Cyturus On-Boarding

On-Boarding 101

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Contents

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Welcome to the Cyturus CRT, the SaaS-based Compliance and Maturity Control Center designed to simplify your compliance journey, mitigate risks, and empower your organization to achieve continuous operational excellence. This onboarding document is your starting point, providing a step-by-step guide to help you maximize the value of our platform from day one.

At Cyturus, we understand that navigating rigorous compliance requirements and managing risks can be complex. Our intuitive platform, real-time insights, and automated workflows are tailored to help you streamline these processes, ensuring your organization remains compliant, efficient, and audit-ready. This document will walk you through the key features, initial setup, and best practices for seamlessly integrating the CRT into your operations.

Our goal is to set you up for success. Whether you're attesting to controls, assessing risks, or tracking progress against compliance standards, this guide is here to ensure a smooth onboarding experience. Should you have any questions or require support, our dedicated compliance management and platform support teams are always available to assist you.

Thank you for choosing Cyturus. We are excited to be part of your compliance and risk management journey.

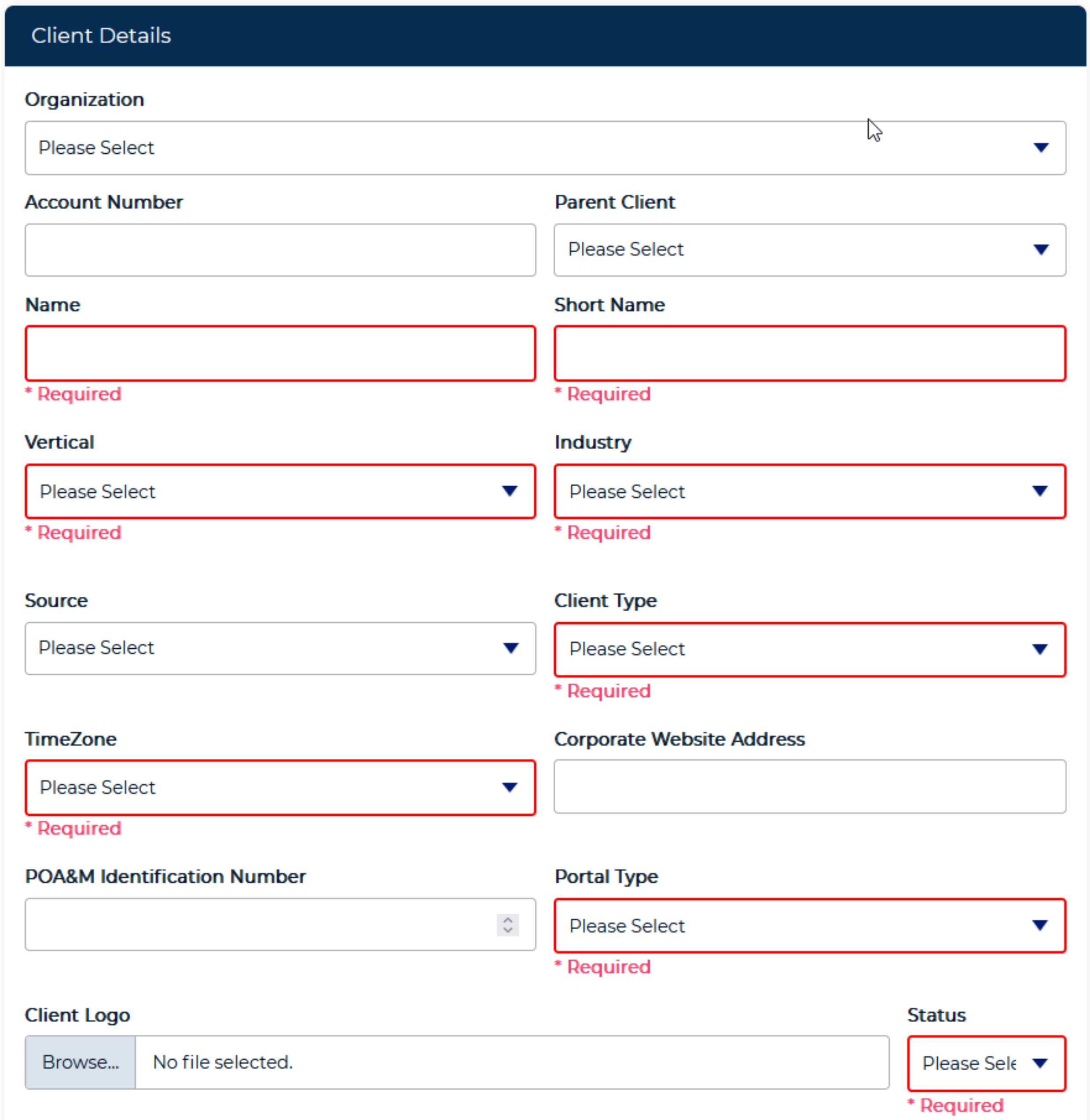
New Client Setup[1]

Please note that all tasks in this document are from an administrative entitlement perspective. If you do not have an administrative role and associated entitlements assigned to your user account within the CRT, these configuration settings will not be available to you.

We need to gather some basic information before configuring a new client within the CRT. The following form highlights the *required* data fields when initially setting up a Client.

[1] For more detailed instructions, please refer to the Cyturus Support CRT Training site: https://support.cyturus.com/kb/crt-training

Step 1 – Client Configuration



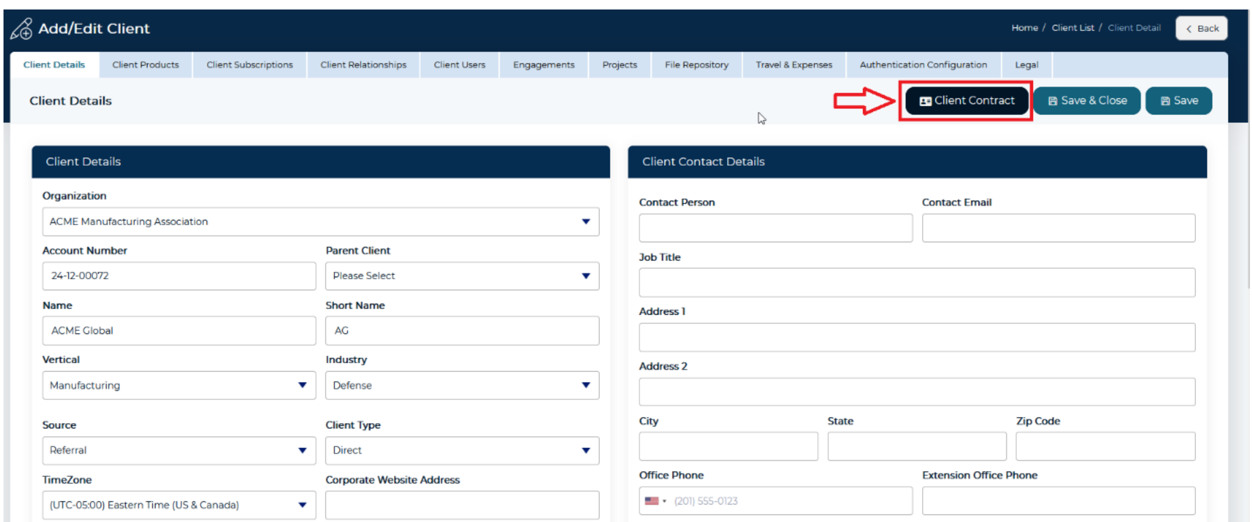
Below, we will define the required fields and provide an [EXAMPLE] of the data requested.

- Name – Full Client Name [ACME Tool and Machine]
- Short Name – Initials or common name [ACME]
- Industry – used for data analysis across industries [Defense]
- Vertical – used for data analysis across verticals [Manufacturing]
- Client Type – Establishes the type of client for specific options [Direct]
- TimeZone – provides a variable on which to calculate local time vs UTC [EST – UTC – 5.00]
- Portal Type – defines the Client Portal access Self-Guided or Full CRT [CRT][2]
- Status – Activate or Deactivate a client [Active]

Step 2 – Client Contract

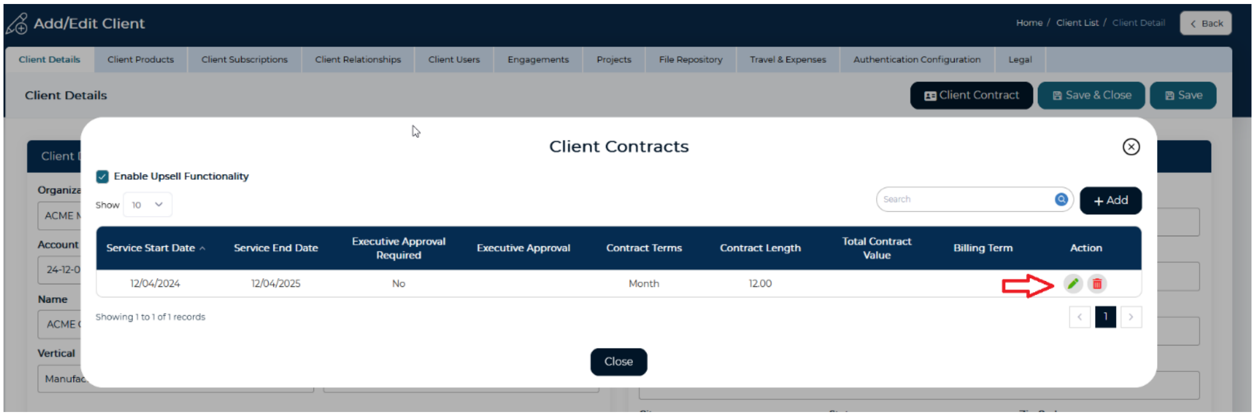
Once the basic information has been entered and initially saved, the CRT requires a Client Contract to be generated with the modules to which the Client will have access.

Click on the Client Contract Button from the header.

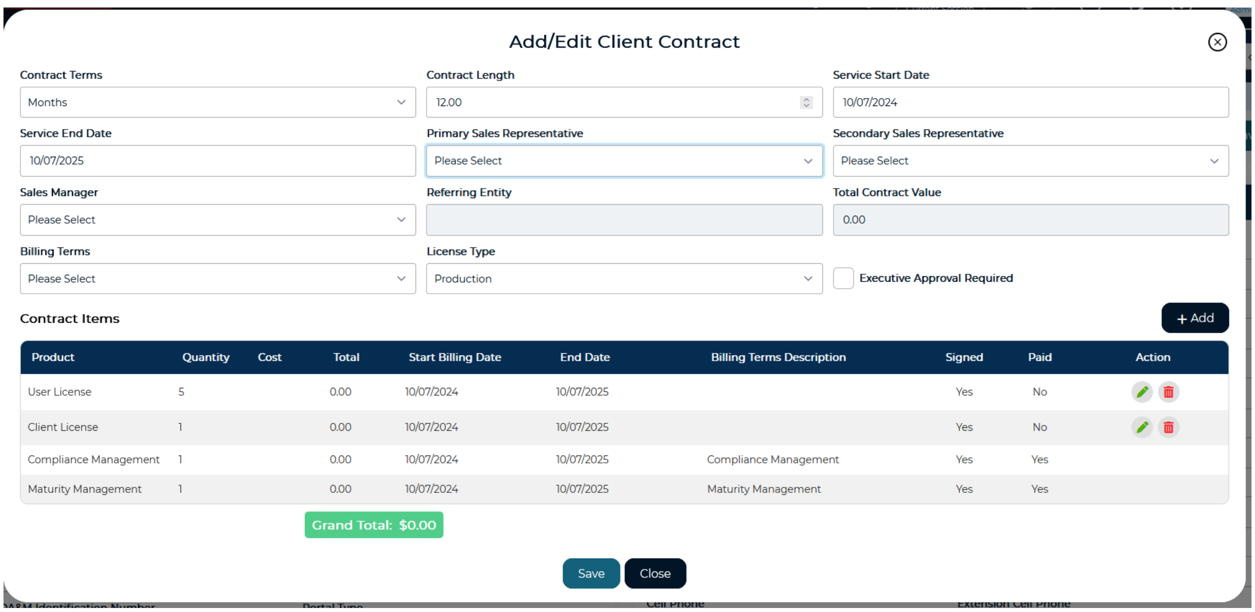


[2] A client can only be one Portal Type at a time. Only choose SGA if the client is going to utilize the Self-Guided Assessment portal. For more guidance, please contact Cyturus.

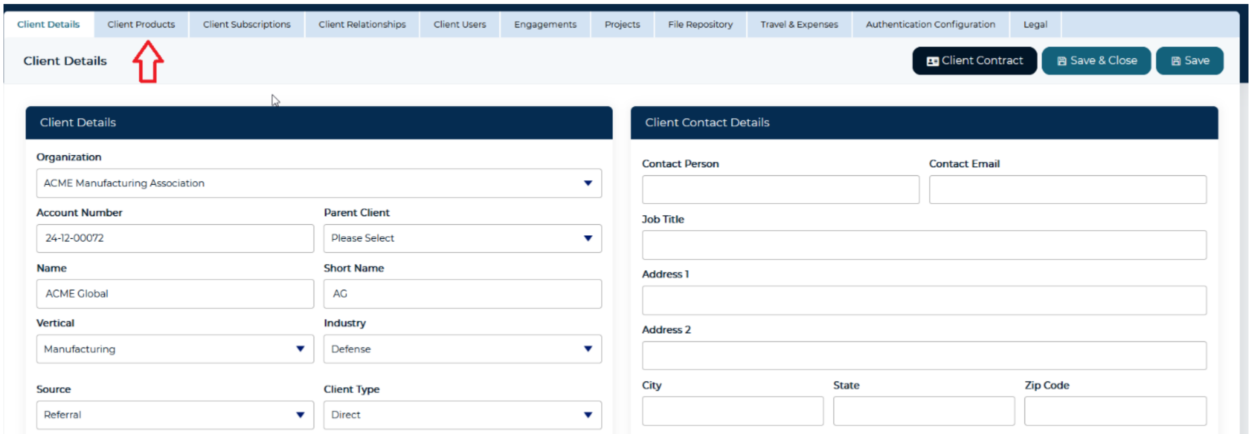
Select the Edit icon to edit the Client Contract:



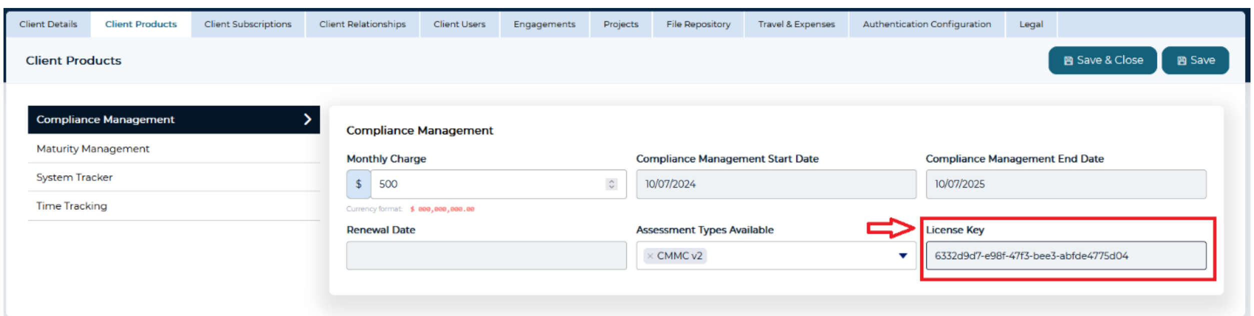
You can now add the applicable modules that are available to the new client. Remember, Cyturus will bill based on the licenses and access generated during this step.



Once each module and option has been added, save the contract. Then, select the Client Products from the available tabs in the header.

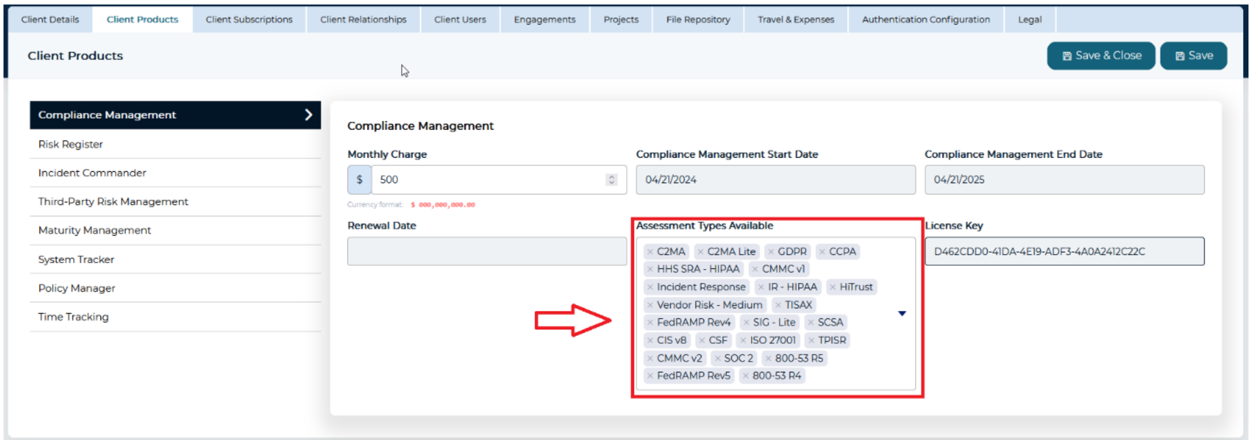


Licenses have been generated and activated for the various modules, as indicated in the example below.



Step 3 – Enabling Framework Access

The next crucial step in setting up a client is selecting which Assessment Frameworks this client can access. This multi-select field enables you to limit the visible frameworks available to this client from a single framework like CMMC to the example below, which has many global frameworks available to this example client.



Finalizing Adding a New Client

Once you have saved the data into the CRT, you have completed adding a new client. Start a new client engagement based on the frameworks you have enabled for this client.

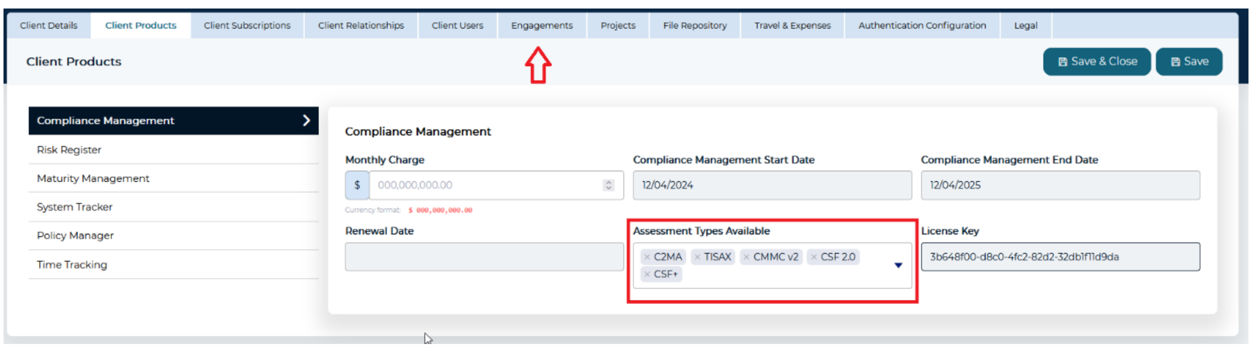
Starting a New Engagement

Within the Cyturus CRT, a separate engagement is required for each different regulatory framework, and each client has the potential for unlimited engagements. This architectural design enables the separation of regulatory compliance by a user. A client might have SOC2, PCI, and CMMC as required regulatory frameworks, but the users requiring access to CMMC might be different resources than those working on PCI. This enables the Cyturus CRT to support the requirements of least privilege access and zero trust methodologies.

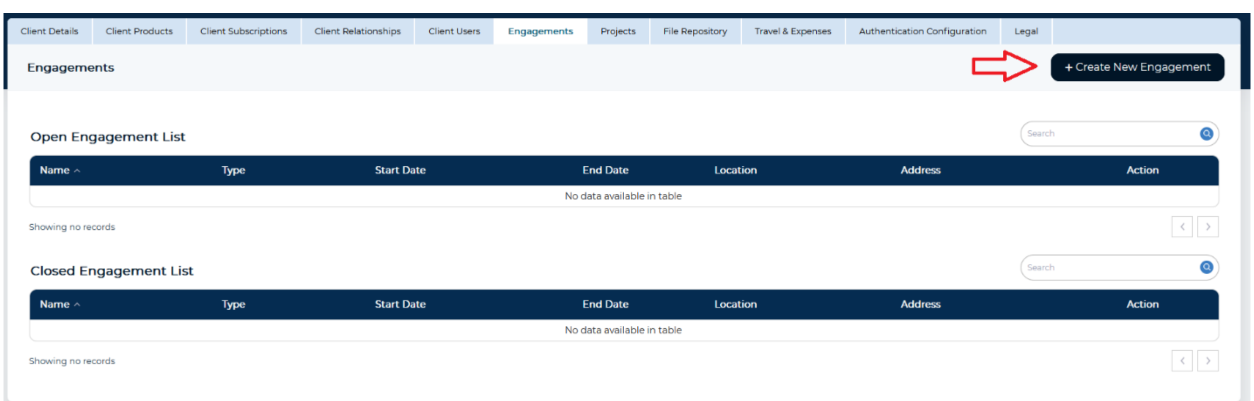
There are multiple paths to establish a new engagement within the CRT. Still, since having an Engagement is a prerequisite to assigning users and the associated user entitlements, we will continue by creating a new Client from where we left off.

Step 1 – Establishing an Engagement

Once the applicable assessment types have been assigned, select the Engagements tab from the Header.

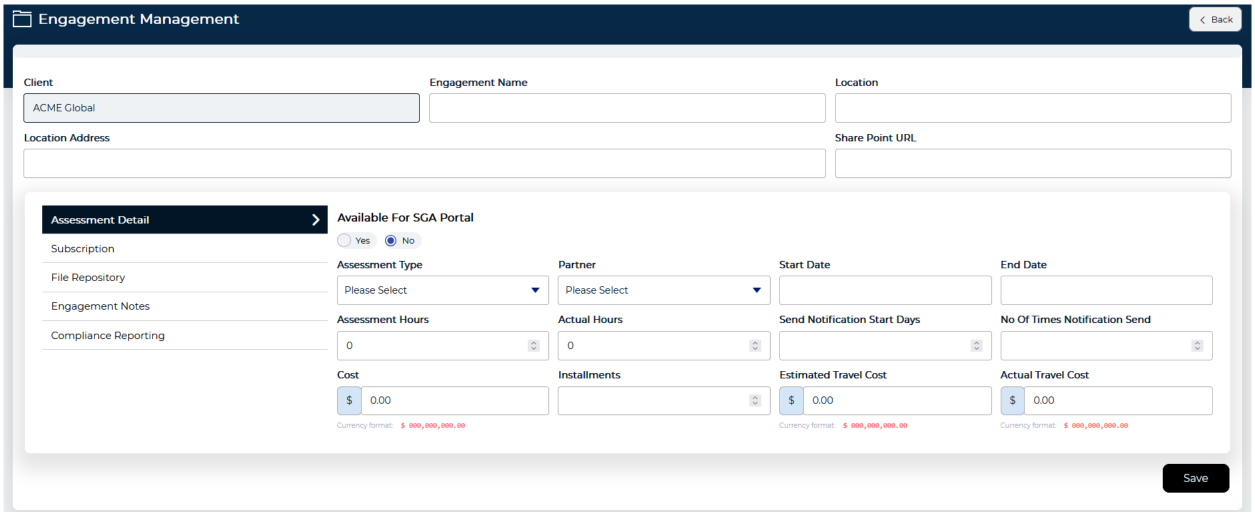


You will notice there are no Engagements for the newly created Client. Click the Create New Engagement button to create a new Engagement for this Client.

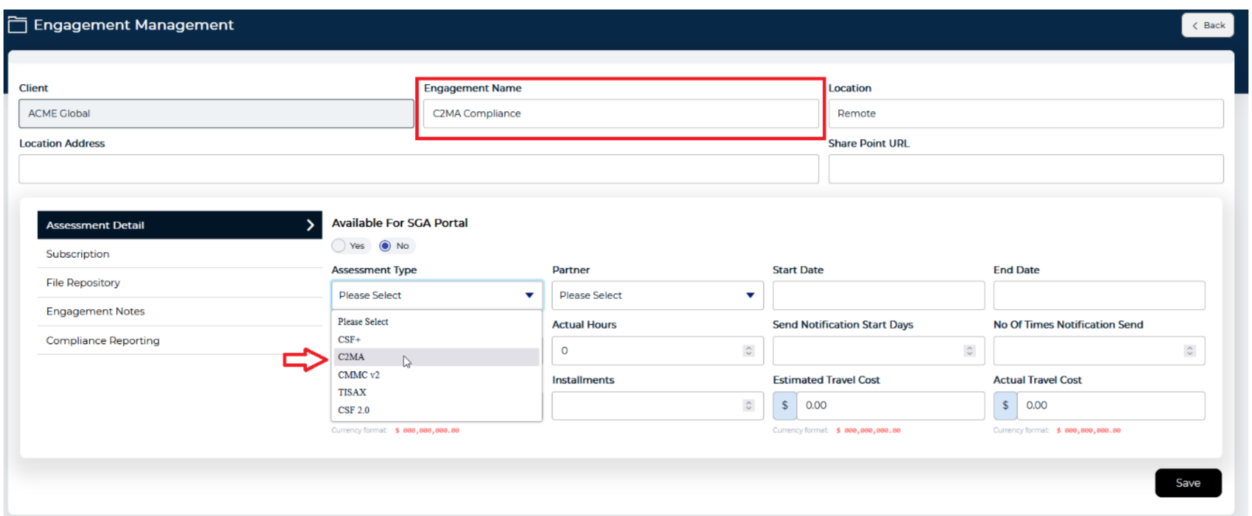


Step 2 – Creating a New Engagement

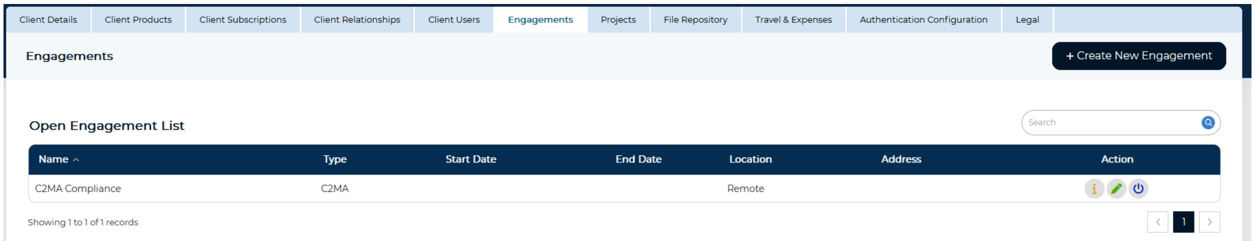
The Create New Engagement form is now ready to create the Engagement.



Enter an Engagement Name and Select the Compliance Framework for this Engagement.



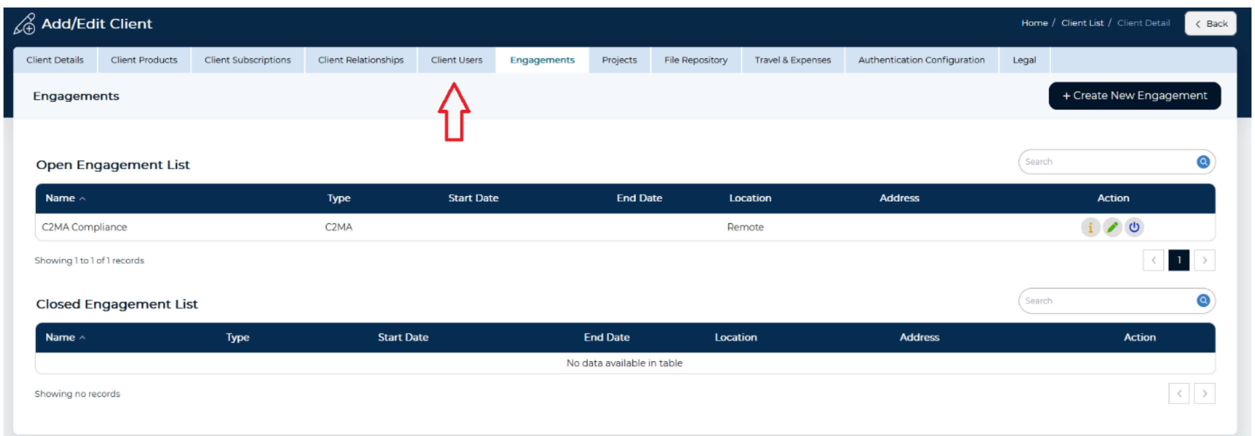
The Engagement location, dates, and other details are optional and not required. Click Save to finalize the creation of this new Client's first engagement.



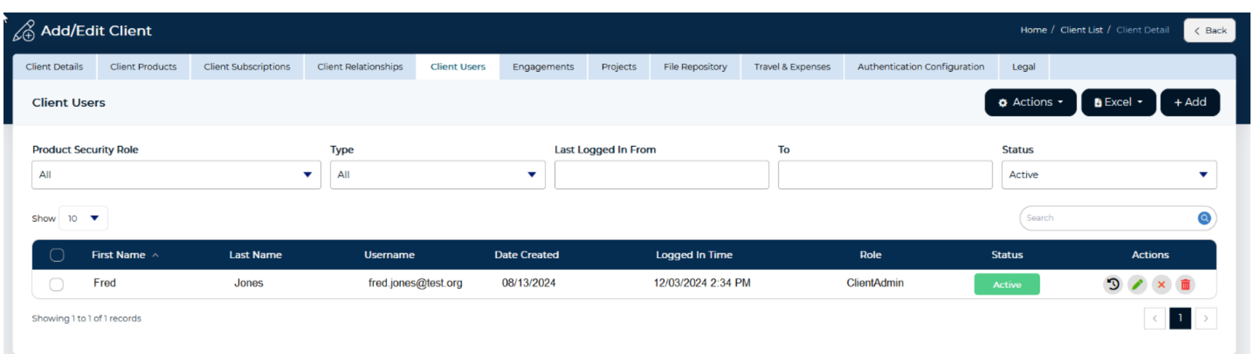
Now that an Engagement has been created adding some Users and providing access through the Cyturus CRT 3D RBAC is time.

Step 3 – Adding Engagement User Access

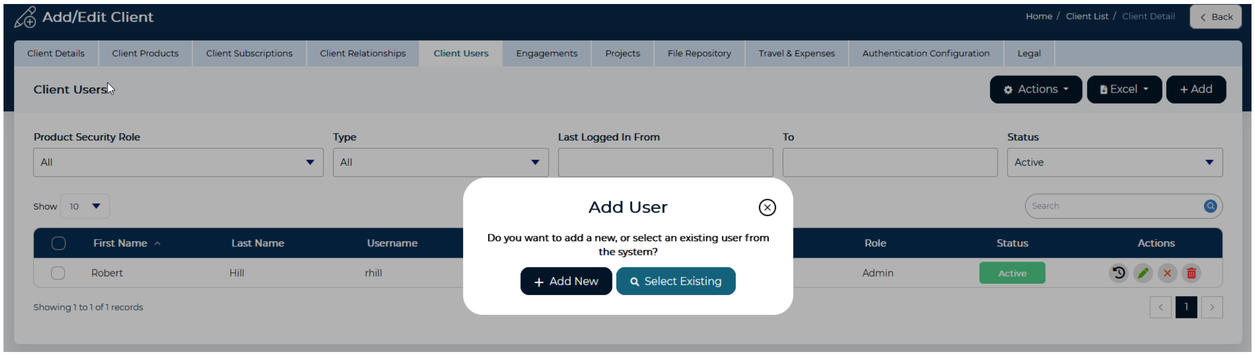
Please select the Client Users tab from the Header to access the Users.



Upon opening the Client Users tab, you will notice that the user creating the Client has already been added as a user.

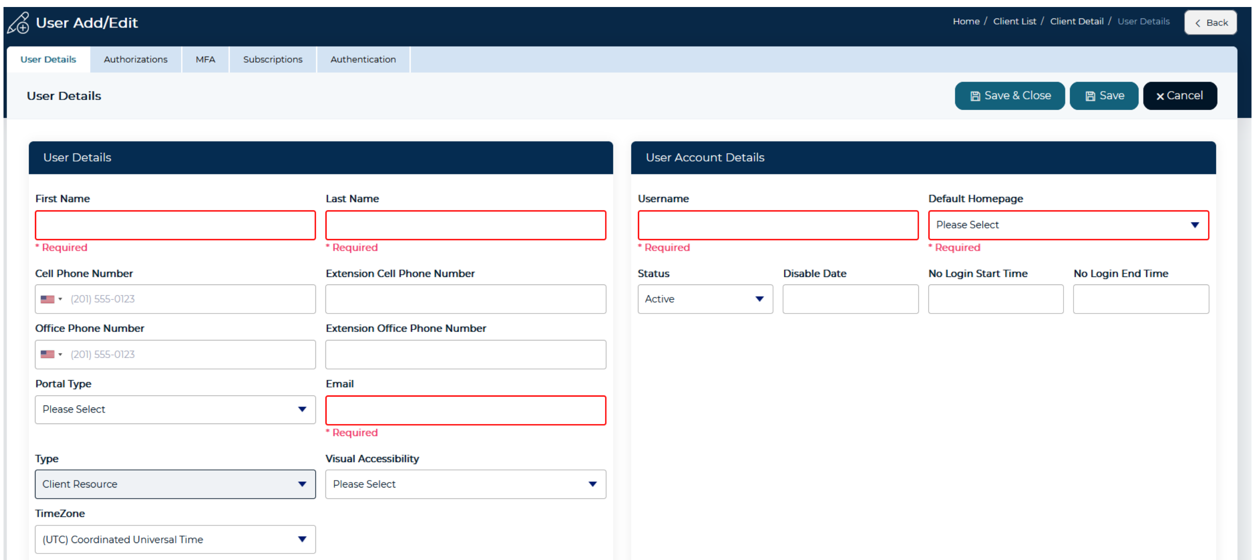


Adding new Users is as simple as selecting the **+Add** button from the Header. You can now select to add a New User or select from an existing CRT User to provide access to this new Client.



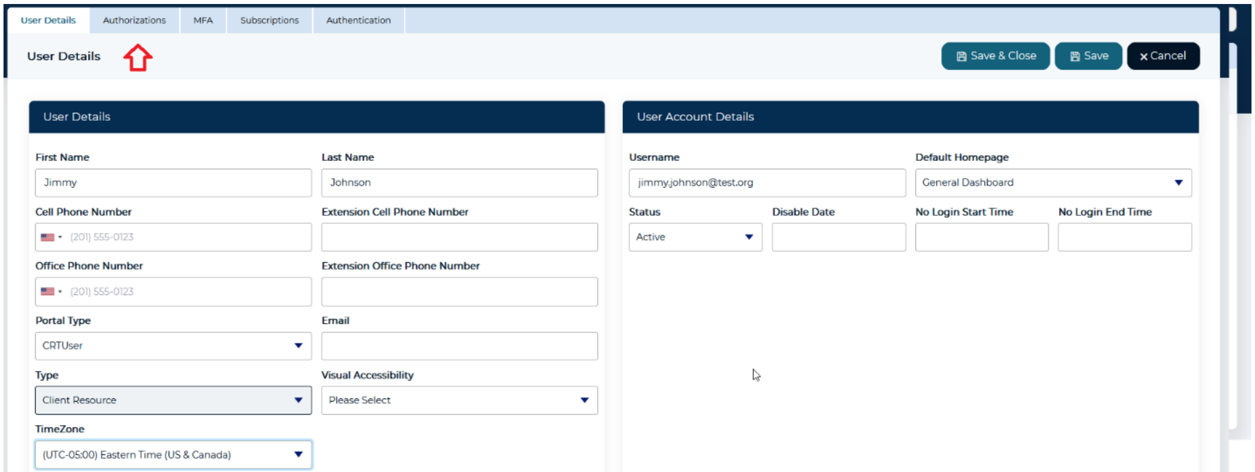
We will select Add New.

A User Details form will open, enabling the addition of new user details. The required fields can be highlighted by pressing the Save button.

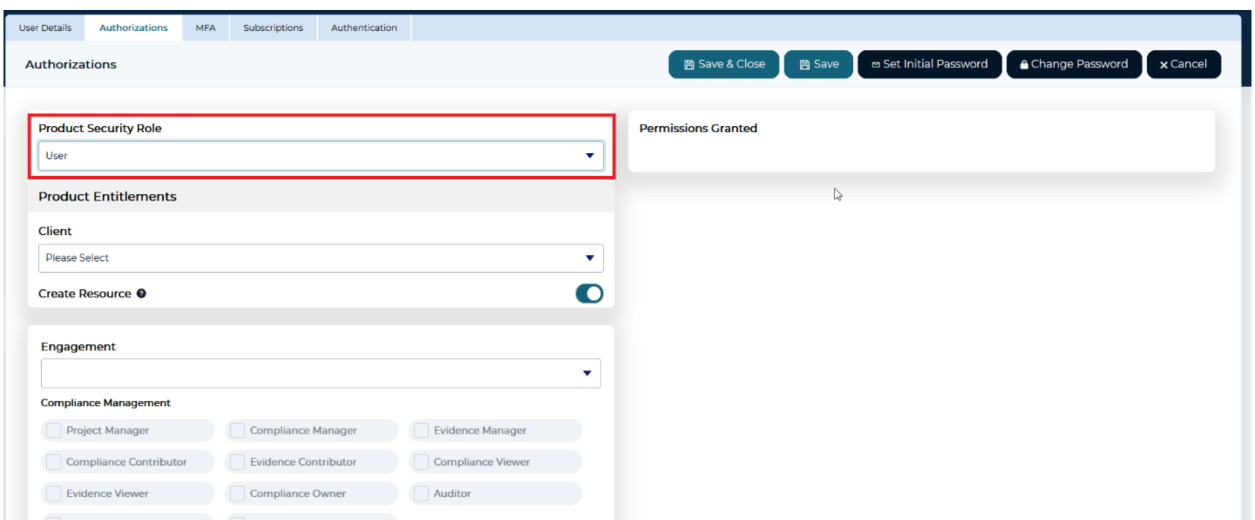


Step 4 – Adding Authorizations

Once you have entered the required details for the new user account, click on the Authorizations tab from the Header.

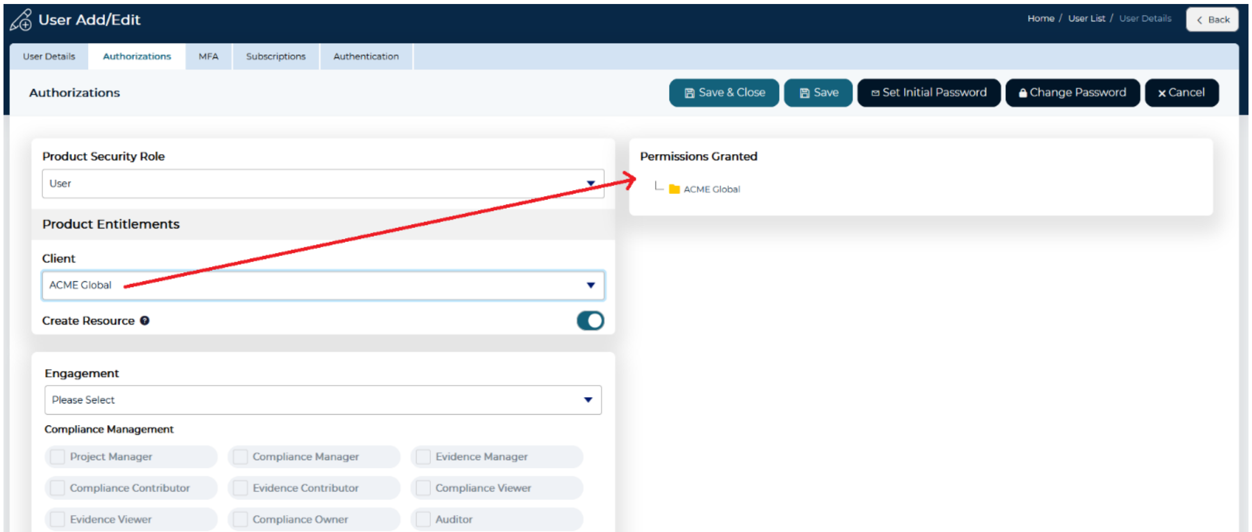


First, one must select a Product Security Role. In this example, we will select the User as the PSR.



Step 5 – Adding Access to Client

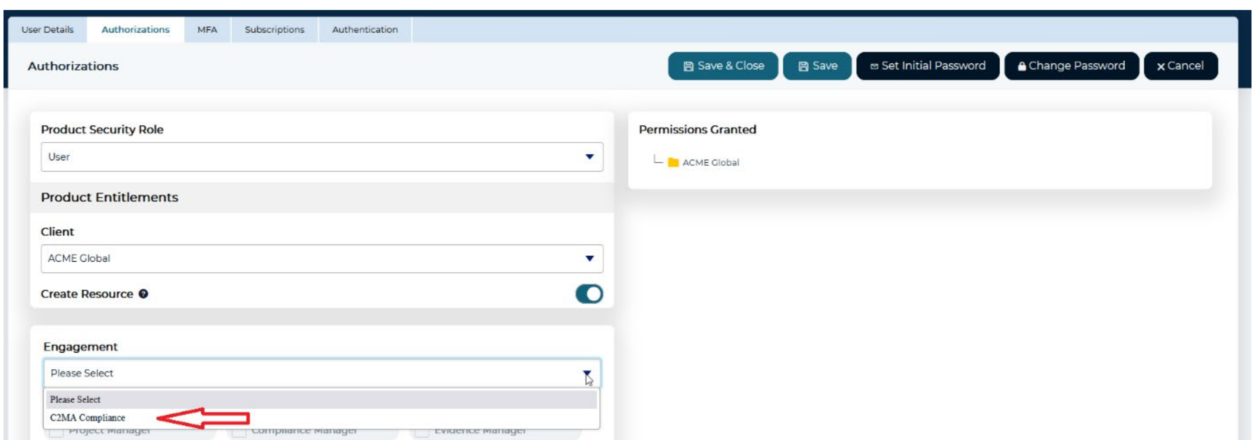
Next, we must select the Client to whom we are providing access,



The Client is now listed in the Permissions Granted. One or more Clients may be selected to which this new User is being provided access.

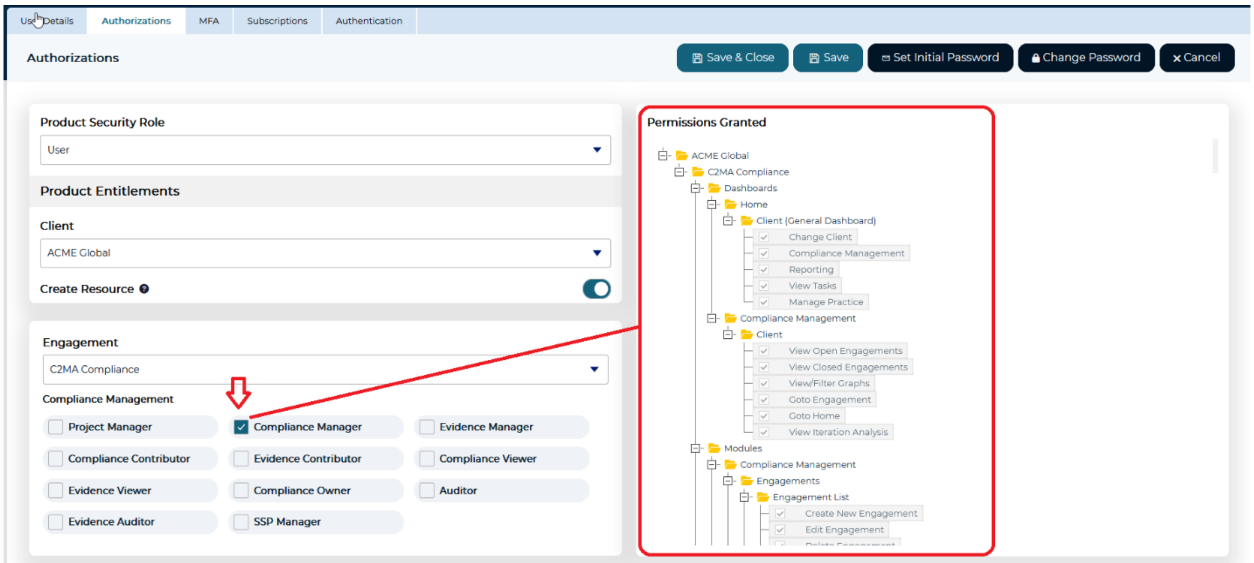
Step 6 – Selecting the Engagement

Select the Engagement we previously created.



Step 7 – Adding Entitlements

As you select the appropriate level of access to the various Modules for this Client, specific to this new User, the authorizations will populate in the right-hand pane.



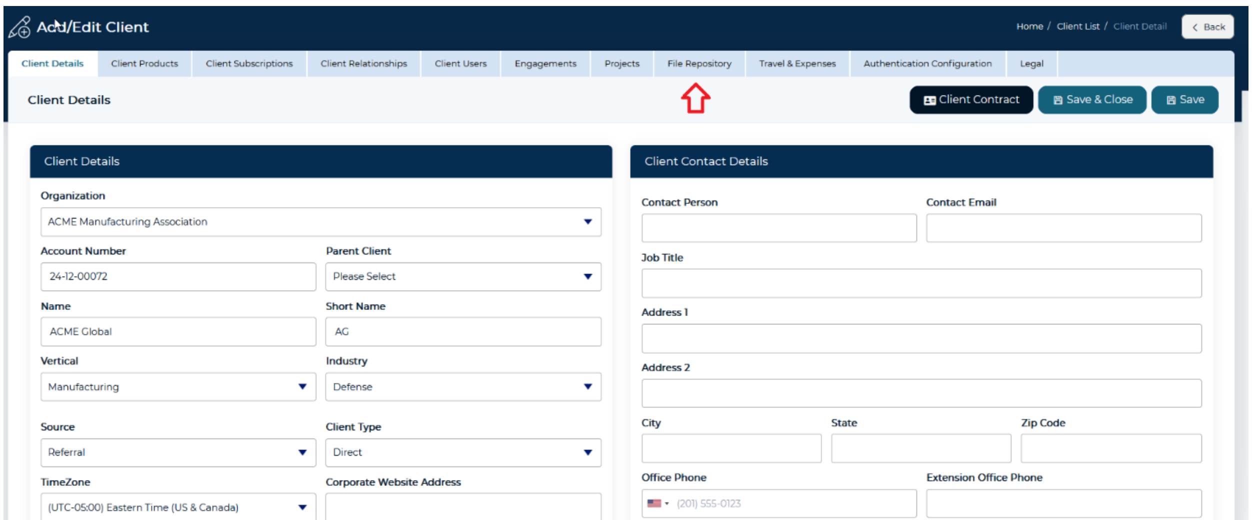
You have successfully on-boarded a new Client, created their first Engagement, and added user access.

Repository Setup and Configuration

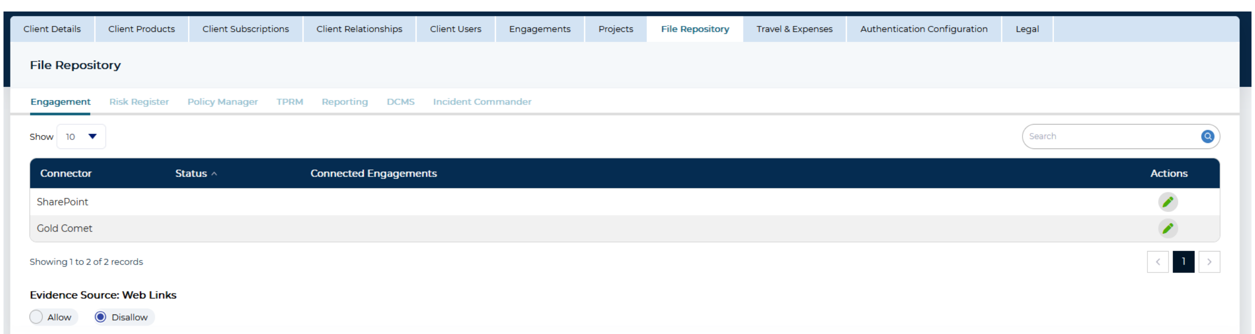
In an effort to protect confidential client details, the Cyturus CRT only stores operational data and requires a client-hosted repository to be configured per client for the storage of attestation and evidentiary data. This repository can be configured to access most of the popular data repositories, including SharePoint Commercial and GCC-High.

Step 1 – Accessing Storage Repository Configuration

From the Client Details form, select the File Repository tab from the Header.

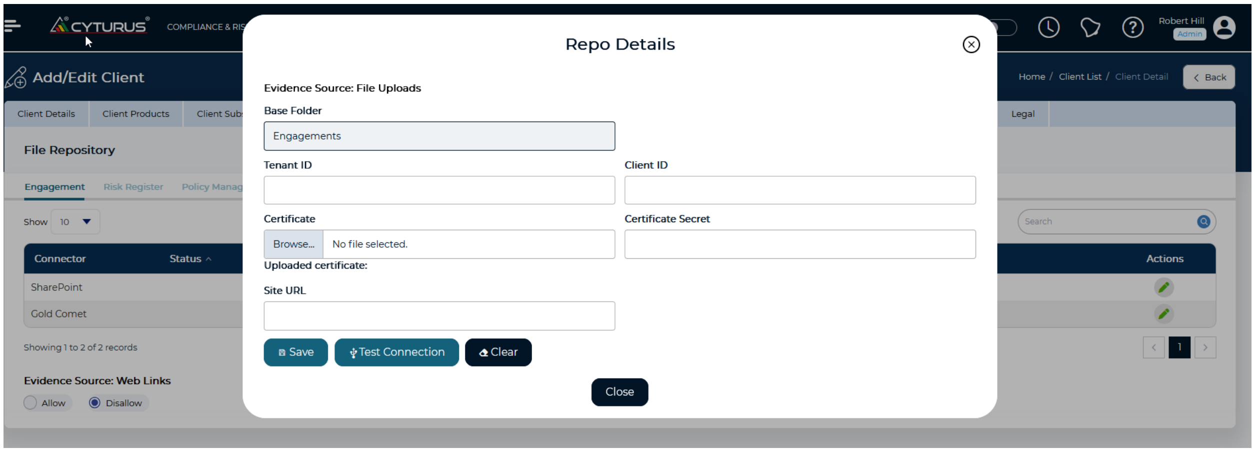


We can now review the available repository options for this client. These can be configured at the instance level, so if you do not see the repository you are expecting, please contact Cyturus to activate additional repo types for the Client.



Step 2 – Configuring a Repository

Clicking on the green pencil to edit the Repository Configuration, a Repo Details form will appear.



Cyturus does not perform this configuration, so the connection details are never provided to Cyturus resources. This must be configured before evidence can be attached as attestation.

The following link provides a detailed walk-through for configuring a SharePoint repository.

https://support.cyturus.com/kb/use-azure-ad-application-permissions-authentication-with-sharepoint-online

Glossary

- 3D RBAC (Three-Dimensional Role-Based Access Control): Cyturus's approach to assigning user security role and entitlements based on product, engagement, and client level.
- Active vs. Inactive Status: The operational state of a client account, determining whether users can access their CRT instance.
- Approach Progression: The Domain-specific objectives and practices describe the progression of the approach to cybersecurity for each Domain in the model. Approach refers to the completeness, thoroughness, or level of development of an activity in a Domain. As an organization progresses from one MIL to the next, it will have more complete or more advanced implementations of the core activities in the Domain. At MIL1, while only the initial set of practices for a Domain is expected, an organization is not precluded from performing additional practices at higher MILs.
- Assets: Entities of value to an organization. Assets can be physical, logical, or include software.
- Assessment Framework: A regulatory or compliance standard an organization is either required to or has chosen to adhere to.
- Assessment Type: A CRT designation for a specific set of Controls or Practices that can be aligned with either internal or external frameworks.
- Attestation Data: Definitive information or evidence used to prove compliance with regulatory requirements.
- Azure AD Authentication: A method of connecting to a system or repository using Microsoft Azure's identity management system for authentication.
- Client Configuration: The process of setting up basic client information.
- Client Contract: The agreement outlining the modules and frameworks a client has licensed and can access within the CRT.
- Client Type: A classification that determines the services or modules available to a client.
- CMI® (Cyber Maturity Index): A quantifiable scoring methodology providing a measurable index that is organizational size, vertical, and industry agnostic.
- Compliance Framework: A structured set of requirements and controls necessary to meet to obtain regulatory compliance.
- CRT (Compliance and Risk Tracker): Cyturus's SaaS platform for managing compliance and maturity processes.
- Domain: Contains a structured set of cybersecurity practices. Each set of practices represents the activities an organization can perform to establish and mature capability within the Domain.
- Document: To support and record in writing information that has been previously identified and defined.
- Engagement: A project or compliance effort within an active client account tied to a specific compliance framework, known within the CRT as an Assessment Type.
- Engagement Location: An optional detail in engagement setup specifying the physical or virtual location tied to the engagement.

- Entitlements: Permissions granted to a user for accessing specific modules, functionality within those modules, or even client access.
- Evaluate: The act of assessing or appraising information or activities for effectiveness or quality.
- Evidentiary Data: Documentation or artifacts submitted to support compliance audits.
- Examine: To inspect in detail to determine nature, condition, or proficiency.
- Framework Enablement: The process of assigning specific compliance standards (e.g., SOC2, CMMC) to a specific client.
- Green Pencil Icon: The visual cue for editing within the CRT.
- Group: Each of the tactical Practices within the C2MA model belongs to a specified Group. These Groups contain relevant Practices from all Domains, enabling cross-Domain views and focus on remediation activities.
- Header Tabs: Menu options at the top of the CRT interface used for data organization or access.
- Identify: To establish or indicate who or what someone or something is. Does not require written form, unlike documentation.
- Instance Level Configuration: Configuration settings applied at the system level rather than Organization, Client, or user-specific configuration options.
- Least Privilege Access: A principle of granting users the minimum level of access required to perform their job. The CRT is designed with implicit deny-all and explicit access-required methodology within our deployment of 3D RBAC.
- Maturity Model: A set of characteristics, attributes, indicators, or patterns representing capability and progression in a discipline. Typically includes best practices and may incorporate standards or other codes of practice.
- MIL (Maturity Indicator Levels): The C2MA defines three Maturity Indicator Levels—MIL1 through MIL3—applying independently to each Domain.
  - MIL1: Beginning/foundational—identified and thought about.
  - MIL2: Intermediate/performed—written and performed.
  - MIL3: Advanced/managed—matured.
- Multi-Select Field: A dropdown or input field that allows users to select multiple options simultaneously.
- Objective: Practices within each Domain are organized into Objectives, which support maturity progression and logical groupings. They represent the business goals for requirements.
- Organizationally-defined frequency: The timeframe decided by the organization after considering risk tolerance. Frequencies longer than 12 months should be documented as a risk.
- Parameters: Parts of each Practice that, when all are completed and evidence is available, allow the Practice to be fully implemented.
- Permissions Granted: The list of access privileges assigned to a user for specific clients, engagements, or modules.
- Portal Type:
  - Self-Guided: Sharing of a self-guided assessment with the client.

    - Full CRT: Collaborative working environment with the client within the CRT.
- Practices: Actions performed with the intent to improve organizational resilience. Includes Controls, Processes, Procedures, Policies, Guidelines, Standards, or other maturity-building activities.
- Product Security Role (PSR): A role grouping that defines a user's potential access within the CRT. Defines maximum entitlements available for a user.
- Repository Configuration: The setup of a client-hosted secure data storage location, such as SharePoint, for evidentiary and reporting data.
- Save Button Behavior: Clarifies that pressing "Save" also highlights required fields as an indication of missing data.
- SharePoint GCC-High: A specific version of SharePoint approved for handling sensitive US Government managed data.
- Storage Repository: A secure location for storing client attestation and evidence data (e.g., SharePoint, Box, Dropbox).
- Strategy: A comprehensive plan of action to accomplish specific goals.
- Time Zone Configuration: This setting enables local time calculations for reports and notifications.
- Zero Trust: A security model requiring strict identity verification for every user or device attempting to access resources.