

CyberSkills2Work Employers Network Guide

How to Create Your Employer Account:

1. Visit [CyberSkills2Work](https://cyberskills2work.org/) and click on “Employer’s Network”



2. Once on the Employer’s Network Page, please click “Join our Employer’s Network”



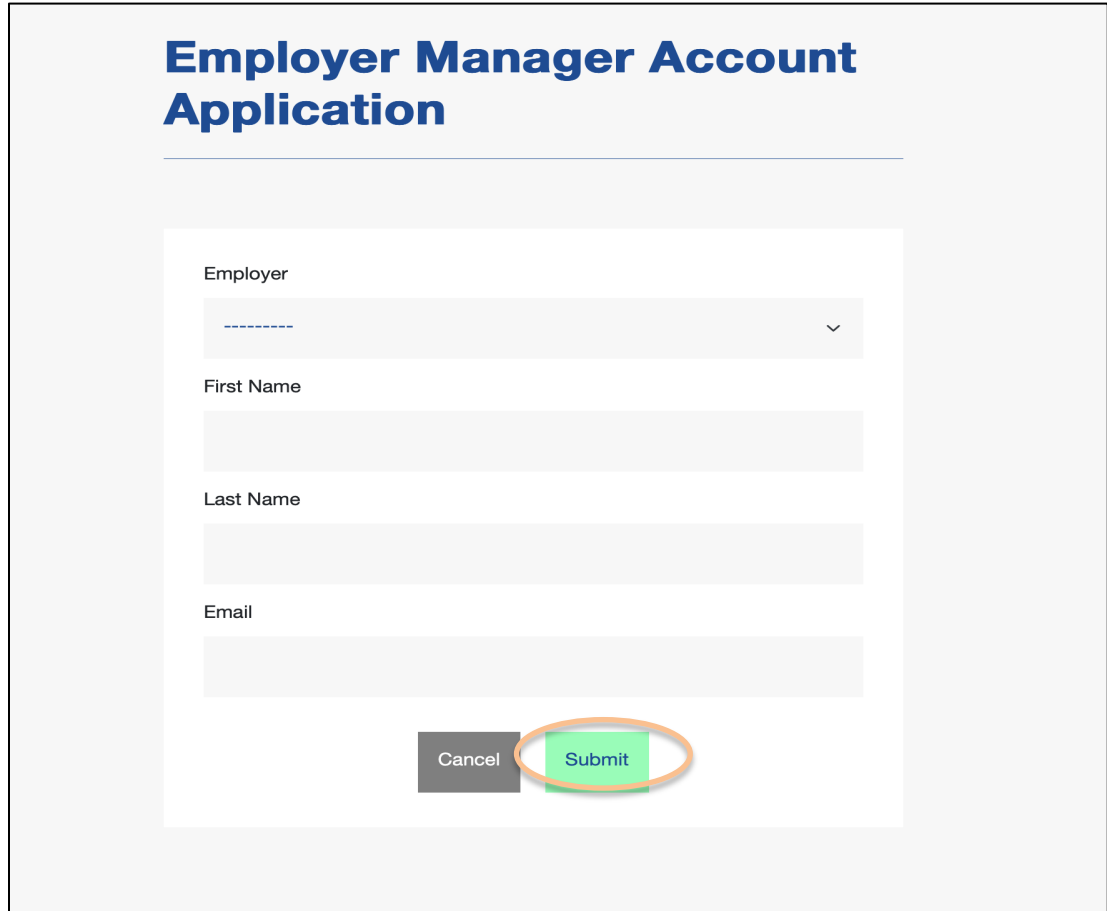
3. It will open the form below:

The screenshot shows a web browser window with the URL <https://cyberskills2work.org/employer/apply>. The page title is "Employer Network Application". The form contains the following fields and options:

- Organization Name *
- About (Please Provide A Brief Description Of Your Organization). *
- Website Uri
- Contact Name
- Contact Email
- Contact Phone Number
- Does The Organization Give Hiring Preference To Veterans And Other Military Personnel?

- a. Enter Employer Network application details.
 - i. Please fill out your organization's name, a brief description of your organization, a website URL, a contact name for your organization, a contact email address for your organization, and a contact phone number for your organization
 - ii. If your organization gives hiring preference to veterans and other military personnel, please click the box
 - iii. Please fill out your organization's address
 - iv. Using the drop-down menu, please select the number of employees at your organization, what critical Infrastructure or other sector your company primarily serves, a point of contact name, the approximate number of tech related positions open in the next 12 months.
 - v. After filling out your company's information, please click submit

4. Now, you will be directed to the Employer Manager Account Application page.
 - a. Select your employer's name from the drop down menu.
 - b. Enter your first and last name and your email address. Click submit (Now you have to wait **to be approved** as an Employers Network partner.)



Employer Manager Account Application

Employer

First Name

Last Name

Email

Cancel Submit

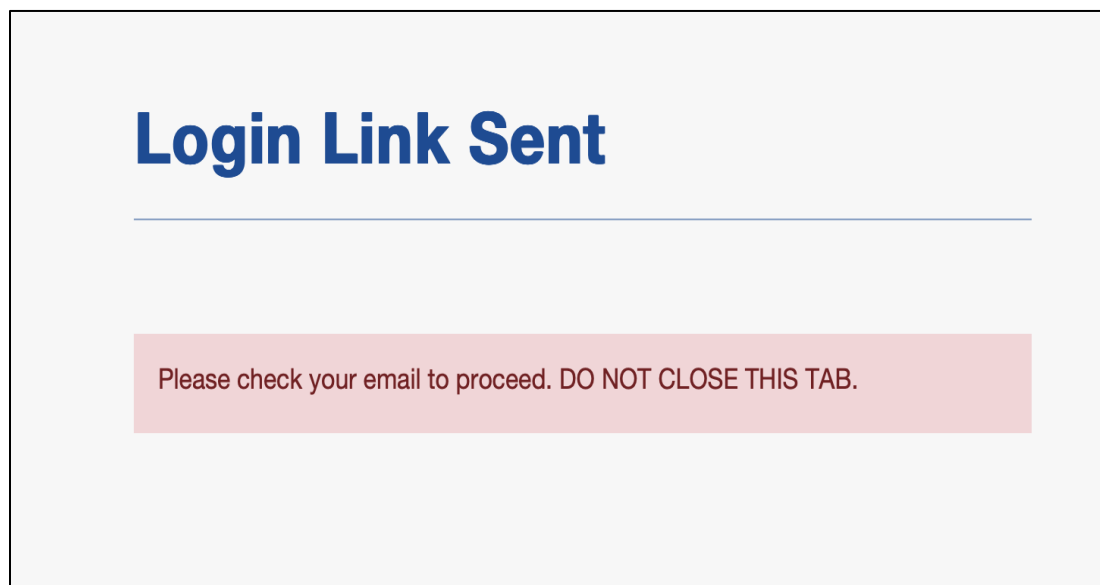
5. You will then be directed to the main page. Click “Sign in to MyCyberSkills2Work”



6. Next, enter your email address associated with your employer account. Click submit.

A screenshot of the CyberSkills2Work login page. The page has a light gray background. At the top left, the word 'Login' is written in a large, bold, blue font. Below it is a horizontal line. In the center of the page is a white rectangular form. Inside the form, the word 'Email' is written in a small, gray font. Below the text is a wide, light gray input field. At the bottom center of the form is a green rectangular button with the word 'Submit' written in white. The button is circled in orange.

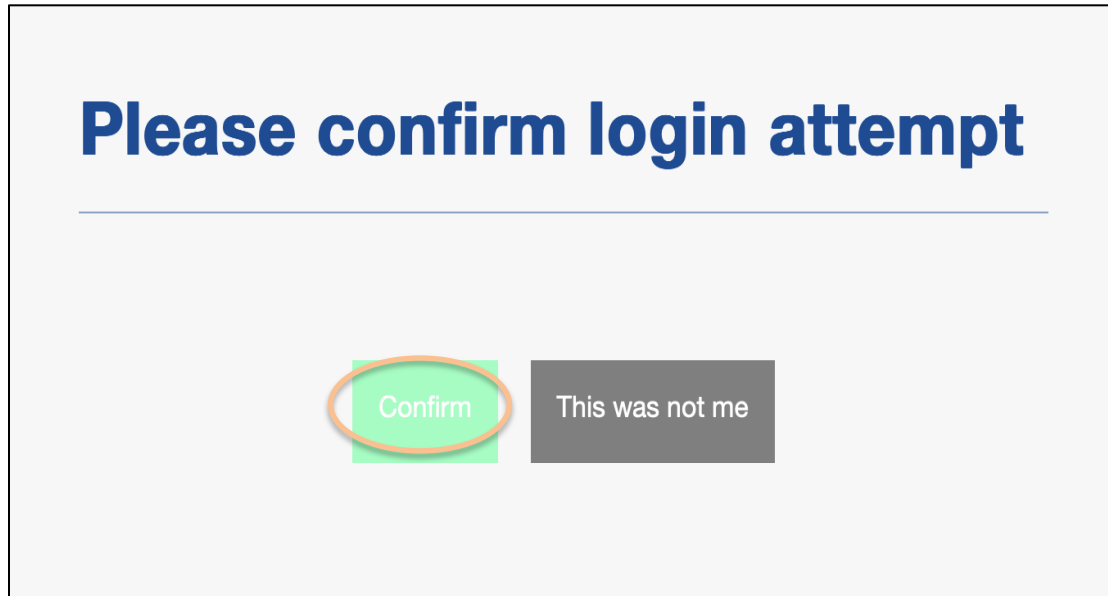
- a. **DO NOT CLOSE THE TAB.** You will be required to approve the login from the email address entered.



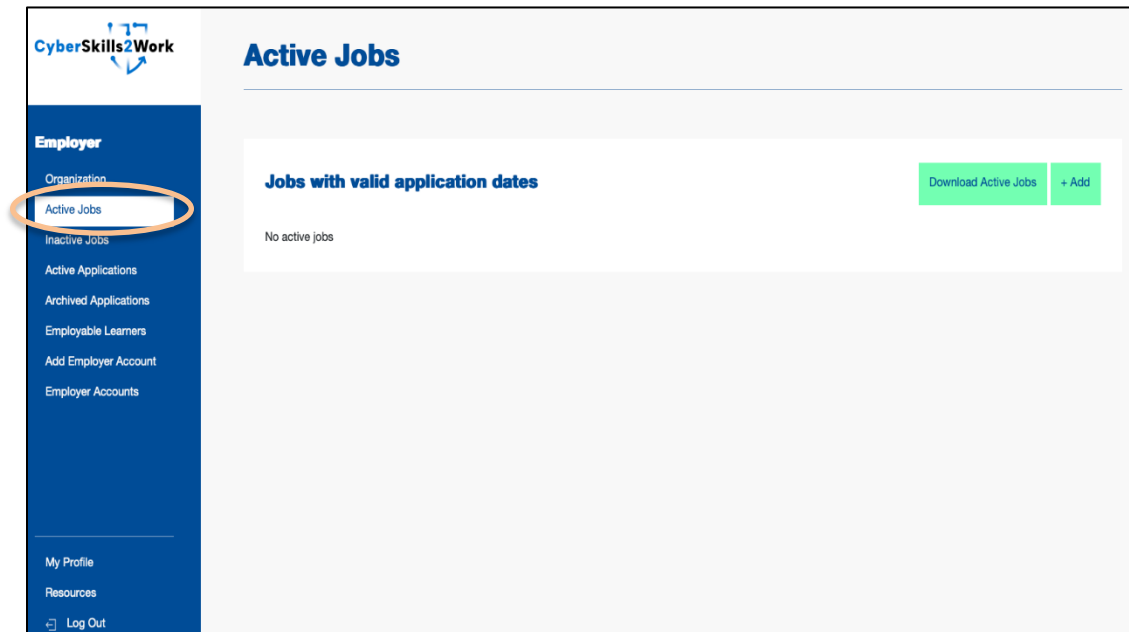
- b. You will receive an email with a link to approve your access to the CyberSkills2Work website. The image below shows you what the approval email will look like. Click "Approve".



c. You will be redirected to this page. Please click “confirm”.

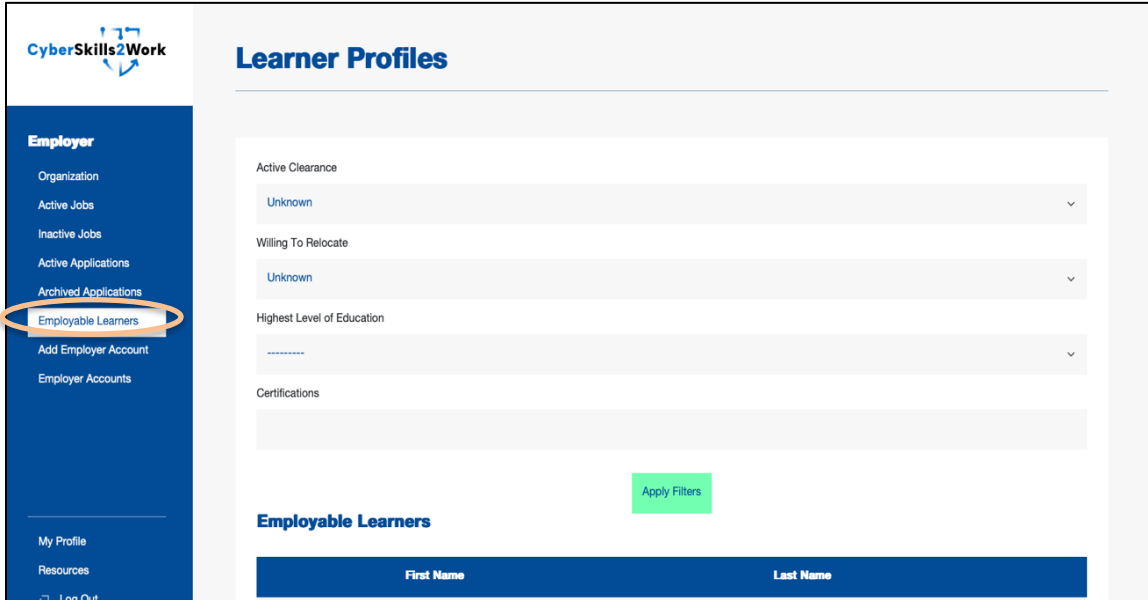


7. Now, your main page should look like this.

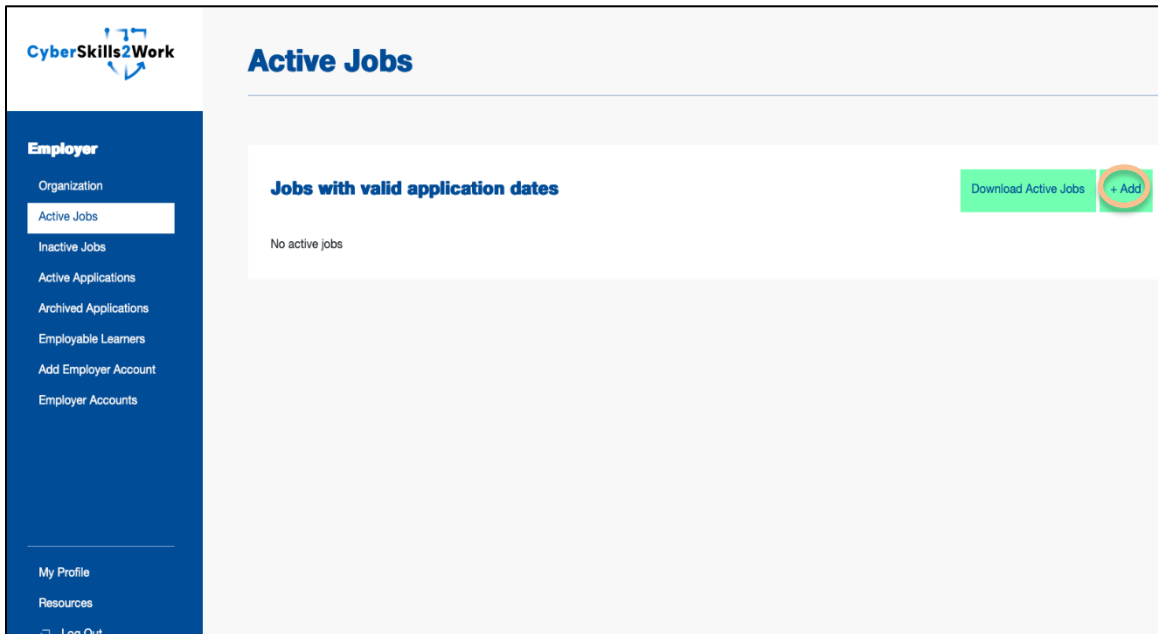


How to View Employable resumes and Create Job Listings:

1. Click on Employable learners to view their resumes with filter options to sort by clearance, certifications, willing to relocate and highest level of education.



2. To create a job listing, navigate to your Employer account. Click “Add” to create a job listing.



3. After clicking “+Add”, you will be directed to this page:

The screenshot shows the 'Create Job Posting' page in the CyberSkills2Work system. On the left is a blue sidebar with the 'Employer' section containing links for Organization, Active Jobs, Inactive Jobs, Active Applications, Archived Applications, Employable Learners, Add Employer Account, and Employer Accounts. Below this are links for My Profile, Resources, and Log Out. The main content area has the title 'Create Job Posting' and a 'Back' button. The form fields are: Job Title *, Job Description * (with a note to copy and paste the description), Job/Application Link *, Application Period Start *, and Application Period End *.

- a. From here, please enter your job title, a job description, a job/application link (if applicable), when the application period begins and ends, the starting and ending salary, a contact name, a contact email address, and a contact phone number
- b. Next, you will be asked to select the NICE Cybersecurity Work Roles that align with your job posting. For more information about the NICE Cybersecurity Work Roles, please visit this website: <https://niccs.cisa.gov/workforce-development/nice-framework>.
- c. There is also an option to select required and optional certifications for your job posting, if applicable.

- d. Once you have entered all the information, please click submit. Your job should now show up on your “Active Jobs” page.

CyberSkills2Work

Active Jobs

Jobs with valid application dates Download Active Jobs + Add

| Job Title | Job Contact | Application URL | Actions |
|---------------|-------------|---|----------------------|
| Web Developer | | https://uwf.edu/centers/center-for-cybersecurity/about-the-center/jobs/ | Archive Applications |

My Profile
Resources
Log Out

Viewing Active Jobs:

1. To view all active job postings, click “Active Jobs”

CyberSkills2Work

Active Jobs

Jobs with valid application dates Download Active Jobs + Add

| Job Title | Job Contact | Application URL | | | |
|---------------|-------------|---|---------|--------------|--|
| Web Developer | | https://uwf.edu/centers/center-for-cybersecurity/about-the-center/jobs/ | Archive | Applications | |

Employer

- Organization
- Active Jobs**
- Inactive Jobs
- Active Applications
- Archived Applications
- Employable Learners
- Add Employer Account
- Employer Accounts

My Profile

Resources

Log Out

2. To add another job posting, click “Add” and refer to the instructions on how to create a job posting.

CyberSkills2Work

Active Jobs

Jobs with valid application dates Download Active Jobs + Add

| Job Title | Job Contact | Application URL | | | |
|---------------|-------------|---|---------|--------------|--|
| Web Developer | | https://uwf.edu/centers/center-for-cybersecurity/about-the-center/jobs/ | Archive | Applications | |

Employer

- Organization
- Active Jobs**
- Inactive Jobs
- Active Applications
- Archived Applications
- Employable Learners
- Add Employer Account
- Employer Accounts

My Profile

Resources

Log Out

3. To archive a job posting, click “archive”.

CyberSkills2Work

Active Jobs

Jobs with valid application dates Download Active Jobs + Add

| Job Title | Job Contact | Application URL | | |
|---------------|-------------|---|---------|--------------|
| Web Developer | | https://uwf.edu/centers/center-for-cybersecurity/about-the-center/jobs/ | Archive | Applications |

4. To view all applications for a specific job posting, click “Active Applications”

CyberSkills2Work

All Active Applications

Active Clearance: Unknown

Willing To Relocate: Unknown

Highest Level of Education: -----

Certifications: -----

Apply Filters

All current active applications Download Applications

| Job Title | Employer | Applicant Name | Applicant Email | | | |
|---------------|------------------------------|----------------|------------------------------|---------|----------|---------|
| Web Developer | UWF Center for Cybersecurity | Test Learner1 | cs2wLearnerTest1@outlook.com | Preview | Comments | Archive |

5. To edit a job posting, click the pencil icon.

The screenshot shows the 'Active Jobs' page in the CyberSkills2Work system. On the left is a blue sidebar with the 'Employer' menu, where 'Active Jobs' is selected. The main content area is titled 'Active Jobs' and features a section for 'Jobs with valid application dates'. This section includes a table with columns for 'Job Title', 'Job Contact', and 'Application URL'. A single job listing is visible: 'Web Developer' with the URL 'https://uwf.edu/centers/center-for-cybersecurity/about-the-center/jobs/'. To the right of the job listing are three buttons: 'Archive' (red), 'Applications' (grey), and a pencil icon (edit) which is circled in orange. There are also 'Download Active Jobs' and '+ Add' buttons at the top right of the job listing section.

6. To delete a job posting, click the trash icon.

This screenshot is identical to the one above, showing the 'Active Jobs' page. In this view, the trash icon (delete) is circled in orange instead of the pencil icon. The trash icon is located to the right of the 'Applications' button for the 'Web Developer' job listing.

- To download all active jobs, click “Download Active Jobs”. The jobs will be downloaded as a csv file.

The screenshot displays the 'Active Jobs' interface. On the left is a dark blue sidebar with the 'Employer' section containing links for Organization, Active Jobs (highlighted), Inactive Jobs, Active Applications, Archived Applications, Employable Learners, Add Employer Account, and Employer Accounts. Below this are links for My Profile, Resources, and Log Out. The main content area is titled 'Active Jobs' and features a sub-header 'Jobs with valid application dates'. To the right of this sub-header are two buttons: 'Download Active Jobs' (circled in orange) and '+ Add'. Below is a table with the following data:

| Job Title | Job Contact | Application URL | Archive | Applications | |
|---------------|-------------|---|---------|--------------|--|
| Web Developer | | https://uwf.edu/centers/center-for-cybersecurity/about-the-center/jobs/ | Archive | Applications | |

Viewing Inactive Jobs:

1. To view all inactive job postings, click “Inactive Jobs”

CyberSkills2Work







Inactive Jobs

Employer

- Organization
- Active Jobs
- Inactive Jobs**
- Active Applications
- Archived Applications
- Employable Learners
- Add Employer Account
- Employer Accounts

My Profile
Resources
Log Out

Jobs with invalid application dates [Download Inactive Jobs](#)

| Job Title | Job Contact | Application URL | Unarchive | Applications | |
|---|---------------------|--------------------------------------|-----------|--------------|---|
| Rhonda Test | Rhonda Test | http://www.test.com | Unarchive | Applications |   |
| Test Job - FRC | Francine | http://Link@gmail.com | Unarchive | Applications |   |
| Computer Section Lead - U.S.S. Farragut | Commander Akio Sulu | https://starfleet.mil/roles/starship | Unarchive | Applications |   |

2. To unarchive an application, click “unarchive”. This will make the job posting active again, which you can then view under “Active Jobs”.

CyberSkills2Work







Inactive Jobs

Employer

- Organization
- Active Jobs
- Inactive Jobs**
- Active Applications
- Archived Applications
- Employable Learners
- Add Employer Account
- Employer Accounts

My Profile
Resources
Log Out

Jobs with invalid application dates [Download Inactive Jobs](#)

| Job Title | Job Contact | Application URL | Unarchive | Applications | |
|---|---------------------|--------------------------------------|------------------|--------------|---|
| Rhonda Test | Rhonda Test | http://www.test.com | Unarchive | Applications |   |
| Test Job - FRC | Francine | http://Link@gmail.com | Unarchive | Applications |   |
| Computer Section Lead - U.S.S. Farragut | Commander Akio Sulu | https://starfleet.mil/roles/starship | Unarchive | Applications |   |

3. To view all applications for the inactive job, click “Applications”

The screenshot displays the 'Inactive Jobs' interface. On the left is a blue sidebar with the 'Employer' menu, where 'Inactive Jobs' is selected. The main content area is titled 'Inactive Jobs' and features a 'Download Inactive Jobs' button. Below this is a table of jobs with invalid application dates. The table has three columns: 'Job Title', 'Job Contact', and 'Application URL'. Each row includes an 'Unarchive' button and an 'Applications' button. The 'Applications' button for the first job, 'Rhonda Test', is circled in orange.

| Job Title | Job Contact | Application URL | Unarchive | Applications |
|---|---------------------|--------------------------------------|-----------|--------------|
| Rhonda Test | Rhonda Test | http://www.test.com | Unarchive | Applications |
| Test Job - FRC | Francine | http://Link@gmail.com | Unarchive | Applications |
| Computer Section Lead - U.S.S. Farragut | Commander Akio Sulu | https://starfleet.mil/roles/starship | Unarchive | Applications |

Viewing Active Applications:

1. To view any pending applications from CS2W Learners and Alumni, you can click the “Active Applications” tab. This is what it looks like:

CyberSkills2Work

All Active Applications

Employer

- Organization
- Active Jobs
- Inactive Jobs
- Active Applications**
- Archived Applications
- Employable Learners
- Add Employer Account
- Employer Accounts

My Profile

Resources

Log Out

Active Clearance

Yes

Willing To Relocate

Yes

Highest Level of Education

High School

Certifications

AWS Certified Cloud Practitioner

AWS Certified Cloud Practitioner

EC-Council Certified Ethical Hacker (CEH)

CompTIA IT Fundamentals ITF+

EC-Council Certified Incident Handler (ECIH)

CompTIA A+

ISACAs Certified Information Security Manager (CISM)

| Job Title | Employer | Applicant Name | Applicant Email | | | |
|---------------|------------------------------|----------------|------------------------------|---------|----------|---------|
| Web Developer | UWF Center for Cybersecurity | Test Learner1 | cs2wLearnerTest1@outlook.com | Preview | Comments | Archive |

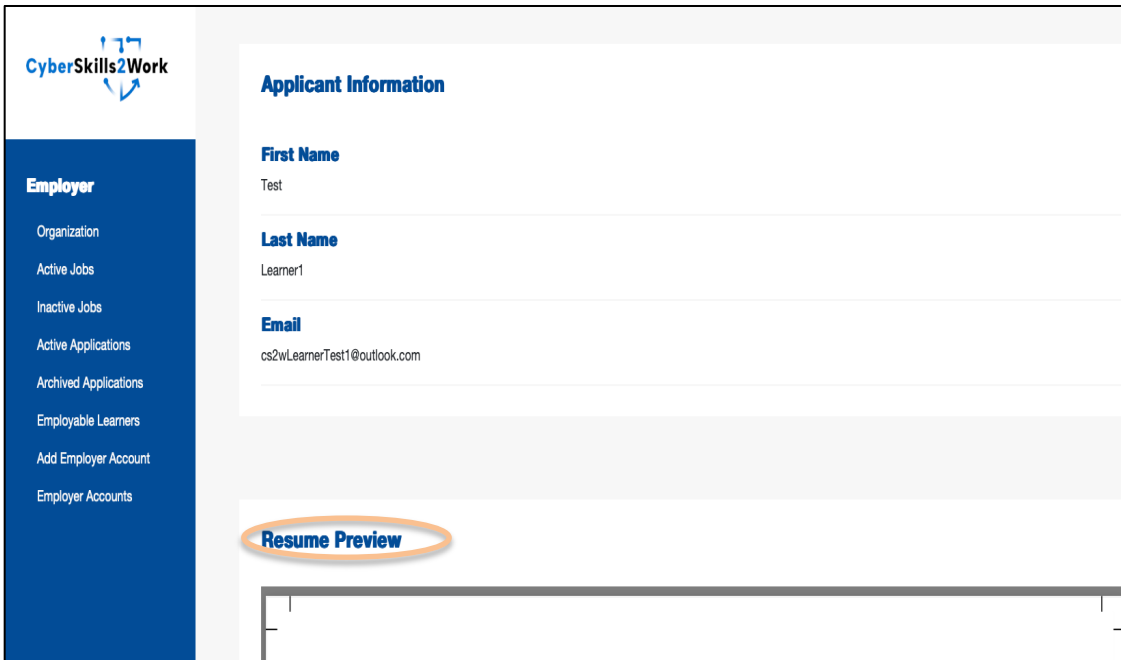
2. From this page, you can sort your active applications with the following filters: Active Clearance (unknown, yes, no), Willing to Relocate (unknown, yes, no). Highest level of Education, and Certifications.

The screenshot shows the 'All Active Applications' page on the CyberSkills2Work platform. The left sidebar contains an 'Employer' menu with options: Organization, Active Jobs, Inactive Jobs, Active Applications (highlighted), Archived Applications, Employable Learners, Add Employer Account, and Employer Accounts. Below this are 'My Profile', 'Resources', and a 'Log Out' button. The main content area has a title 'All Active Applications' and four filter sections: 'Active Clearance' (set to 'Yes'), 'Willing To Relocate' (set to 'Yes'), 'Highest Level of Education' (set to 'High School'), and 'Certifications' (set to 'AWS Certified Cloud Practitioner'). A table below the filters shows one application: 'Web Developer' at 'UWF Center for Cybersecurity', with applicant 'Test Learner1' and email 'cs2wLearnerTest1@outlook.com'. Action buttons 'Preview', 'Comments', and 'Archive' are visible for this application.

3. To use the filters, click the drop-down menu and select the filter. Click Apply filter whenever you are selecting the filters.

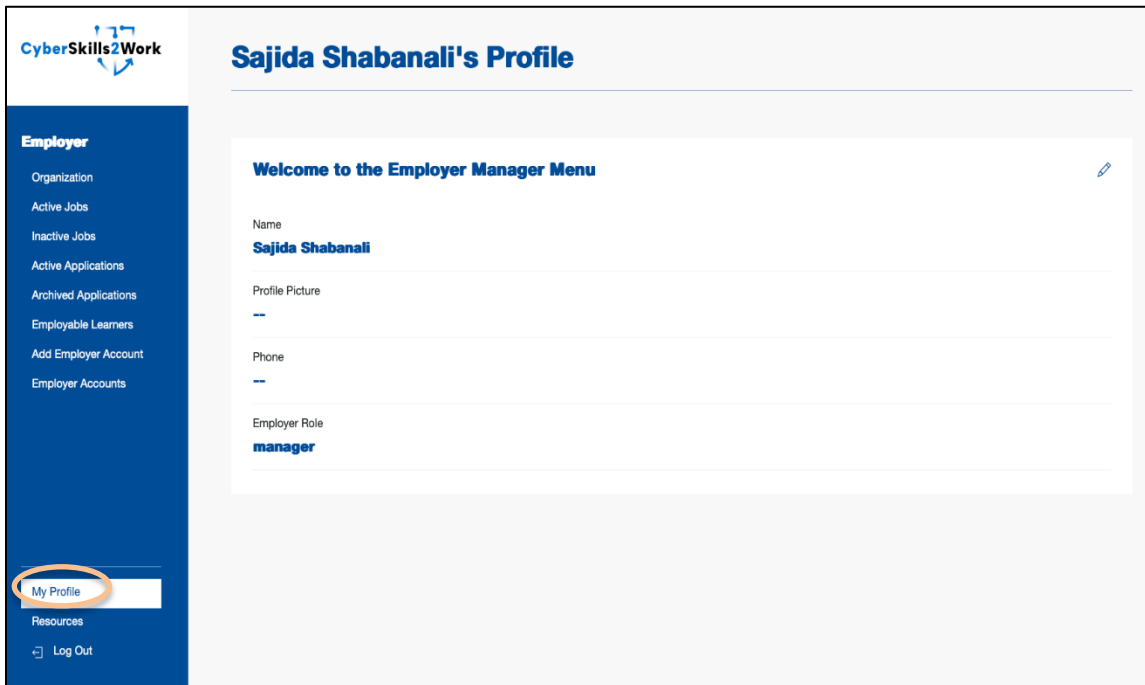
This screenshot shows the same 'All Active Applications' page, but with the filters set to 'Unknown' for 'Active Clearance' and 'Willing To Relocate', and 'High School' for 'Highest Level of Education'. The 'Certifications' filter remains 'AWS Certified Cloud Practitioner'. A green 'Apply Filters' button is highlighted with a red circle. Below the filters, the text 'All current active applications' is displayed next to a 'Download Applications' button. The table below shows the same application as in the previous screenshot.

4. Applications can be previewed or downloaded to a csv file.



Viewing your Profile/Organization Profile:

1. To view your Employer profile, click "My Profile". This is what the page looks like:



2. On this screen you can edit your user information by clicking the pen icon. You can edit your first name, last name, email, phone number, and avatar image. Click “Submit” when you are finished editing your profile.

The screenshot shows the 'Sajida Shabanali's Profile' page. On the left is a blue sidebar with the 'Employer' menu. The main content area displays the profile information for Sajida Shabanali, including her name, profile picture, phone number, and employer role (manager). A pen icon in the top right corner indicates that the profile can be edited.

CyberSkills2Work

Sajida Shabanali's Profile

Welcome to the Employer Manager Menu

Name
Sajida Shabanali

Profile Picture
--

Phone
--

Employer Role
manager

My Profile
Resources
Log Out

3. To view your Organization Information, click “Organization”. This is what the page looks like:

The screenshot shows the 'Organization Info' page. The 'Organization' menu item in the sidebar is highlighted with an orange circle. The main content area displays the organization's description, website URL, contact information, and hiring preferences.

CyberSkills2Work

Organization Info

Description
CyberSkills2Work supporters hear the nation's call for more cybersecurity in today's ever-evolving cyberspace. Cyberspace is continually advancing with more sophisticated ways to conduct business, socialize, and shop online. As it evolves, so does cybercrime. Cybersecurity analysts emphasize the need to take action on cybercriminals and develop a solid cyberdefense against computer crimes. Having skilled cybersecurity professionals at the frontline of cyberdefense helps protect networks, devices, and data from unlawful internet activity. According to CyberSeek, the U.S. has a shortfall of about 572,392 cybersecurity professionals. More skilled professionals are needed to tackle the nation's top cybersecurity challenges:

Website URL
https://cyberskills2work.org/v/

Contact Name

Contact Email

Contact Phone Number

Does Give Hiring Preference
True

Street 1
255 W garden street

Street 2

Country
US

Organization
Active Jobs
Inactive Jobs
Active Applications
Archived Applications
Employable Learners
Add Employer Account
Employer Accounts

My Profile
Resources
Log Out

4. To edit your organization/employer information, click the pen icon. Make your edits and press submit and log out when you are done.

CyberSkills2Work

Employer

- Organization
- Active Jobs
- Inactive Jobs
- Active Applications
- Archived Applications
- Employable Learners
- Add Employer Account
- Employer Accounts

My Profile
Resources
Log Out

Employer Info

Description
CyberSkills2Work supporters hear the nation's call for more cybersecurity in today's ever-evolving cyberspace. Cyberspace is continually advancing with more sophisticated ways to conduct business, socialize, and shop online. As it evolves, so does cybercrime. Cybersecurity analysts emphasize the need to take action on cybercriminals and develop a solid cyberdefense against computer crimes. Having skilled cybersecurity professionals at the frontline of cyberdefense helps protect networks, devices, and data from unlawful internet activity. According to CyberSeek, the U.S. has a shortfall of about 572,392 cybersecurity professionals. More skilled professionals are needed to tackle the nation's top cybersecurity challenges:

Website URL
https://cyberskills2work.org/

Contact Name

Contact Email

Contact Phone Number

Does Give Hiring Preference
True

Street 1
255 W garden street

Street 2

Country
US

Employer Manager accounts can add an Employer User account:

1. An Employer Manager can add Employer User accounts for other users in their organization: Click Add Employer Account to add a user:

The screenshot shows the 'Create Employer User Account' page. On the left is a dark blue sidebar with the 'Employer' section containing a list of options: Organization, Active Jobs, Inactive Jobs, Active Applications, Archived Applications, Employable Learners, Add Employer Account (circled in orange), and Employer Accounts. Below this are My Profile, Resources, and Log Out. The main content area has the title 'Create Employer User Account' and a form with three input fields: First Name, Last Name, and Email. At the bottom of the form are 'Cancel' and 'Submit' buttons.

2. Click on Employable accounts to view employer user accounts, with an employer manager account you can edit and deactivate employer user accounts too.

The screenshot shows the 'Employer Users' page. The sidebar is similar to the previous screenshot, but 'Employer Accounts' is circled in orange. The main content area is titled 'Employer Users' and contains a section for 'Approved Employer Users' with a table of user information.

| First Name | Last Name | Email | Employer | |
|------------|-----------|-----------------------|------------------------------|--|
| Sajida | Shabanali | cs2wTest1@outlook.com | UWF Center for Cybersecurity | |
| Guy | Garrett | ggarrett@uwf.edu | UWF Center for Cybersecurity | |