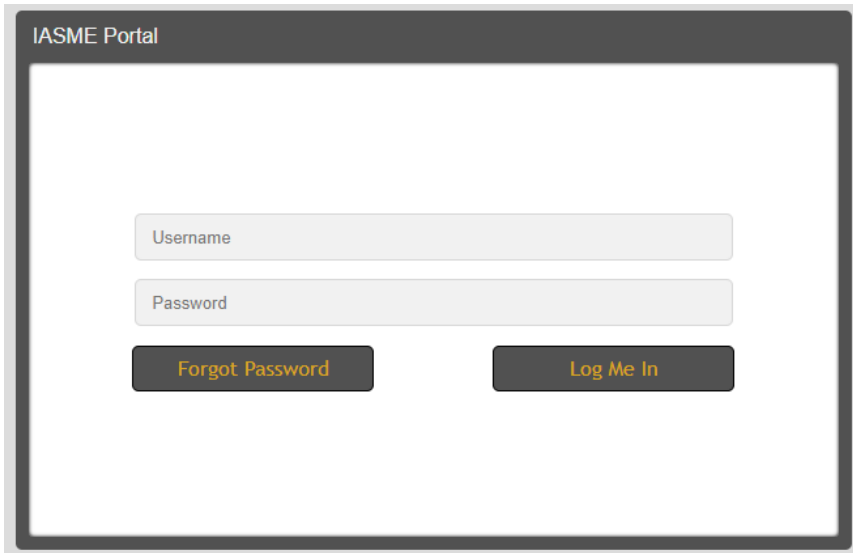


Using the IASME Portal

In order to actually submit for Cyber Essentials you will need to enter your responses on the IASME Portal: <https://portal.iasme.co.uk/>

You will have received an email containing your username and a link where you will be asked to set your password.

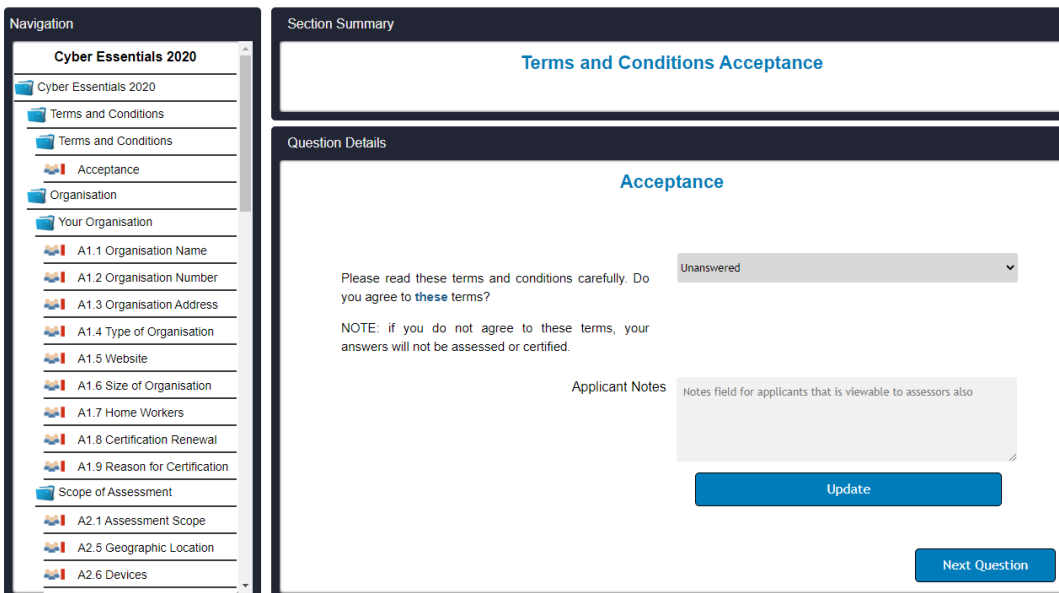
Your password must be at least 12 digits long and should be a mixture of upper/lower/special characters.



The screenshot shows the IASME Portal login interface. It features a header with the text "IASME Portal". Below the header, there are two input fields: "Username" and "Password". Underneath these fields are two buttons: "Forgot Password" and "Log Me In".

It is likely your username will be a form of your school name.

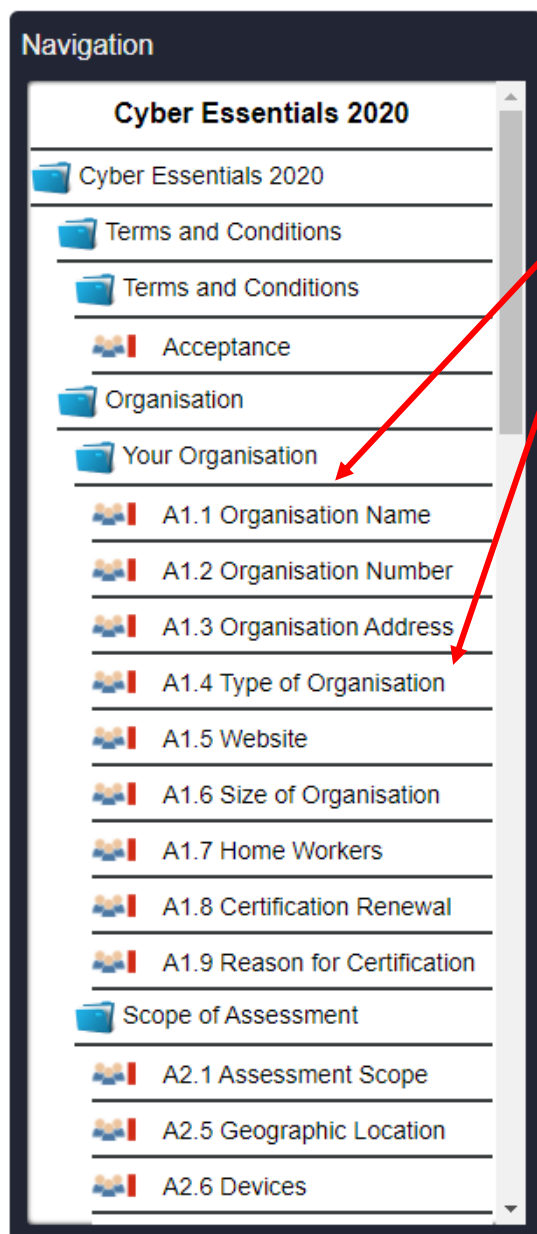
You may have to wait briefly while the session loads.



The screenshot displays the IASME Portal assessment interface. On the left is a "Navigation" sidebar with a tree view under "Cyber Essentials 2020", including sections like "Terms and Conditions", "Acceptance", "Organisation", and "Your Organisation". The main content area is divided into two panels. The top panel, "Section Summary", shows "Terms and Conditions Acceptance". The bottom panel, "Question Details", shows the "Acceptance" question. It includes a dropdown menu set to "Unanswered", a text prompt to read terms and conditions, a note about non-agreement, an "Applicant Notes" field, an "Update" button, and a "Next Question" button.



Using the IASME Portal



The navigation box allows you to go to a specific question.

The questions are sorted into the following sections:

Terms and Conditions

Organisation

Scope of the Assessment

Secure Business Operations

Office Firewalls and Internet

Secure Configuration

Patches and Updates

Access Control

User Accounts

Administrative Accounts

Malware and Technical Intrusion

Malware Protection

Assessment Complete

Attestation (Declaration)

Clicking the **[update]** button will save your responses on the platform.

Update

Clicking the **[next question]** button will also save your responses and move through the questions in order.

Next Question



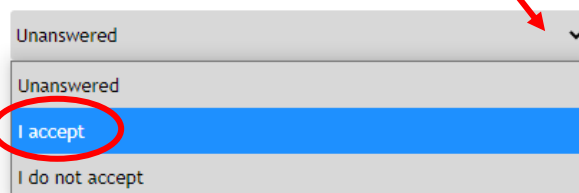
Using the IASME Portal

For many questions you will be able to choose your answer from the drop-down box.

Acceptance

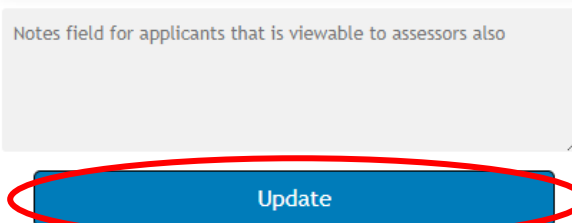
Please read these terms and conditions carefully. Do you agree to [these](#) terms?

NOTE: if you do not agree to these terms, your answers will not be assessed or certified.



Unanswered
Unanswered
I accept
I do not accept

Applicant Notes



Notes field for applicants that is viewable to assessors also

Update

Use the Applicant Notes box if you want to share any additional information with the assessor.

Some questions will require information to be included in the 'Applicant Notes' field – this will most likely be stated in the question as a request (for example, 'please describe the process'). Alternatively, the question may only consist of an 'Applicant Notes' field, without a drop-down box.

When you have completed the submission, go to the top of the page and click **[Export Answers]**. You must have your browser cookies enabled for this to work. The questions and your answers will be downloaded as a pdf document onto your computer.

[Export Answers](#) [Submit Answers](#) [Logout](#)

A message will appear at the centre of the bottom of the screen

Generating Report

This will be followed by

Report Finished



Using the IASME Portal

These answers need to be provided to the governing body or delegated governor representative as they will be signing to say that these are accurate.

You will need to download the declaration – you can find this through the hyperlink in the 'Cyber Declaration Signed' question in the 'Attestation' section.

The governor representative should sign the **insurance declaration** and then you will need to upload it to the assessment platform.

When you are ready to send the submission to the assessor, click 'Submit Answers'.

[Export Answers](#) [Submit Answers](#) [Logout](#)