

Identity Finder at WCSU

First Use:

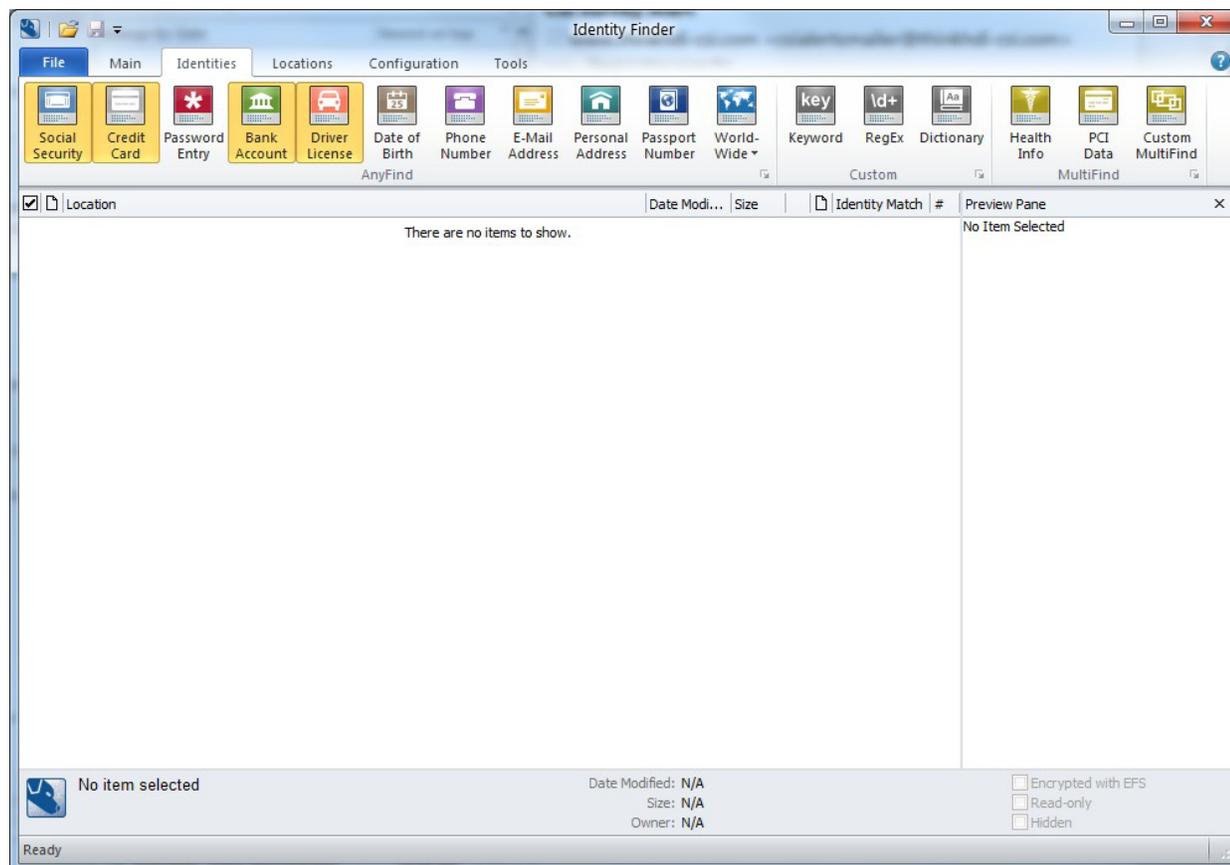
1. Open Identity Finder from the Programs menu or the shortcut on your desktop.
2. The first time you open the program, you will need to set a password. We **HIGHLY** recommend that you use the word “wcsu” (lowercase) as the password, as this is only needed to open the program on your computer.

Running an Identity Finder scan:

Before running a scan, you will need to determine the PII (Personal Identifiable Information) items you wish to search for and the drives you wish to scan.

1) PII items

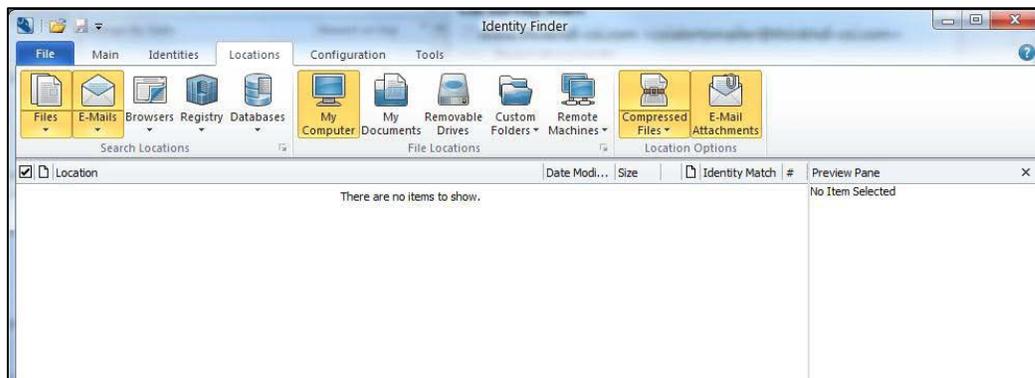
- a) Click on the Identities tab. By default, Identity Finder is set up to scan files for social security numbers, credit card numbers, bank account numbers, and driver’s license numbers (the buttons are highlighted in yellow).
- b) Click on the button for each additional PII data type you wish to search for within your files.



Identity Finder at WCSU

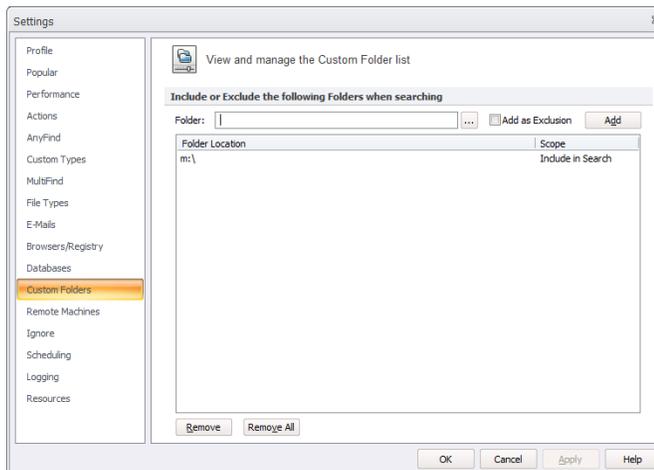
2) Locations

- a) Click on the Locations tab. By default, Identity Finder is set up to search files on your hard drive and your email profile.



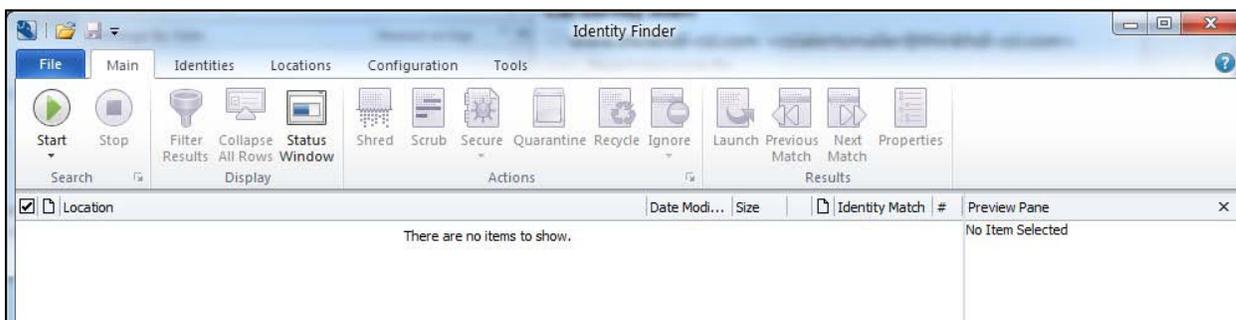
- b) You may change the scan location by clicking on another option such as My Documents or Removable Drives.
- c) To scan a network drives such as your H: drive or K: departmental drive:

- i) Click on the words "Custom Folder" then click on Customize folder list
- ii) Click on the ellipse (...) button and select the custom location to scan. Click on the Add button and then click on the Apply button, then the OK button. Please note that when you choose a custom location, the default to scan the hard drive is deselected (**you cannot scan both at the same time unless you add your hard drive to the custom location list**).



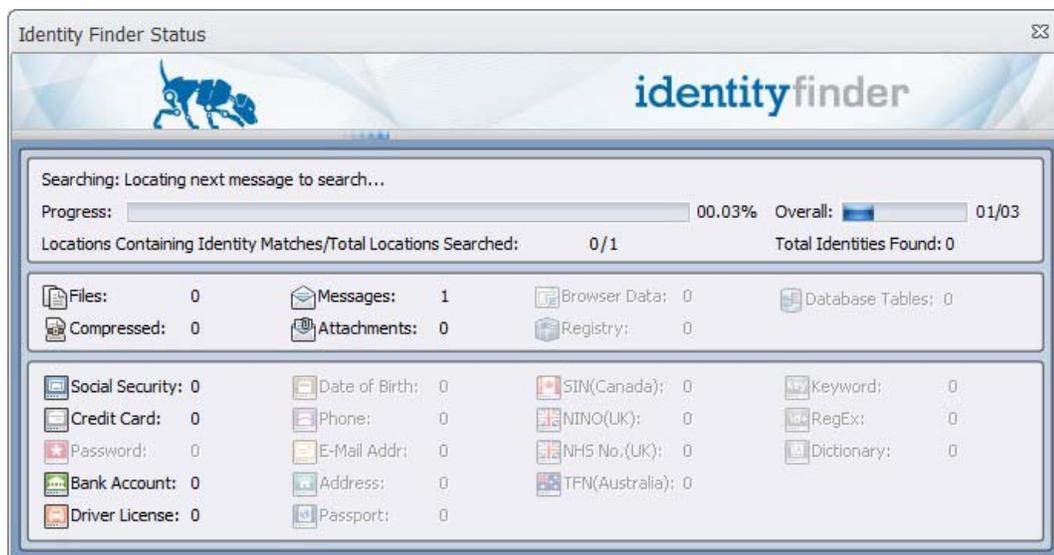
3) Scan with Identity Finder

- a) Click on the Main tab and then click on the Start button.



Identity Finder at WCSU

- b) The status window will display the progress as it is scanning. You may use your computer while the scan is running in the background.



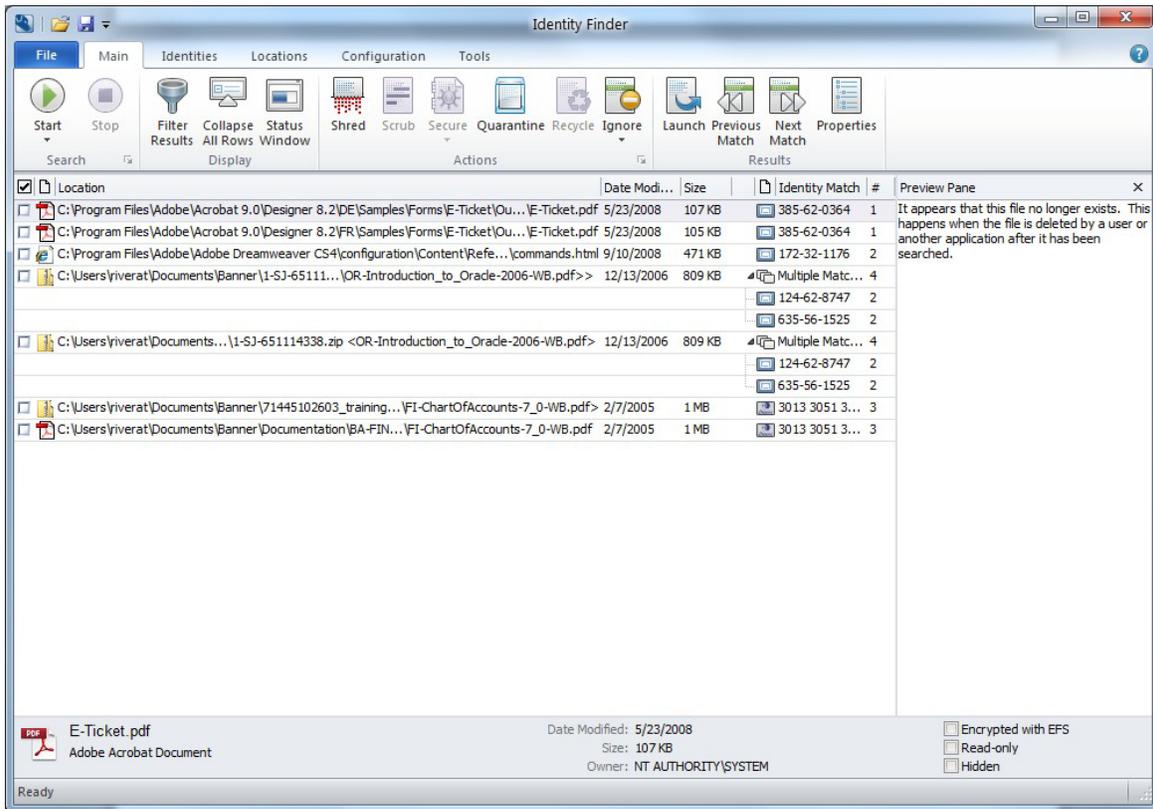
- c) When the scan is complete, you will be presented with a final summary. Click on the Advanced button to review the results. If you would like to save the results file for review later, click the Save button to save the file to your computer.

4) Analyze and process the scan results

- a) Review each file in the search results. When you click once on the file, the preview pane will show you the data that it found. The Identity Match column shows you the actual data or contains a drop-down menu if there is more than match in the file. Double-click the file if you would like to open the file. For each file decide what to do. You must follow document retention procedures. If you have any questions about running Identity Finder, please contact the IT Help Desk at x78467. If you have any questions regarding records retention, please refer to the [State of CT Records Retention Schedules for State Agencies](#) web site or contact WCSU's Records Management Liason Officer: Mark Case at x78657.
- b) Within Identity Finder, you may take one of the 4 actions listed below on most items (**some of these actions are not available for items found in e-mail, therefore those will need to be processed outside of Identity Finder**). To perform an action on more than one file at a time, click on the check box next to each file before selecting an action. The actions you may take are:
- Shred – completely delete the file and overwrite the file location several times to make the file irrecoverable.
 - Scrub – remove the PII data from file, but preserve the rest of the file.
 - Quarantine – If you have files containing PII that must be kept, then these should be moved to a secure location. The “secure” folder on your H: drive or the “secure” folder for your department should be used to quarantine the files for future migration to a special DCL3 storage location.

Identity Finder at WCSU

- iv) Ignore – ignore the file itself, or ignore the entire location. If a file or location is ignored, it is not included the next time a scan is run with Identity Finder.



After taking action on each one of the files in your list, the results screen will be empty. It is recommended that you run a scan regularly to ensure your computer is clear of files containing PII (these should only be stored in the network secure location.)

More information is available at <http://www.wcsu.edu/technology/security/identityfinder.asp> .