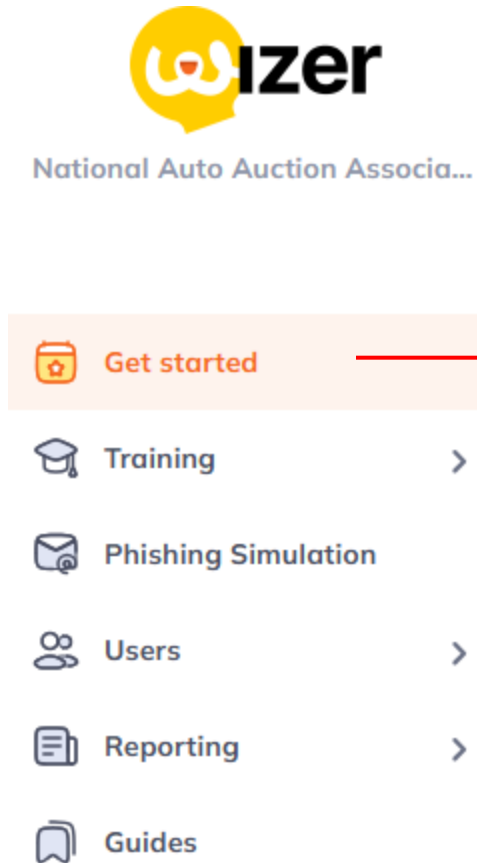


Administration Interface Overview



“Get Started” is the main course administration and assignment page

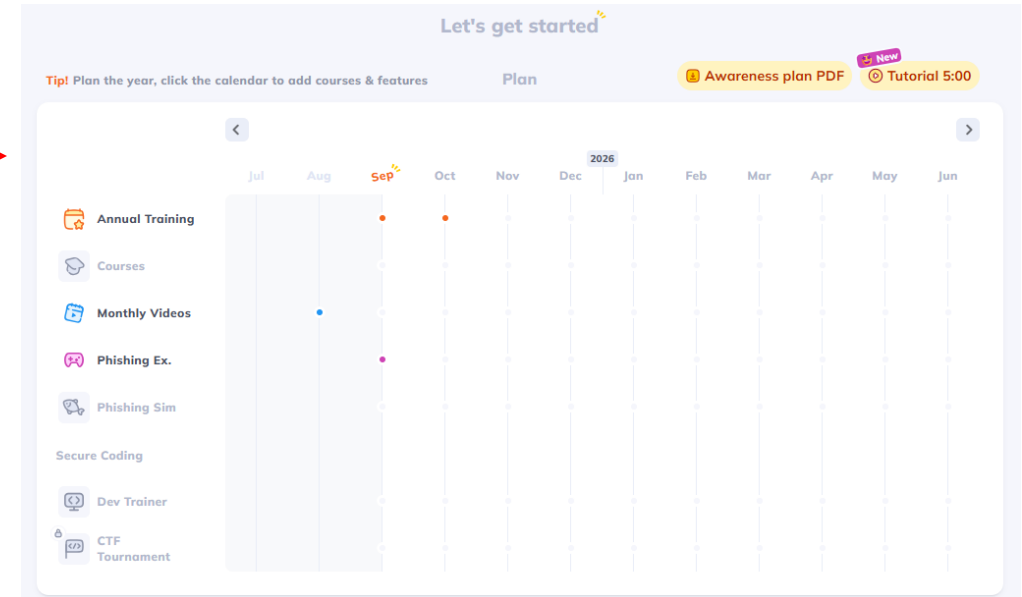
“Training” lists all available courses

“Phishing Simulation” can be used to send realistic fake phishing emails to test employees

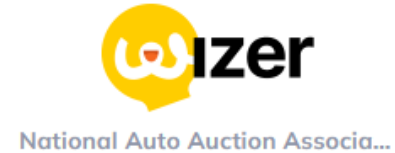
“Users” is where employees, departments, and groups are added and managed

“Reporting” allows administrators to track training progress

“Guides” provides platform how-to resources, FAQs, and troubleshooting instructions



Getting Started Step 1: Add Users



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- Users ^
- Users**
- Departments
- Groups
- Reporting >
- Guides

- **Adding Users:** Click on the “Add Users” icon in the upper righthand corner of the Users page to add employees.
- **There are 3 ways to add users to the platform.**
 1. Email – Add users one-by-one. This option works best for smaller user groups.
 2. Import CSV – Add users in bulk. Click on the Import CSV option under “Add Users” and download the “CSV Template”. Fill in the CSV Template with employee names and attach/upload to the platform to add users. NOTE: The Import CSV approach allows you to create and make Department assignments without performing this task separately using the “Departments” page.
 3. Single-Sign-On – Allows users to log in to multiple applications or websites with a single set of credentials Instructions. Instructions for Azure, Okta, OneLogin, or G Suite can be found by clicking the links or downloads provided.
- **Departments and Groups:** Customize training for a particular Group (e.g., Managers) or Department (e.g., Sales) by creating the necessary group or department under Users and assign employees to each.
- Once invited, users will get an email notification and will be prompted to create a system password.

Getting Started Step 2: Select and Assign Training Courses



Hint 1: Watch the Tutorial for learn how to use the Admin panel.



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Let's get started

Tip! Plan the year, click the calendar to add courses & features

Plan

Awareness plan PDF

New Tutorial 5:00

2026

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Annual Training

Courses

Monthly Videos

+ Add



Hint 2: The Awareness plan provides an example training schedule for the year.

- Using the “[NAAA Wizer Cybersecurity Awareness Training Course Library](#)”, identify the training courses for each employee, group, or department.
- To assign courses, go to the “Get Started” admin dashboard. Within each course type (e.g., Annual Training), hover over a specific month and select “+Add” to begin assigning.

Tutorials and Support: Click on “How-To Guides” for Platform Tutorials, FAQs, and Troubleshooting Instructions

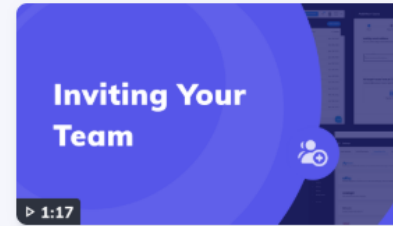


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Video Guides for a Quick Start

A short video to make your experience with an Admin Console easier!



You might be interested in...

How-To Guides

Frequently asked questions, guides, and troubleshooting instructions.



Book a Demo

Get a full demo of the platform's features and answers to all your questions.



Pricing

Explore benefits and features by comparing the **Free** and **Boost** plans.



Become an Affiliate

Join the affiliate program and earn **10%** of every purchase.



Give Feedback

Please tell us about your experience with the platform, any feedback is welcome.

