

Identity Finder for Mac at WCSU

First Use:

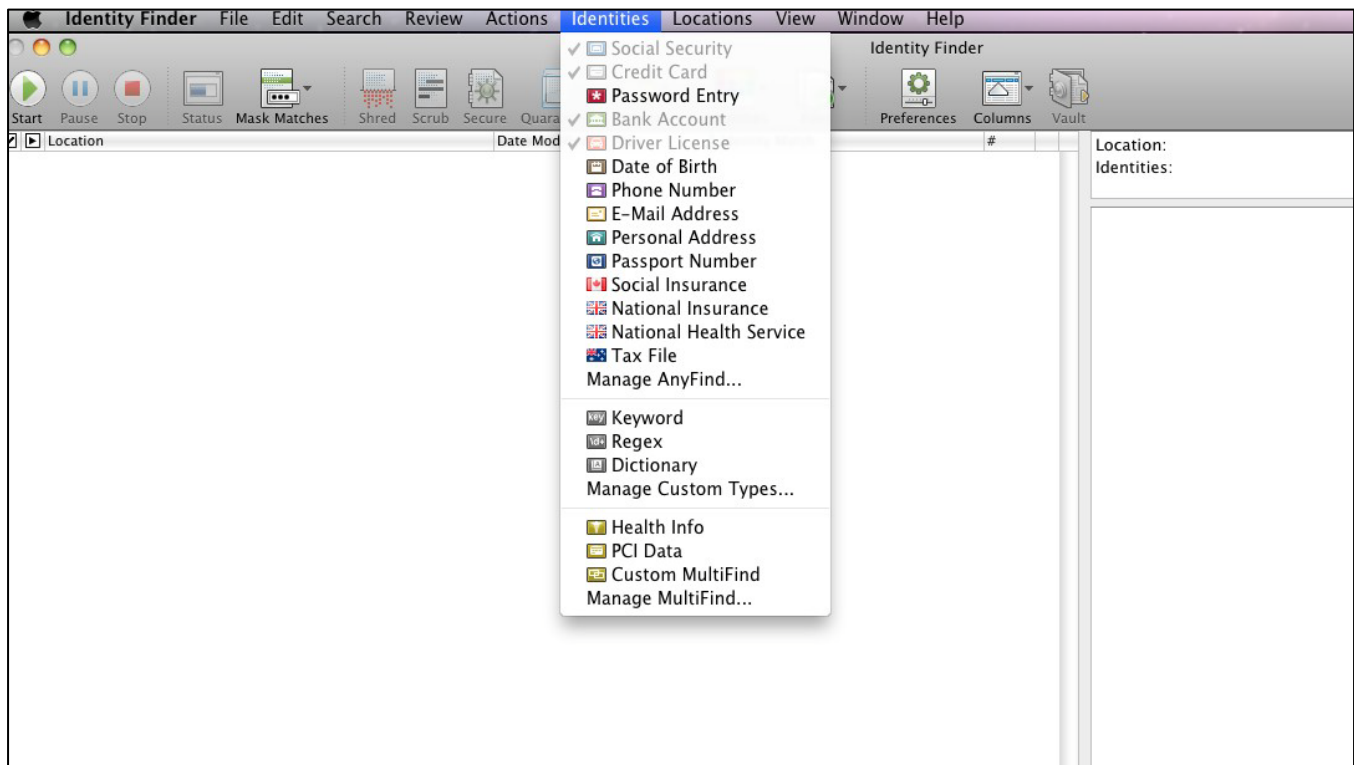
1. Open Identity Finder from the Applications folder.
2. The first time you open the program, you will need to set a password. We **HIGHLY** recommend that you use the word “wcsu” as the password, as this is only needed to open the program on your computer.

Running an Identity Finder scan:

Before running a scan, you will need to determine the PII items you wish to search for and the drives you wish to scan.

1) PII items

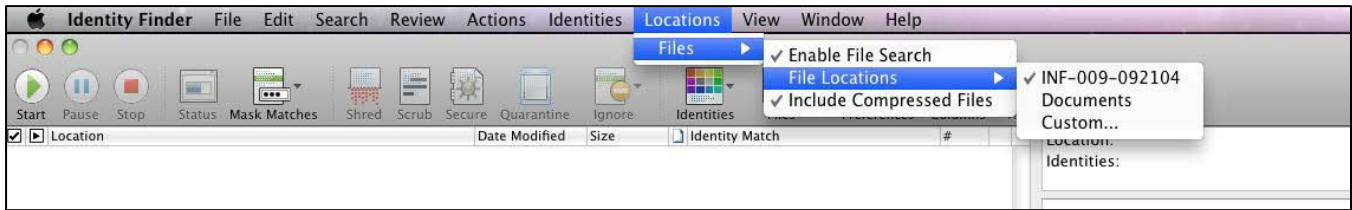
- a) Click on the Identities menu. By default, Identity Finder is set up to scan files for social security numbers, credit card numbers, bank account numbers, and driver’s license numbers (they are grayed out).
- b) Click on each additional PII data type you wish to search for within your files.



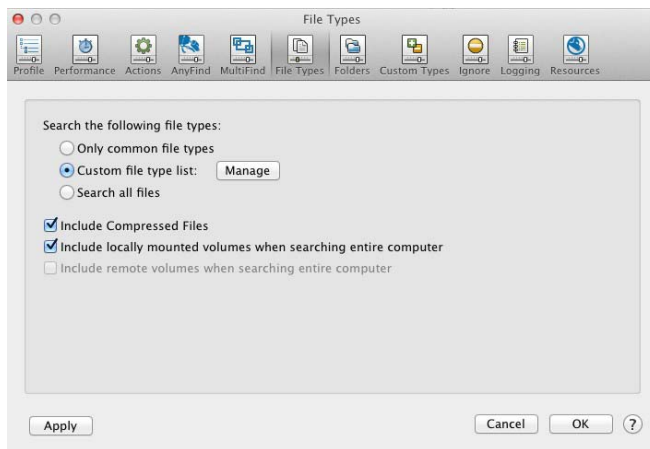
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2) Locations

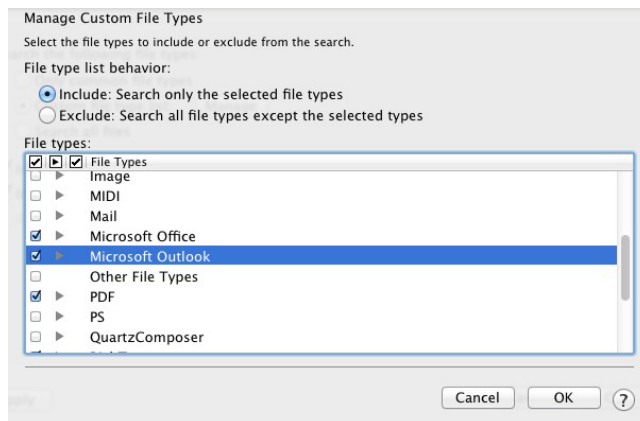
- a) Click on the Locations menu. By default, Identity Finder is set up to search files located in your Documents folder. This should be changed to scan your entire hard drive:
 - i) Click on Enable File Search.
 - ii) Click on File Locations, and then click on your computer name, located at the top of the list.



- b) By default, Identity Finder is set up to scan common file types. This should be updated to include Microsoft Outlook E-mail file types:
 - i) Click on the Identity Finder menu and then click on Preference.
 - ii) Click on the File Types icon.
 - iii) Select the "Custom file type list:" option and then click on the Manage button.



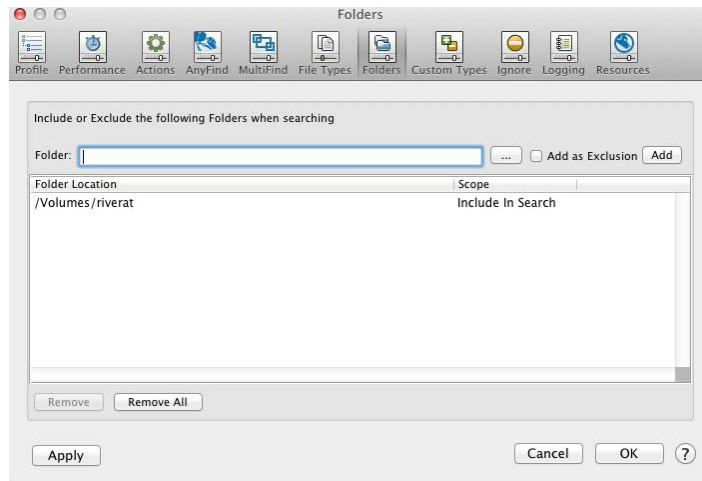
- iv) Scroll down in the list of file types and click on the check box next to Microsoft Outlook.



- v) Click on OK to each of the dialog boxes.

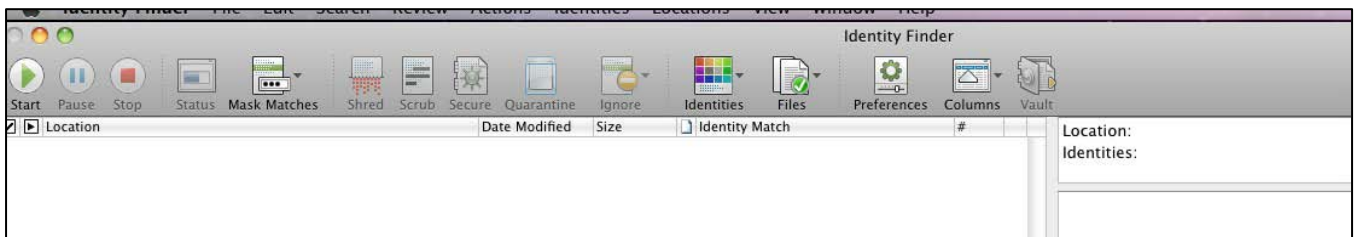
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- c) To scan a network drives such as your H: drive or K: departmental drive:
 - i) Click on the Identity Finder menu, then Preferences.
 - ii) Click on the Folders button.
 - iii) Click on the ellipse (...) button and select the custom location to scan. Click on the Add button and then the OK button.



3) Scan with Identity Finder

- a) Click on the Start button.

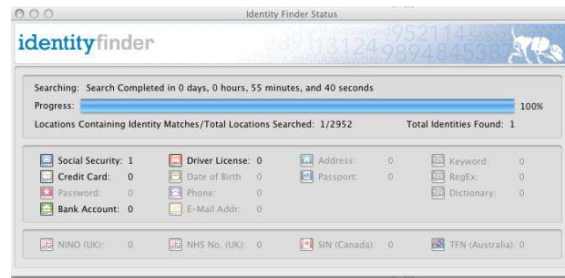


- b) The status window will display the progress as it is scanning. You may use your computer while the scan is running in the background.



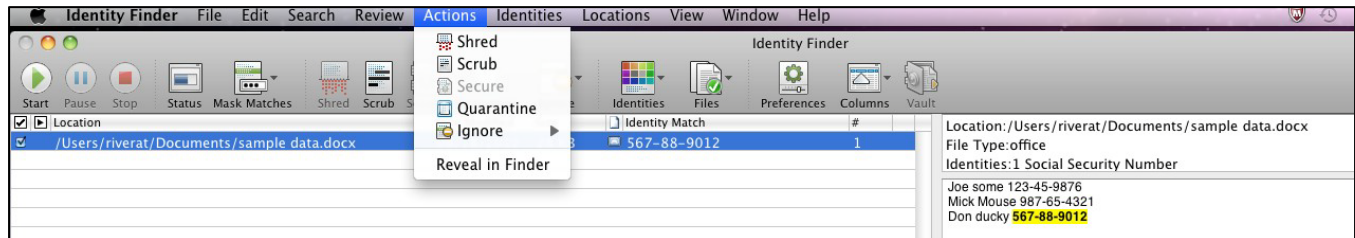
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- c) Identity Finder will notify you when the scan is complete, click on the OK button. You will then be presented with a final summary. Click on the Close button (the red X in the upper-left corner of the window) to close the summary and review the results.



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.



- b) 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. 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. If any of the action buttons appear to be grayed out, click on the Actions menu, then select the action from the menu. 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.
 - 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. If you are unable to complete the review of your results, you may save them into a file for later processing. Click on File, then Save

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As to save the Identity Finder results file. When you are ready to work with the file, click on File, then Open. You will be prompted to enter the default password to open the file. 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> .