

END-USER GUIDE

Cyber Health Check — User Guide

v1.0

How to register your organisation, invite your team, and complete the survey — step by step, on your phone.

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About this guide

The **Cyber Health Check** is a short, free survey that gives small organisations an honest picture of where their cyber risk sits – without the jargon and without needing anyone technical to answer it. It's live at cybersurvey.rwts.com.au.

It works best when several people from the same organisation each answer independently, so this guide covers two roles:

- **Organisers** – the person who registers the organisation, invites the rest of the committee or team, and keeps an eye on who has finished. Start at *For organisers*.
- **Committee members and team members** – everyone who receives an invitation and answers the survey. Start at *For committee members*.

NOTE

It's built for your phone. Every screen in this guide is exactly what you'll see on a mobile. You can use a computer too, but a phone that can receive text messages is all you need.

What you'll need

A mobile number	We text a one-time code to confirm it's really you.
An email address	We email a confirmation link — you tap it once.
About 10 minutes	Per person, give or take. The survey adapts and gets shorter the stronger your setup is.
Your ABN (organisers only)	Optional, but it lets us confirm your organisation against the Australian Business Register.

How your answers are used

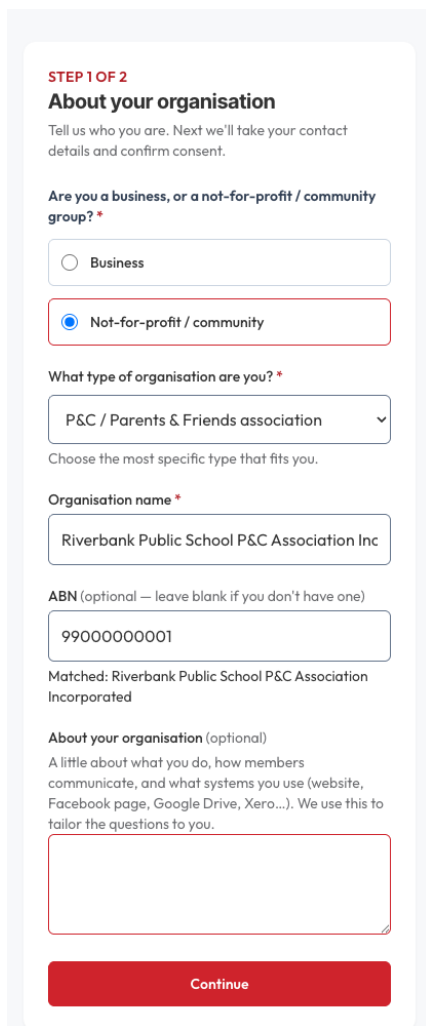
Your individual answers stay private to you. The organiser sees **who has finished** — a simple completion tracker — but **never sees anyone's actual responses**. What gets pulled together is the organisation-level picture, not a record of who said what.

For organisers

Registering takes a couple of minutes. You confirm your identity once by text and email, then you're taken to a dashboard where you invite your team and watch the responses come in.

Step 1 — Tell us about your organisation

Go to cybersurvey.rwts.com.au and choose whether you're a **business** or a **not-for-profit / community group**. Pick the type that fits you, give your organisation a name, and — if you have one — enter your ABN. We check it live against the Australian Business Register and show you the matched name.



STEP 1 OF 2
About your organisation

Tell us who you are. Next we'll take your contact details and confirm consent.

Are you a business, or a not-for-profit / community group? *

Business

Not-for-profit / community

What type of organisation are you? *

P&C / Parents & Friends association ▾

Choose the most specific type that fits you.

Organisation name *

Riverbank Public School P&C Association Inc

ABN (optional — leave blank if you don't have one)

9900000001

Matched: Riverbank Public School P&C Association Incorporated

About your organisation (optional)

A little about what you do, how members communicate, and what systems you use (website, Facebook page, Google Drive, Xero...). We use this to tailor the questions to you.

[Continue](#)

Step 2 — Your details and consent

Enter your name, email and mobile, and your role. Then read how we use your information and confirm each consent item. These confirm you're allowed to register the organisation and that you understand how responses are handled.

STEP 2 OF 2
Your details & consent

We'll verify your identity by SMS and email before activating your account. [← Back to your organisation](#)

Your contact details

Full name *

Email address *

Mobile number *

Your role in the organisation

Consent to take part

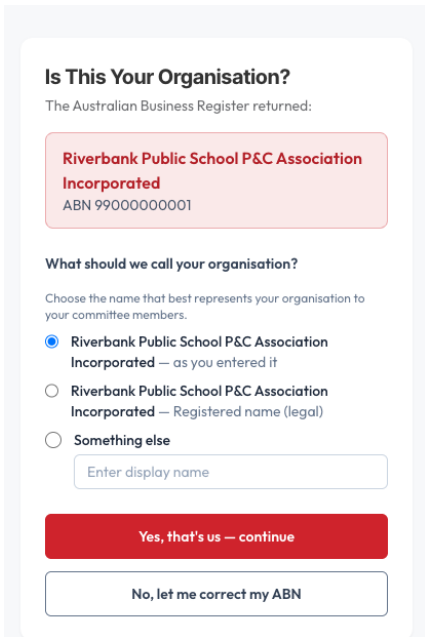
Please read [how we use your information](#), then confirm each statement below. For a meaningful result we recommend at least **four people** from your organisation respond.

- I am authorised to register this organisation for the RWTS Cyber Security Research. *
- I have read the How We Use Your Information statement and understand how responses are collected, used, processed by AI, disclosed overseas, and retained. *
- I understand participants give their own consent and I will not complete the survey on anyone else's behalf. *
- I understand my organisation receives only a summarised, aggregated report, and that with few respondents anonymity isn't guaranteed. *
- I understand RWTS may invite us to retake the survey at around 6 and 12 months. *
- I will make the statement available to the people I invite to participate. *

[Register & verify](#)

Step 3 — Confirm your organisation

We show you the name the business register returned so you can confirm it's really you — and choose the name your committee will recognise.



Is This Your Organisation?
The Australian Business Register returned:

Riverbank Public School P&C Association Incorporated
ABN 99000000001

What should we call your organisation?
Choose the name that best represents your organisation to your committee members.

- Riverbank Public School P&C Association Incorporated** — as you entered it
- Riverbank Public School P&C Association Incorporated** — Registered name (legal)
- Something else**

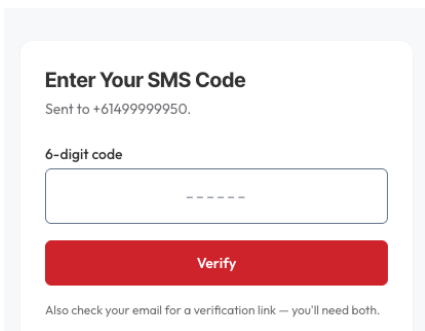
Enter display name

Yes, that's us — continue

No, let me correct my ABN

Step 4 — Confirm it's you

We text a 6-digit code to your mobile. Enter it to confirm your number.



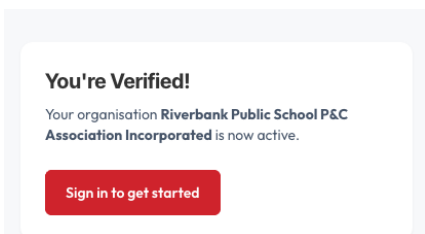
Enter Your SMS Code
Sent to +61499999950.

6-digit code

Verify

Also check your email for a verification link — you'll need both.

We also email you a confirmation link. Open the email and tap the link — once both your mobile and email are confirmed, your organisation is activated.

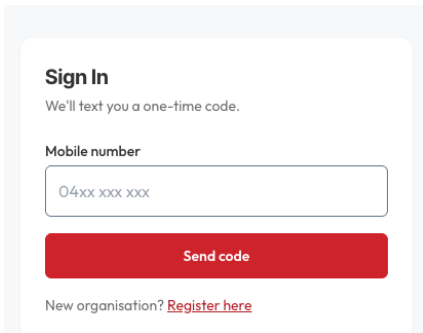


You're Verified!
Your organisation **Riverbank Public School P&C Association Incorporated** is now active.

Sign in to get started

Step 5 — Sign in

From now on, signing in is just your mobile number and a one-time code — no password to remember.



Sign In
We'll text you a one-time code.

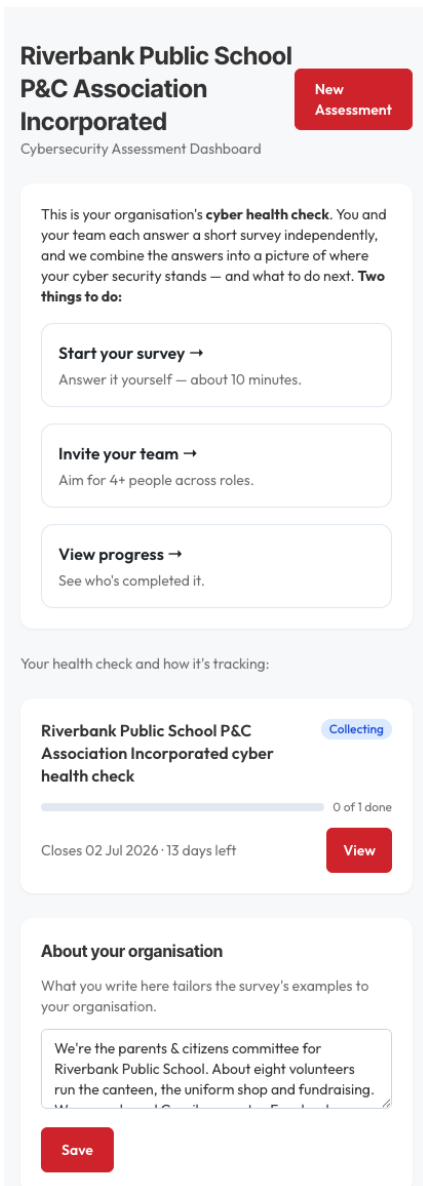
Mobile number

Send code

New organisation? [Register here](#)

Step 6 — Your dashboard

Your dashboard has two things to do: **answer the survey yourself**, and **invite your team**. It also shows your health check and how it's tracking.



Riverbank Public School P&C Association Incorporated New Assessment

Cybersecurity Assessment Dashboard

This is your organisation's **cyber health check**. You and your team each answer a short survey independently, and we combine the answers into a picture of where your cyber security stands – and what to do next. **Two things to do:**

- Start your survey →**
Answer it yourself – about 10 minutes.
- Invite your team →**
Aim for 4+ people across roles.
- View progress →**
See who's completed it.

Your health check and how it's tracking:

Riverbank Public School P&C Association Incorporated cyber health check Collecting

0 of 1 done

Closes 02 Jul 2026 · 13 days left View

About your organisation

What you write here tailors the survey's examples to your organisation.

We're the parents & citizens committee for Riverbank Public School. About eight volunteers run the canteen, the uniform shop and fundraising.

Save

Step 7 — Invite your team

Tap **Invite your team** and add people one at a time — name, mobile, role, and email. Each person gets a text and an email with a secure link.

**Invitations for Riverbank Public School
P&C Association Incorporated cyber
health check**

Invite Respondent

Invite at least four people across different roles (e.g. leadership, finance, day-to-day operations) — a spread gives a better-rounded, better-triangulated picture, and protects each person's anonymity.

Invitations are sent by SMS to the mobile number you enter — so the mobile is required. Email is optional and only kept for your records.

Name

Mobile *

Role *

Email *

This person has no email — send by SMS only

Send invitation

NOTE

Aim for at least four people across different roles — say, someone from leadership, whoever handles the money, and someone in day-to-day operations. A spread gives a better-rounded picture, and where people see things differently, that difference is itself a useful finding.

As you add people, they appear in your **Sent Invitations** list, where you can resend, edit or remove an invitation.

Invitation sent to +61499999954.

Invitations for Riverbank Public School P&C Association Incorporated cyber health check

Invite Respondent

Invite at least four people across different roles (e.g. leadership, finance, day-to-day operations) – a spread gives a better-rounded, better-triangulated picture, and protects each person's anonymity.

Invitations are sent by SMS to the mobile number you enter – so the mobile is required. Email is optional and only kept for your records.

Name

Jane Smith

Mobile *

+61411 222 333

Role *

treasurer

Email *

jane@club.example

This person has no email – send by SMS only

Send invitation

Sent Invitations

Name	Phone	Role	Sent	Sta
Megan Lewis	+61499999954	Vice President	18 Jun 16:14	Per
Tom Reilly	+61499999953	Canteen coordinator	18 Jun 16:14	Per
Priya Sharma	+61499999952	Secretary	18 Jun 16:13	Per
David Chen	+61499999951	Treasurer	18 Jun 16:12	Per

Step 8 — Track who's finished

Open **View progress** to see your completion tracker. You'll see each person's status – not their answers. Individual responses stay private; you only ever see whether someone has finished.

Dashboard > Riverbank Public School P&C Association
Incorporated cyber health check

Riverbank Public School P&C Association Incorporated cyber health check

Collecting Responses

02/07/2026 [Extend deadline](#)

[Close assessment](#)

20%
Complete

1/5
Respondents done

02 Jul
Deadline

[Manage invitations →](#)

Respondent Completion

Individual answers are anonymised — only completion status is shown here.

NAME	ROLE	PROGRESS	STATUS
Tom Reilly	Canteen Coordinator	Not started	Pending
Sandra Mitchell	President	Not started	Pending
Priya Sharma	Secretary	Not started	Pending
David Chen	Treasurer	Completed	Done
Megan Lewis	Vice President	Not started	Pending

If you're a small business

The platform automatically picks the right version for you based on how you register. Choose **Business** and you'll be asked for your industry instead of a community-group type, and the questions are framed around staff, customers and clients rather than members and committees. Everything else works exactly the same way.

STEP 1 OF 2

About your organisation

Tell us who you are. Next we'll take your contact details and confirm consent.

Are you a business, or a not-for-profit / community group? *

Business

Not-for-profit / community

What industry are you in? *

Professional & financial services

Pick the closest fit.

Organisation name *

Bright Spark Bookkeeping

ABN (optional — leave blank if you don't have one)

9900000010

Matched: PATRICIA NGUYEN

About your organisation (optional)

A little about what you do, how you work with staff and customers, and what systems you use (website, socials, point-of-sale, accounting like Xero/MYOB...). We use this to tailor the questions to you.

home for about fifteen small-business clients. I use Xero, a Microsoft 365 email account and a laptop, and I hold clients' bank and payroll details.

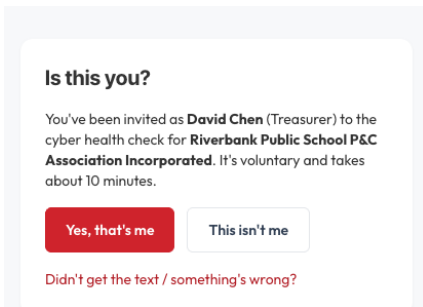
Continue

For committee members

You don't need an account or a password. You'll get a text (and an email) with a link — tap it and follow along. It takes about ten minutes.

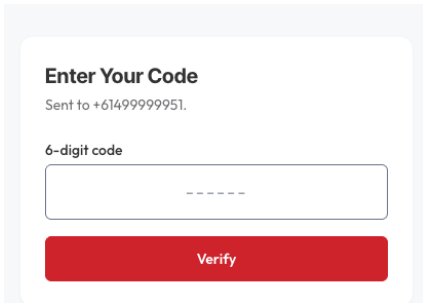
Step 1 — Open the link and confirm it's you

Tap the link in the text message. The first thing you'll see is a simple **"Is this you?"** screen. We don't send a code until you confirm the invitation was actually meant for you.



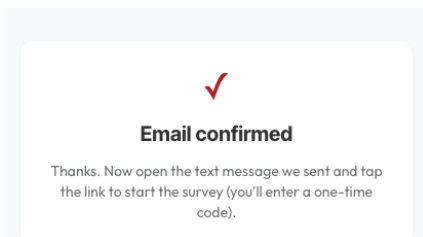
Step 2 — Sign in with a code

Tap **Yes, that's me** and we'll text you a 6-digit code. Enter it to continue.



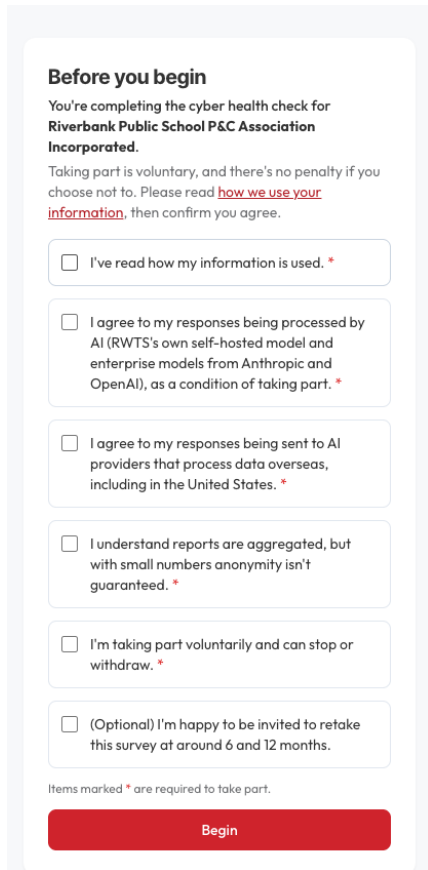
Step 3 — Confirm your email

So we know it's really you, open the email we sent and tap **Confirm this email address**. Then come back — you're in.



Step 4 — Agree to take part

A short consent screen explains that taking part is voluntary and how your answers are used. Confirm the items to begin.



Before you begin

You're completing the cyber health check for **Riverbank Public School P&C Association Incorporated**.

Taking part is voluntary, and there's no penalty if you choose not to. Please read [how we use your information](#), then confirm you agree.

- I've read how my information is used. *
- I agree to my responses being processed by AI (RWTS's own self-hosted model and enterprise models from Anthropic and OpenAI), as a condition of taking part. *
- I agree to my responses being sent to AI providers that process data overseas, including in the United States. *
- I understand reports are aggregated, but with small numbers anonymity isn't guaranteed. *
- I'm taking part voluntarily and can stop or withdraw. *
- (Optional) I'm happy to be invited to retake this survey at around 6 and 12 months.

Items marked * are required to take part.

Begin

Step 5 — Answer the questions

One question per screen. The questions are about what you actually *do* — little everyday situations — not whether you “have” some control you’ve never heard of. For each one, give your answer, tell us **how sure you are**, and add a note if you’d like.

CYBER HEALTH CHECK · RIVERBANK PUBLIC SCHOOL P&C ASSOCIATION INCORPORATED

Your progress About 13 minutes left

Do you share login passwords with other committee members for any organisation accounts?

Yes, we share passwords for most accounts

Yes, for some accounts where multiple people need access

We try to avoid it but occasionally share

No, everyone has their own login to what they need

How confident are you?

Certain Mostly sure Unsure

Guessing

Additional comments (optional)

Any context or explanation...

Something here not quite right for your organisation?

Optional: what didn't fit?

NOTE

There are no wrong answers, and you don't have to know everything. If you're guessing, say so with the confidence buttons — that's genuinely useful to us. If a question doesn't quite fit your organisation, there's a box to tell us why.

The bar at the top shows your progress. The survey adapts to your answers, so the stronger your setup, the shorter it gets.

Step 6 — You're done

At the end you'll see a thank-you screen, plus a few **optional** reflection questions — what you learned, anything you'll change, what worries you. You can skip them, but most people find them worth a moment.



Thank you, David Chen!

Your responses for **Riverbank Public School P&C Association Incorporated** have been recorded. The assessment coordinator will be in touch when the report is ready.

Before you go — a few quick questions (all optional)

Your honest impressions help us improve the tool.

Did anything stand out while answering — something you learned, a problem you noticed, or something you think you're doing well?

I realised we share the canteen Square login between four people, and nobody's changed the password since the old treasurer left.

Anything you'll do differently as a result?

Set up separate logins where we can, and turn on two-factor for the bank and email.

What worries you most after doing this?

That the shared Gmail is the key to everything and only one person really controls it.

About this survey

Did any of the questions miss something important for your organisation, or not quite fit your context?

Anything else you think is important for us to know?

Save

No thanks

Questions people ask

I didn't get the text

Check that the organiser has your correct mobile number. On the “Is this you?” screen there's a “**Didn't get the text / something's wrong?**” link that lets you flag it back to your organiser. Organisers can also resend or edit an invitation from the **Sent Invitations** list.

The link says it's for someone else

That means a number was mistyped somewhere. Tap **This isn't me** — we won't send a code, so a wrong number can never strand a real person or leak a code to a stranger. Let your organiser know so they can fix the number.

Can I change an answer?

Yes — while you're in the survey, use **Back** to return to an earlier question.

Who sees my answers?

Only the combined, organisation-level picture is shared. Your organiser sees that you've **finished**, never what you chose. With a small number of respondents, complete anonymity can't be guaranteed — so the consent screen flags that — but no one is shown your individual responses.

How many people should take part?

For a meaningful result, aim for **at least four people** across different roles. The whole point is to combine several viewpoints rather than rely on one.

Need a hand?

Call us on **1300 798 718** and we'll help you get your committee set up.