Instructions for CyberStart Representatives

Note: These are only recommended instructions. The end state is for all U.S. Army JROTC Cadets to have the opportunity to play the free CyberStart Game via communication from BDE/DAI/Instructors and all license codes are tracked and monitored.

1. Enter the password for SY 22-23 spreadsheets: **muted-conduit-pinball-twister**
2. Open the **CyberStart Game spreadsheet**
3. Sort the spreadsheet by BDE if not done already: From the menu bar select **Data>Sort** a pop-up window will open. Select sort by BDE then add levels to continue sorting to your liking. Hit OK. The spreadsheet should now be sorted by BDE.
4. Use the **AZ:ZA** buttons to sort them by number or letter character as you need.
5. Delete any Cadets on the spreadsheet that are not in your BDE (Recommended)
6. Once you have only your BDE on the spreadsheet, highlight top of the column and press the **AZ:ZA** button to sort by “**Points**” and “**Total Challenges Completed**”
7. Once a Cadet has reached the required number of **points (2500)** or completed the **minimum number of challenges (15)** playing the CyberStart Game, may be given a license code for Foundations Level 1 **immediately**.
8. **BDEs are responsible for issuing Level 1 license codes to Cadets once they are qualified**. How you get the license code to the Cadet will be up to each BDE’s own communication channels. BDE’s will ensure every Cadet who has met the points or challenge thresholds are contacted and given the chance to enroll in CyberStart.
9. If you need additional Level 1 license codes, contact the JROTC POC.
10. Once you have issued a Cadet a Level 1 license code, it is up to the individual Cadet to go into CyberStart Foundations and register using the license code you issued them.
11. Using the **CyberStart Foundations spreadsheet,** you can verify if a Cadet has gone in and enrolled and/or is actively participating in CyberStart Foundations
12. **If you see** your Cadet on the Foundations spreadsheet, this means they have gone into the system and used the license code. **If you do not see** a Cadet on the Foundations spreadsheet, this means they have not registered and are not participating. If you have already issued a Cadet a License Code for Level 1 and they do not appear on the Foundations spreadsheet, this means the Cadet has been issued a license code, but it has not been used by the Cadet yet.
13. You can use the Foundations spreadsheet to monitor your Cadet’s progress through CyberStart Foundations Level(s) 1-4 using the **tabs on the bottom**.
14. BDE CyberStart representatives are responsible for **maintaining and tracking** all CyberStart license codes issued to that BDE.
15. BDE rep’s are responsible for issuing CyberStart Foundations Level 1 license codes. Once a Cadet has passed Level(s) 1-3, they will automatically be sent a license code for the next level by SANS. BDEs are only responsible for monitoring Cadet’s progress at this point and assisting with the GFACT exam during Level 4.
16. Once a Cadet reaches Level 4, they will have the opportunity to take the CyberStart GFACT exam which will certify them in Cyber Security. BDE reps are responsible for ensuring information concerning the administration of the GFACT exam are sent to the appropriate Cadet/Instructor.