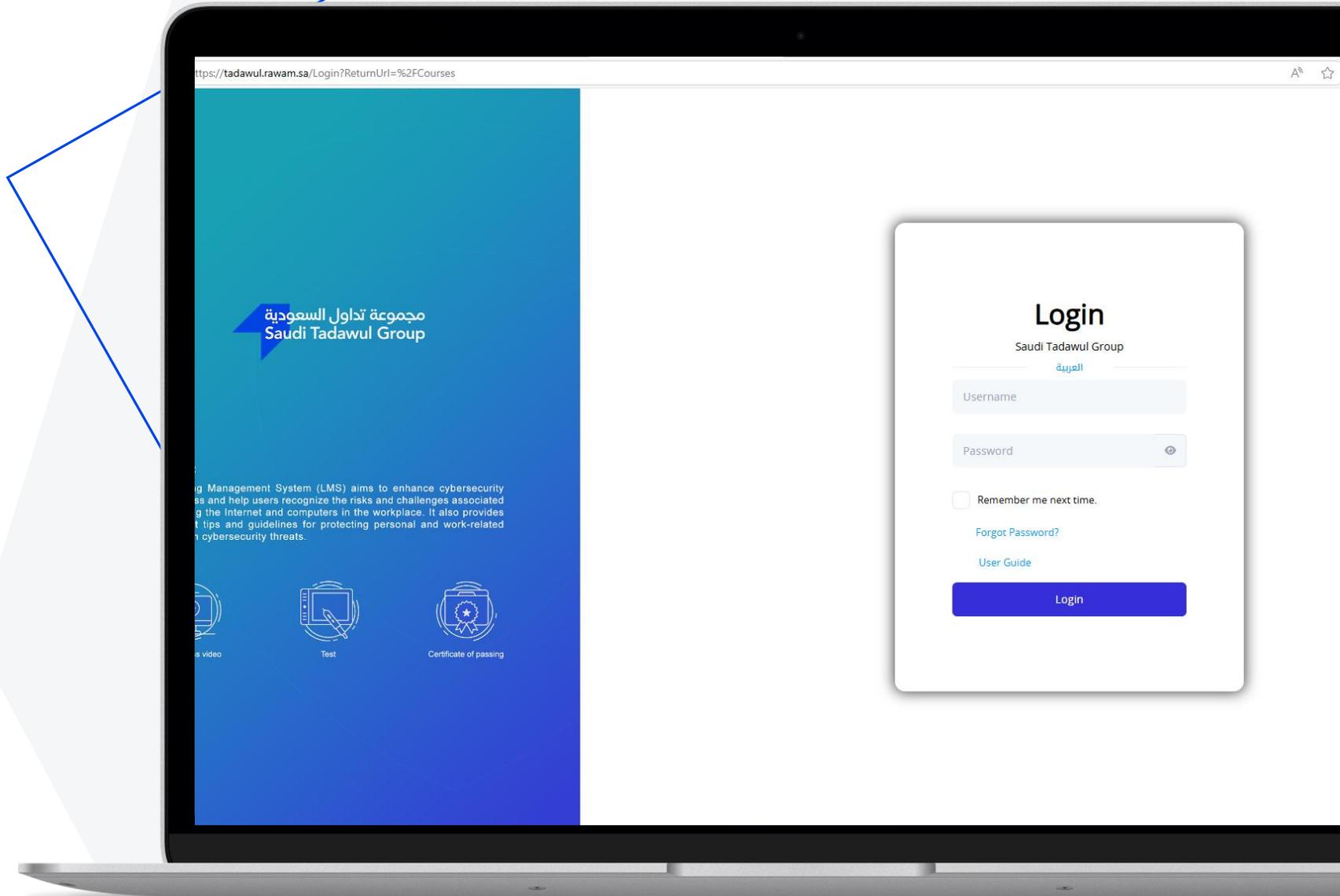
– 02

**Login**



# Login

- ▶ Log in to your account using the credentials sent to you via email, then click the 'Login' button.



– 03

# Programs



# Programs

- ▶ The Training Programs page displays the required courses. Each course includes details such as duration, viewership rate, test status (if applicable), and whether you have passed. You must **log in** and **complete** each course in the specified order.

The screenshot displays the 'Programs' page on the Saudi Tadawul Group Cybersecurity Awareness Platform. The page features a blue header with the group's name in Arabic and English, and navigation links for Programs, Workspace Policies, Security Reports, Leaderboard, and User Manual. A user profile icon is visible in the top right corner. The main content area shows the 'Cybersecurity Awareness Program' with a progress percentage of 0% and a status of 'Not Completed'. A 'Program Certificate' button is present. Below this, three course cards are displayed: 'Passwords' (04:23 Minute(s), Did not start the course, Exam not attended), 'Email Security' (08:46 Minute(s), Did not start the course, Exam not attended), and 'Physical Security' (03:42 Minute(s), Did not start the course, Exam not attended). Each card includes an icon representing the course topic and the title in both Arabic and English.

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# Course Details



# Course Details

- Click on the videos and watch each clip in order. **Remember** that you must watch the entire clip **without scrolling** to ensure your view is counted.

The screenshot displays the 'Email Security' course details page on the Saudi Tadawul Group Cybersecurity Awareness Platform. The page features a blue header with the Saudi Tadawul Group logo and navigation links for Programs, Workspace Policies, Security Reports, Leaderboard, and User Manual. The main content area is titled 'Email Security' and includes a 'Course Info' section with a list of video clips. A right-hand sidebar provides course statistics and a 'Start Exam' button.

**Course Info**  
Email Security

6 Video(s) 08:46 Minute(s)

**Email Security**  
6 Video(s) 08:46 Minute(s)

- ▶ Introduction. 00:49 Minute(s)
- ▶ Risks of Links and Attachments via Mail. 01:07 Minute(s)
- ▶ Risks of Junk Mail. 00:55 Minute(s)
- ▶ Risks due to User Errors. 01:15 Minute(s)
- ▶ Phishing Technique. 02:47 Minute(s)
- ▶ Phishing Methods and Ways of Prevention. 01:53 Minute(s)

**Course Statistics:**

- Total Duration: 08:46 Minute(s)
- Total Clips Count: 6 Video(s)
- Watching Percentage for Topics: 0 %
- Course Starting Date: 02-01-2025
- Course Ending Date: 15-04-2026
- Test tries: 0 out of 100 tries
- Exam State: Exam Is Not Taken

[Start Exam](#)

[See your exam history](#)

# Start Exam (if required)

- After you have finished viewing the course content, click the **Start Test** button in the course details menu to begin the testing process.

The screenshot displays the 'Passwords' course details page. The page is titled 'Passwords' and includes a breadcrumb trail: 'Programs > Course Details'. The course information section shows '7 Video(s)' and '04:23 Minute(s)'. A notification box is overlaid on the page, containing the following instructions:

- The exam will start when you click "Start Exam" Button
- Use the navigation buttons to move around the questions
- Don't use a browser back or refresh button or navigate to other page when you start the exam, by doing this you will end the exam

The 'Start Exam' button is highlighted with a red box. The course details menu on the right side of the page shows the following information:

- Total Duration: 04:23 Minute(s)
- Total Clips Count: 7 Video(s)
- Watching Percentage for Topics: 100 %
- Course Starting Date: 01-01-2025
- Course Ending Date: 15-04-2026
- Test tries: 0 out of 100 tries
- Exam State: Exam Is Not Taken

A 'Start Exam' button is visible at the bottom of the course details menu, and a 'See your exam history' link is located below it.

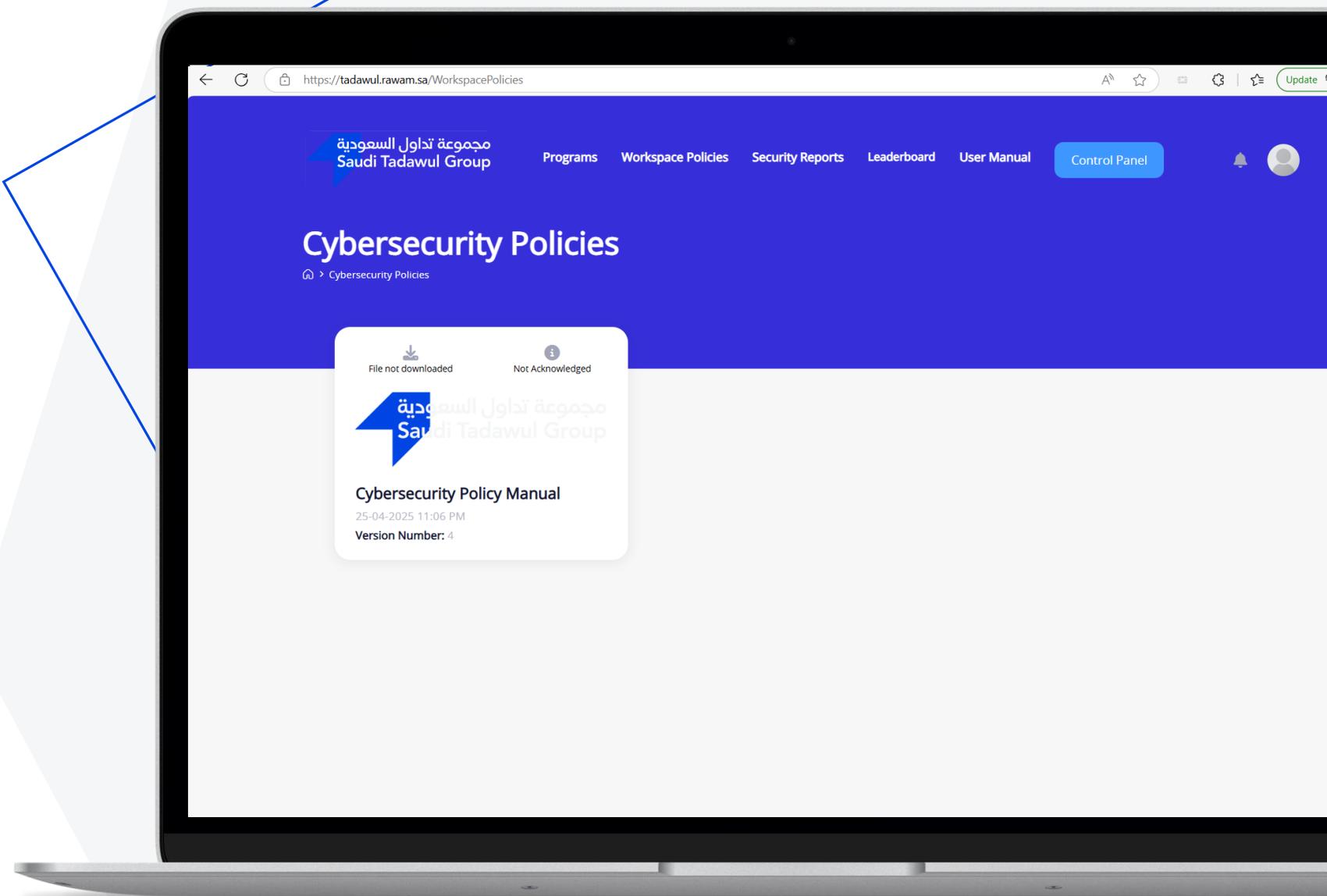
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# Policy



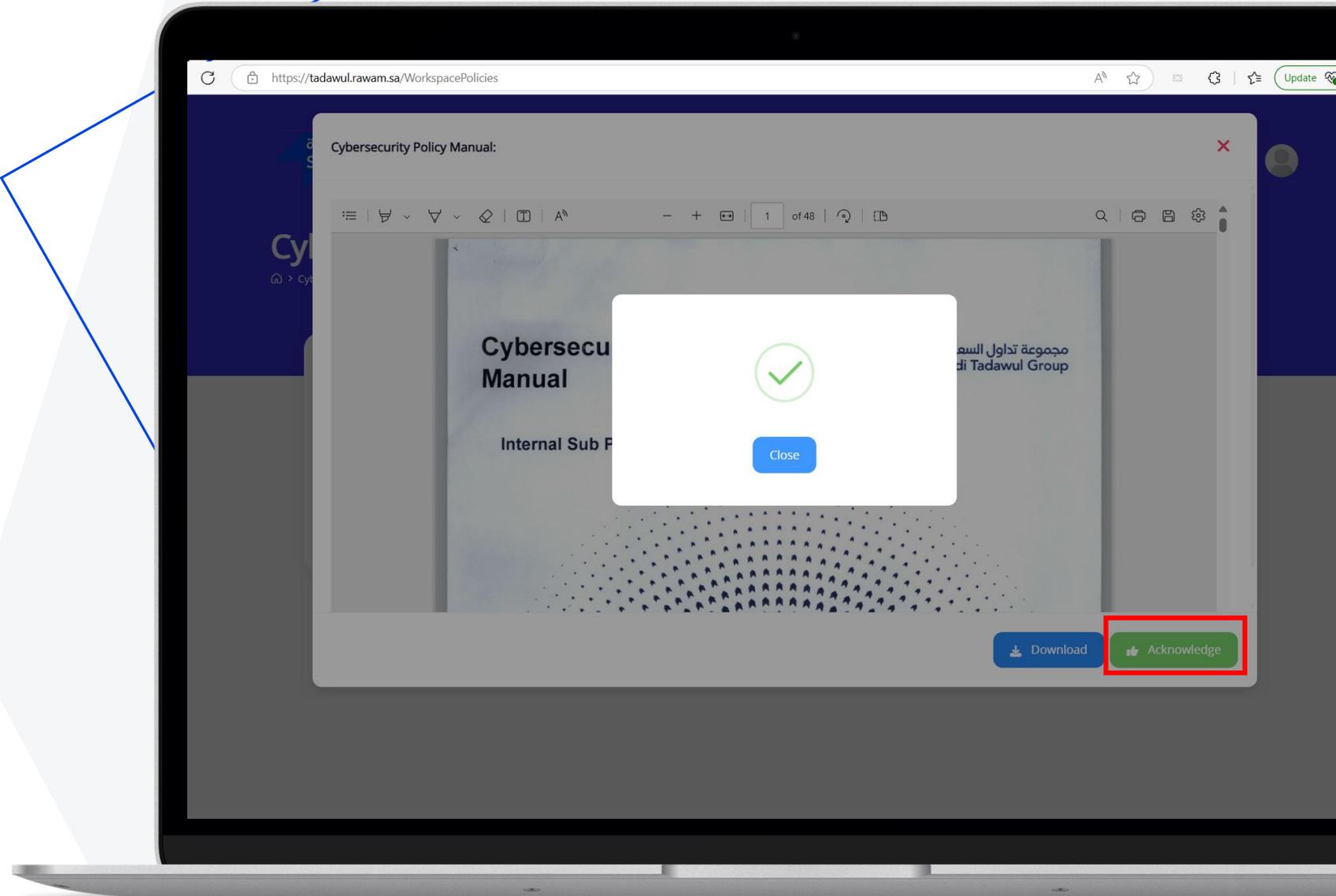
# Policy

- The Workplace Policy section displays the **Cybersecurity Policy** followed by STG and its subsidiaries.



# Policy

- Click on the policy to open a pop-up window where you can browse and read the policy. If needed, you can also **download** it. Once you have finished reading, click **Acknowledge** to confirm that you have read and understood the policy.



# Thank You

**Cybersecurity Governance Unit**

Risk & Security Division