CyMetric Guide: Adding People

Users vs Contacts

Users are individuals who have access to CyMetric. Each User has its own login credential enabling access to CyMetric. Users enter data and perform functions within the CyMetric platform.

Contacts are individuals who do not have access to CyMetric but can be assigned responsibility for certain aspects of the compliance program.

CyMetric provides the flexibility to define Users or Contacts as individuals, departments or roles/titles depending upon how an organization chooses to assign responsibility.

Questions to answer before adding People

For certain functions/responsibilities within CyMetric you may prefer to use **Titles, Roles, Groups, Committees, Departments or even third-party vendors** in place of individual names. Individual names provide specificity but will need to be updated if that individual leaves the organization or takes on a new position. Using Titles, Roles, Groups, Committees, or Departments is more general and enables the organization to assign these to individuals outside of the CyMetric program. Before adding people it is important to define what people you need in the program.

1. Who is responsible for the data that resides in each of the information systems you will be entering into CyMetric (business owner)? This can vary by information system.

2. Who is responsible for the technical management (uptime, performance, etc.) of the information systems you will be entering into CyMetric (technical owner)? This can vary by information system.

3. Who will be responsible for the implementation of compliance controls and ensuring they are working to meet objectives (implementation owner)? This can vary by information system, control family or other subject matter expertise.

4. Who will approve the compliance program policy documents (Program Policy and Control Family Policies) provided by CyMetric?
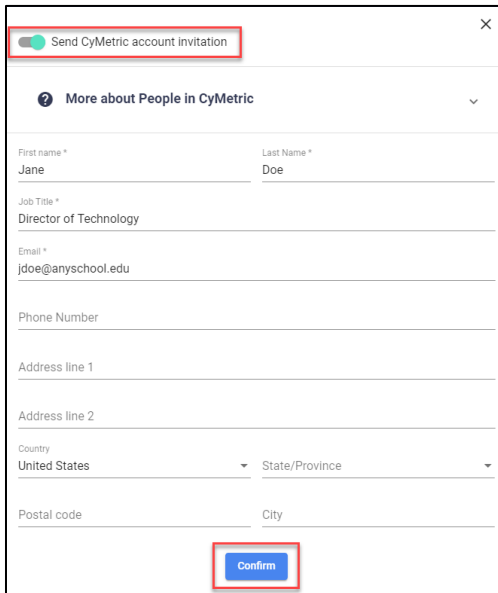
How to Add People

1. Under Organization, select People
2. Select the 3 ellipses and select Add new person
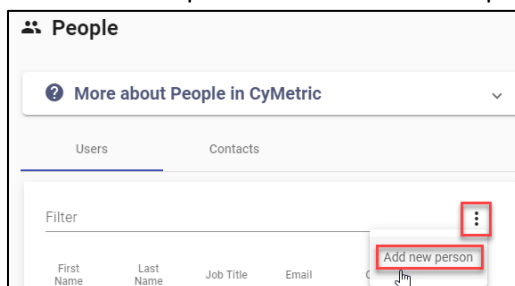
3. Enter the required information designated with an asterisks. If you plan to make this person a User, you will need to also enter an email address. All people entered into the system will be

Contacts. In order to make a person a User of Cymetric, you need to invite the person to be a User. To do this, you slide the Send CyMetric account invitation to the ON position. Upon completion you will see their name reflected on the Users List.
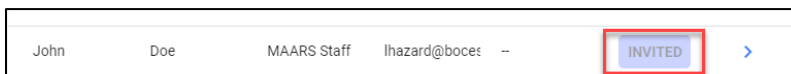

4. If the person is a User, they will receive an email inviting them to set up their account
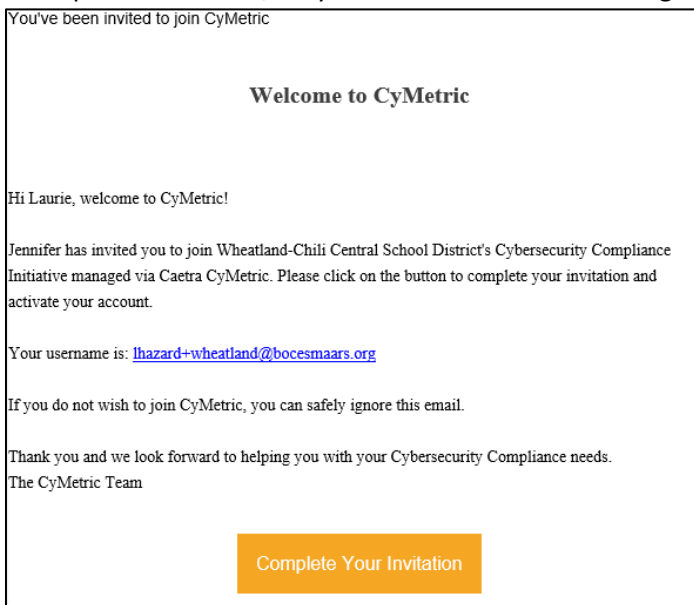
Note: If you would like to add a Monroe One Boces CyMetric support person as a User to your instance of CyMetric, please use the following nomenclature for the account: first initial last name + yourdistrictname@email address. Example: lhazard+wheatland@bocesmaars.org

5. If the person has been invited to be a User, you will see the person under Contacts with Status as INVITED. You will not see a new person under Users until they accept the email invitation and create their account.