



New User Cyber Safety Induction

A simple record for managers and HR. Complete alongside the New User Cyber Safety Pack and the NCSC Top Tips for Staff training.

Employee name

Job role

Start date

Manager

- ☐ System Force Cyber Safety Pack reviewed
- ☐ NCSC Top Tips for Staff training completed
- ☐ Organisation's incident reporting process explained
- ☐ Organisation's Acceptable Use / IT policy provided
- ☐ MFA configured where required

Employee signature

Date

Manager signature

Date
