



Duo Security is  
now part of Cisco.



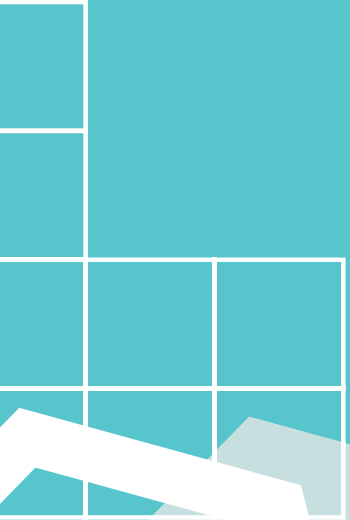
# Security 1-2-3

Your Security Education and  
Awareness Starter Kit



---

**From the smallest local business to colossal corporations, security education is a vital but daunting task.**



Determining where to start, finding the time outside of your regular day and making security easy to digest and immediately useful can be a challenge. At Duo, we strive to make security simple for everyone and we want to share our expertise to empower and educate you and your teams.

That's why we've assembled the Security 1-2-3 Kit, chock full of the resources you need to get your team excited about security awareness and activities. No security team? No problem! Anyone can lead these activities. No budget for rewards? **We've got you covered.**

# Security Storytime

## Instructions for Participants

Your assignment is to write a story in which you “compromise” the business, by either acting as an insider or as an external attacker. Write a caper story in which you execute a criminal heist against the business! It can be a technical or non-technical attack where you discuss using the access you have, or the information you know, to get away with something valuable.

You could describe how you would get away with the business’ cash reserves, how you’d steal customer information, compromise identities, or locate restricted information and twist it to your will. Don’t be afraid to get creative – and tell us how you escaped and/or kept your actions undetected.

## Get Ready

Select a location to receive the submissions. An online form works like a charm!

Consider using a rubric (example on next page) to help participants understand what you’re looking for. Make a grand prize, like a gift card or trophy. Consider satellite prizes for things like “Most Likely to Become a Movie.”

- ✦ How easy is the attack?
- ✦ How valuable is the target?
- ✦ What damage would it cause? (Is the business still functioning after you’ve done your worst?)
- ✦ How fast would the attack be detected?
- ✦ What skill level is necessary? (Could a 5-year-old child devastate us?)

Include as many specific details as you can, right down to the faraway island you’re relaxing on, funded by your ill-gotten gains. The more clearly we can visualize the story and how the attack works, the better!

Can you escape with all of the valuables, remain undetected, and destroy the business’ ability to recover?

Everyone can play, no technical knowledge required.

**Can you escape with all of the valuables, remain undetected, and destroy the business’ ability to recover?**

# Security Storytime Scorecard

Points	Hacker Skill Level	Time to Detection	Expense of Attack	Impact to Organization	Ideas and Content	Creativity	Plot and Structure
5	Little to No Skill / Individual.	No detection, or over a week to detection.	Attack is free or close to it.	The business is devastated, potentially to the point of closure.	Clearly presents the story with relevant facts, includes supporting details.	The story is inventive and unique. The content is innovative and the events are clever.	Structure is very clear, the reader may clearly understand the sequence of events.
4	Minimal Skill / Small group resources.	3+ days to detection.	Inexpensive.	The business is severely crippled.	The story has mostly relevant facts and some supporting details.	The story is relatively original, the events are fairly inventive.	Structure is clear, the reader understands the sequence of events.
3	Intermediate Ability / Organized actions.	1+ day to detection.	Some monetary resources necessary.	Normal work is impacted significantly.	Presents the story with limited relevant facts and supporting details.	The story "sounds familiar," the events follow an expected path.	The structure is somewhat clear, some portions of events are not clearly verbalized, or are left out.
2	More Skill / Corporate resources necessary.	12+ hours to detection.	Corporate level resources necessary.	Normal work is somewhat impacted.	Ideas are not entirely clear, the progress of events is unclear.	The story presents limited originality, and the events are predictable.	The structure is unclear, events are not presented in a linear fashion, or are left out.
1	Significant Skill / Nation State resources.	Under 12 hours to detection.	Government level resources necessary.	The business is not impacted.	Idea is unclear. Much of the context and situation is unestablished.	The story does not present an innovative set of circumstances.	The structure is nonexistent or un-followable.

# You're Invited to a Password Party!

Do you know someone who could have better passwords, has been meaning to set up a password manager, or just needs a helping hand?

## A simple event lets everyone take on the password problem together: the Password Party!

This event dedicates time to boosting account security by moving passwords into a password manager and strengthening weak passwords. We set it up like a party – think balloons, cake, and prizes – to bring people together, learn from each other and make an otherwise tedious task fun.

- At the end of the Password Party, the guests should have a password manager set up, and at minimum, their most important accounts added. They'll know how to generate a random password using the password manager, and feel empowered to add their online accounts into it. Plus, they should be aware of what makes a good password and understand the basics of two-factor authentication to provide an additional layer of security to their accounts.

## Host Duties

The host will guide guests through password manager setup, and should be prepared to show how it works to generate and store passwords. They will also explain what two-factor authentication is, and support adding it to folks' accounts as available.

At Duo, we tapped members of our internal security team to host, which introduced them to new team members and strengthened their inter-team relationships. If your organization doesn't have an internal security team, someone from IT would great choice to host.

## Attendee Requirements

Each guest should bring their laptop and phone. They should be prepared to install a password manager if they haven't already. They should also have some websites in mind where they have accounts and can either access them normally or by recovering their password (e.g., email recovery).

## Choose a Location

Host the event somewhere comfortable and open. At Duo, we set a welcoming atmosphere by meeting in our communal dining areas, but a lounge or living room would also work well. No classroom seating, please; guests will need to use their laptop and mobile device while remaining comfortable and engaged. People may need to come and go if you're hosting at work, but that's okay!

## Choose a Time

At Duo, we held our event for three hours, allowing for guests to come and go as their schedules permitted. But your event doesn't need to be that long; investing just an hour to work on passwords is a win!

Choose a time when folks are ready to switch gears mentally, like a Thursday afternoon at work. Give advance notice to reduce the "I don't have time" excuse.

## Rewards and Atmosphere

Who doesn't love an incentive for a job well done? At Duo, we gave guests a prize for participating. We also entered them into a gift card drawing if they finished entering their passwords into a manager or stayed for at least an hour.

Depending on what time we held the event, we also offered lunch or treats. Guests enjoy it, and if it's a work event, food signals to folks who missed the invite that something special is happening.

Keep a party atmosphere in mind as you plan, and it will keep your guests in good spirits. Music, balloons and decorations set a festive tone and a feel-good vibe.

## Create the Event

**Invite coworkers, friends, or family, and make sure to block off time on their calendars.**

If you're in an office, signal boost with posters and email announcements. Bonus: fully embrace the party spirit by making real invitations.

## Prepare Your Guests for Success

### Know What Password Manager You'll Support

Use your organization's password manager of choice, or choose one that will help you be the "expert" and will be user-friendly for your guests. Some key features to look for: step-by-step documentation; ability to generate random passwords; designed with security newbies in mind.

### Print Out Documentation

Yes, this event is focused on using online resources, but guests often find instructions on paper comforting. Provide links to the password manager's online documentation, but also basics like:

- ✦ How to generate a password
- ✦ How to save a password
- ✦ How to link a personal password manager account to a corporate one (if offered)

We recommend at least two sets of instructions per every six people.

### Create Account/Website Prompts

Provide guests with a list of popular websites and other high-priority accounts. Does your company use GSuite? Salesforce? Be sure to include the tools your workforce uses. A good reference is Wikipedia's list of the most popular websites, or search regionally, e.g., "most popular websites in [location]." Guests will start by updating their most critical accounts first, like their main email address and bank, and the host can help with prioritizing other accounts.

### Make a Summary Sheet

Some folks like a checklist. Print out a document that summarizes what what guests will be doing at the password party. It should give just the basics, something like what you see to the right.

## Welcome to the Password Party!!

1. Place passwords into a password manager and re-generate any that need strengthening.
2. Find out if two-factor authentication is available for those sites. Set that up too!
3. All of your passwords in a manager? Receive a prize!

Want to learn more? [Link to the Password Manager's documentation]

Check if 2FA is available for an account:  
[twofactorauth.org](https://twofactorauth.org)

Always remember, we're here to help each other! **Ask questions.**

### Do a Short Presentation

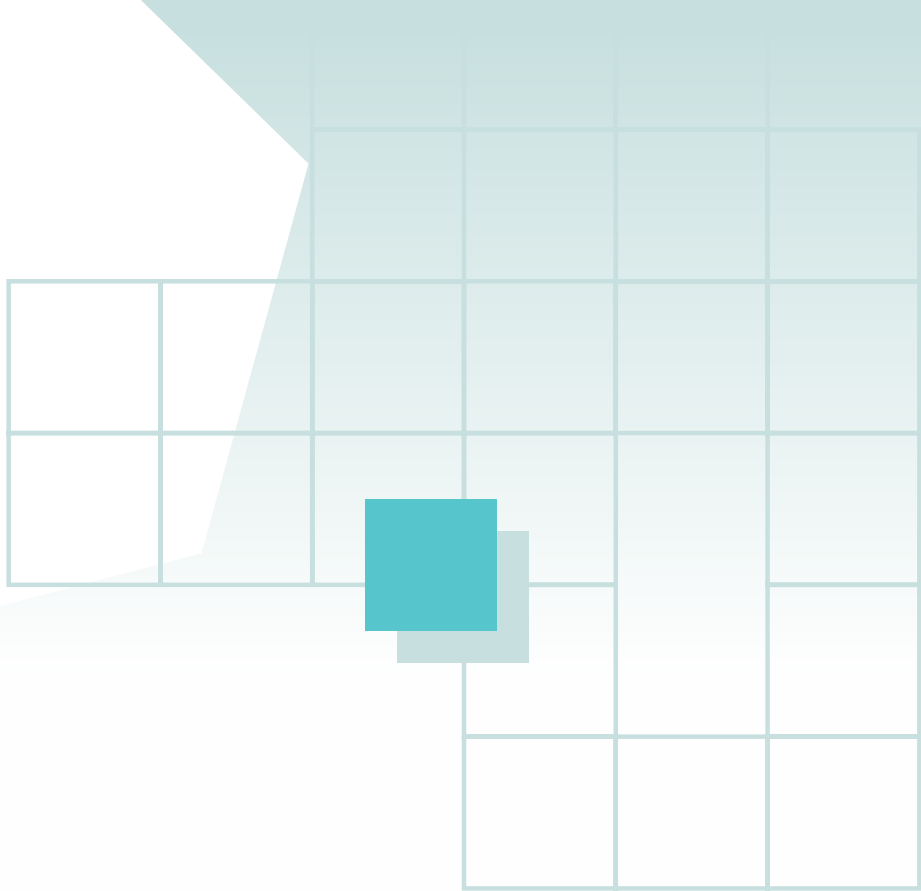
Take 10 minutes at the beginning of the event to explain password managers and two-factor authentication.

By deciding to attend the Password Party, your guests show they want to improve their account security. Now your goal is to make password managers accessible and two-factor authentication attainable.

Show them how to generate passwords. Walk through the first pieces of the step-by-step documentation, and invite guests to examine the password manager's website. Explain two-factor authentication. Encourage participants to add two-factor authentication to their password manager account, and remind them that the email they link their online accounts to is important to protect as the "keys to the kingdom."

Empower participants to do as much as they can on their own, while letting them know you're available for questions. Get participants talking with each other! It's amazing what collective experience can accomplish.





## Common Questions

Be ready for questions and concerns about password managers and two-factor authentication. As guests explore the idea of protecting their passwords behind a single password, they may have some reservations. Some of the concerns we've encountered are:

- ✦ Sharing passwords safely
- ✦ Recovering your password manager's password
- ✦ Losing your two-factor device

Consider the questions you've heard that led you to host a Password Party, and be ready to answer them.

## End With Empowerment

**When the party ends, the road to good password hygiene continues.**

Remind guests that it's OK if they didn't enter all of their passwords into the manager today, because their work was meaningful and they're better protected now than they were just a few hours ago. If they commit to moving a few passwords every day or even weekly, they'll be all set in no time.

# Your security education journey starts now

Find more resources at [duo.sc/security-123](https://duo.sc/security-123)

## Hello there!

As the Security Education Lead at Duo, I know well that security is everyone's shared responsibility. But that doesn't mean learning about it has to be difficult or boring! My hope is that this box helps you get creative with your team, sharing knowledge and experience, while becoming more secure in the process.

The activities included here are events we have run at Duo - the posters hang in our offices - and we're always working on more! Creating engaging activities helps cultivate a security-focused culture: encouraging questions, generating excitement, and developing trust.

Thank you for reading, and I hope you find this material as fun and useful as our team did!

## Kim Burton

Security Education Lead at Duo  
@wistfulsquirrel

