

## Cyber Self-Assessment Tool User Guide

### Introduction

*This guide is designed to help councils complete the cyber self-assessment tool. The tool was created as part of a programme of work to ensure that councils are defending against cyber threats, and are resilient when cyber incidents occur.*

*Specifically, the tool aims to support councils to*

- *assess what arrangements are currently in place*
- *identify good practice within the council or shared service*
- *identify risks and areas for improvement*

*The LGA has secure access to the results for all councils, however these will not be shared. The LGA's Cyber Team may use the data to assess how councils can be best supported to improve cyber security.*

### Jump to:

- [\*\*How to start using the tool\*\*](#)
- [\*\*Tips for completion\*\*](#)

### How to start using the tool

#### Named contact

One nominated person from your council can sign in and complete the assessment on behalf of your council. To find out who that person is or change the nominated person, email [cybersecurity@local.gov.uk](mailto:cybersecurity@local.gov.uk).

#### Registering with LG Inform

You will first need to register with LG Inform Plus using the Register button at the top right of the screen. <https://cs.esd.org.uk/2fa?returnUrl=http://cs.esd.org.uk/>

## Setup authentication

To use the Cyber Security Self Assessment tool you need to configure two-factor authentication and be set up by the LGA as the authorised user for your council.

To set up two-factor authentication:

1. You will require an authenticator app such as [Google Authenticator](#) on your mobile device. **Install this before you press "Begin" below.**
2. We will generate a one time QRCode.
3. Scan the QRCode in your chosen app.
4. After that, and for every following sign in, you will be required to enter a six digit code provided by the authenticator app.

Should something go wrong, or you lose your authentication details, please contact [support@esd.org.uk](mailto:support@esd.org.uk). We will be able to reset this process.

If you are unable to complete setup now, [sign out](#) and try later.

[Begin](#)


This will take you to the registration page for LG Inform. When registering you should use your council email address and ensure it is the email address we have on record for the names person at your council.

[Local Government Association](#) | [LG Inform](#) | [LG Inform Plus](#) | [Data](#) | [Standards](#)

[Help](#) | [About](#) | [Jamie Cross](#)

**LG Inform & LG Inform Plus**  
powered by esd

[home](#)  
[my profile](#)  
[change password](#)

**Register**

Email address\*

Password\*

Repeat password\*

Forename\*

Surname\*

Job title\*

Address

Postcode\*

Telephone

**Terms and conditions**

Tick to indicate that you accept the terms and conditions, as defined by the User Policy incorporating

Continue to register with LG Inform. If you already have an account for LG Inform then continue to set up two-factor authentication on your chosen devise.

## Setting up two-factor authentication

To use the Cyber Security Self-Assessment tool you need to configure two-factor authentication and be set up by the LGA as the authorised user for your council. Once you have registered with LG Inform this is the next stage.

Before you begin this process download an authenticator app such as Google Authenticator on your mobile device, and familiarise yourself with the steps 1-4. Once complete click on the 'Begin' button located at the bottom left of the page.

### LGA Cyber Security Self Assessment

[Sign in](#) [Register](#)

[Home](#) [Questions](#) [Results](#)

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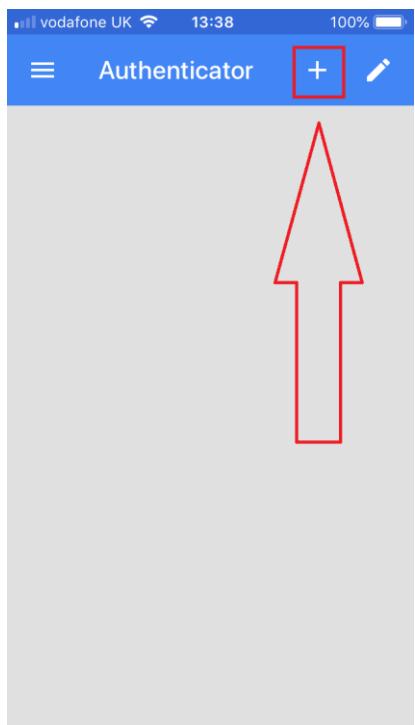
If you are unable to complete setup now, [sign out](#) and try later.



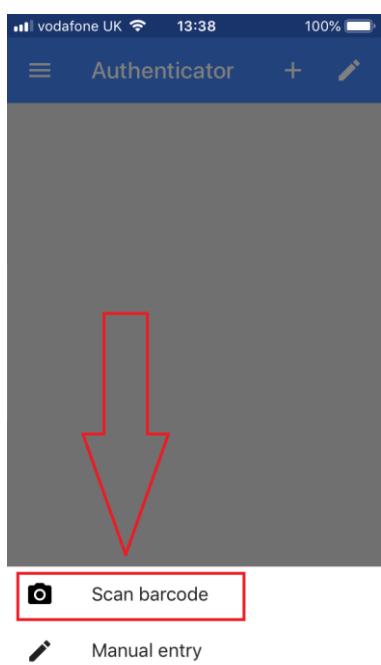
Open your chosen authenticator app.

On Google Authenticator:

Click the '+' button at the top right of the screen.



Then select 'scan barcode'.



Scan the barcode which is shown on the self-assessment page.

## Setup authentication

Scan the QRCode in an authenticator app such as [Google Authenticator](#).



Since the process has started, you will be required to enter an authentication code from now on, and will not be able to see this image again.

Should you have problems, please contact [support@esd.org.uk](mailto:support@esd.org.uk).

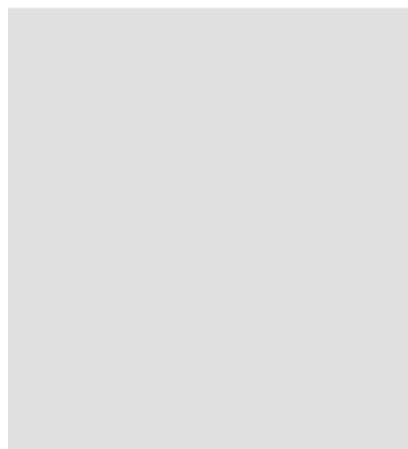
[Done](#)

Following this you should now have successfully set up two-factor authentication and you will need to use this code alongside your LG Inform credentials to sign in to the tool.



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## **Tips for completion**

The self-assessment is designed to be intuitive, but it is a complex topic. It is unlikely the one named person will be able to answer every question accurately. It will be essential that they speak with colleagues in different work areas (e.g. IT, Emergency Planning, etc.) to be able to respond to all questions.

You may wish to circulate the [PDF version of the questions](#) to your colleagues to support gathering the necessary information.

Once you have gathered all the relevant information, responding to the questions should take no longer than 30 minutes to complete.

All categories apply whether or not your council's IT is outsourced, part of a shared service, run on cloud services or operating internally. Councils should complete their own questionnaire, regardless of any shared service arrangements.

Smaller councils may find that some questions are repetitive given the need for the stocktake to accommodate a wide range of councils that vary in size and their cyber security arrangements.

The results page will show an assessment for each section where you have provided responses. Only the person authorised to perform the self-assessment for a council can see its results page. That person can download a document detailing the results.

We advise that councils complete the self-assessment tool before applying for further funding from the LGA's Cyber Security Programme. The results will inform where investment will have the greatest impact.