

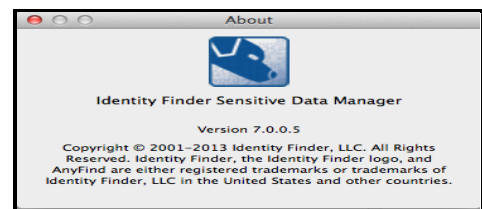
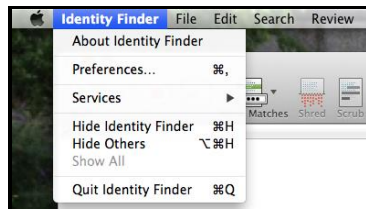


Identity Finder must be run on hard drives, personal netshare drives, and all departmental or shared drives and folders on CCSU's schedule of 3 times per year (by 2/15, by 5/15, by 9/15). For additional protection, users can customize scanning parameters and run Identity Finder at any time.

Identity Finder Instructions Macs

START: Confirm You Have Current Version (3 steps)

1. **Open Identity Finder** from your desktop or search for it through Finder . The icon is . If you don't have Identity Finder, go to <https://downloads.ccsu.edu/IDFinder/IdentityFinder.zip> to install.
2. The **password, run (r-u-n)**, is required to open the Identity Finder application.
3. When program opens, **click Identity Finder**, then **click About Identity Finder** to confirm you are running the **latest version** noted in the emails sent from IT. If you need to know what the latest version is or need to update your version, call Help Desk (x 21720).



IDENTITIES TO SCAN FOR

The **4 default Personally Identifiable Information (PII)** items which Identity Finder scans for are **Social Security, Credit Card, Bank Account, and Driver's License numbers**. To scan for additional PII items, click **Identities** and select.

Identities options:



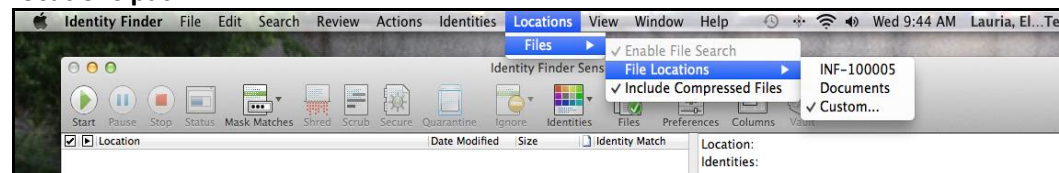
CONFIRM LOCATIONS TO SCAN (2 steps)

You only need to **select your primary locations**, hard drive (/) and personal netshare, **one time** and they should remain in default. To **confirm all locations** you want to scan **have been selected**

1. Click **Locations**, drop to **Files**, slide to **File Locations**, then click on **Custom** which will open to the **Folders** screen showing locations to be scanned.
2. **Go to pages 4 & 5 of these instructions** for steps to **Add, Exclude, or Remove Locations** if the list needs to be modified. **Data owners must make sure Identity Finder is run on all locations** they are responsible for.


Important: Identity Finder performs only a limited default scan of Outlook on Macs, so **be aware of vulnerabilities in your email files**.

Locations path

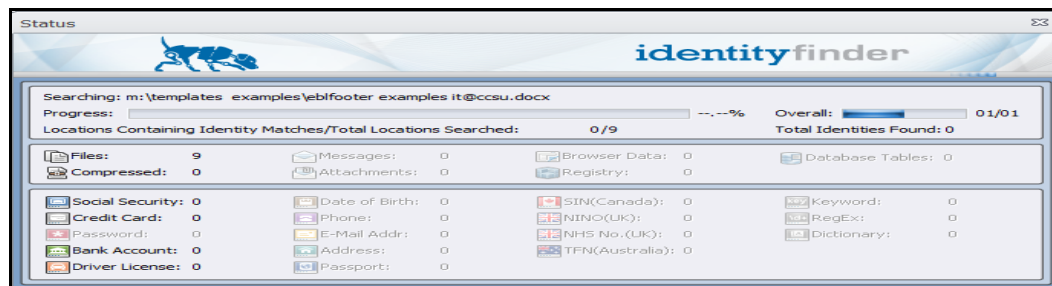


RUN THE SCAN (1 step)



1. From the *Identity Finder* main screen/Menu Bar click on . The *Status* screen will open and display scanning process. **You may use your computer while the scan is running.**

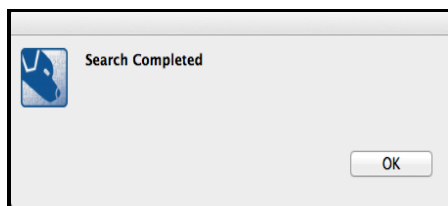
Status screen



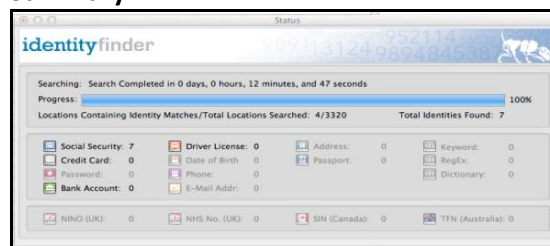
ANALYZE AND PROCESS SCAN RESULTS (6 steps)

1. When the scan is complete *Identity Finder* will send a notice from which you click for a Summary screen to open. **Click red button** to close Summary, which opens *Identity Finder* main screen with scan results. If at any time you want to save results for later processing, click *File* on the *Apple Applications* Menu Bar.

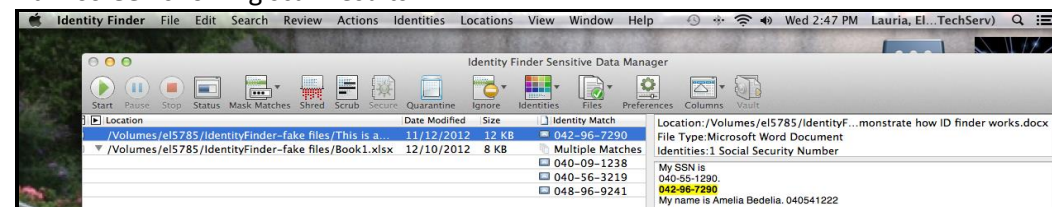
Notice



Summary



Main screen showing scan results



2. From the *Identity Finder* main screen **click once** on the **file** or **drive** listed in *Location* column **to review**. The data details will show in right-side column, and The *Identity Match* column specifies the PII found, listing each if there was more than one match in the file or drive.

Important: A PII may indicate a real exposure to risk from forgotten correspondence or purchases, but it could just be a false positive. To **confirm the validity of a PII**, open the file in *Location* column by double-clicking.

- You must **decide on an action for each file** and **follow documentation retention procedures**. For information on data retention either contact your manager or the Business Office's Richard Piotrowski (x22537) or Alyssa Volpicella (x22501).
- To perform an action, select the file, click Actions** on the menu for drop-down list of choices and select the action. To perform the **same action on multiple files, click the check box** next to the files you want to include, then **select the action**.
- There are **4 actions available** (some are not available for email items; call Help Desk for assistance)
 - Shred* – completely delete file and overwrite file location several times to **make the file irrecoverable**.
 - Scrub* – **remove the PII data** from file, but **preserve the file**.
 - Quarantine* – **move the file to a secure location**. Each department may request a "secure netshare" for storing files containing PII that must be kept.
 - Ignore* – ignore the file itself or 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 all files have been either processed or saved for later, click *Quit Identity Finder* from drop-down menu under *Identity Finder*. Go to the *Confirmation System*.

CONFIRMATION SYSTEM (5 Steps)

Whenever *Identity Finder* is run, **confirmation must be submitted** through the *Identity Finder Confirmation System*. However, you should also **go to the System before running Identity Finder** for details on what you need to scan.

Mac computers are not listed; however, if you have logged into other computers or are a data owner for other file shares, you have to use the Confirmation System.

Identity Finder Confirmation for: e15785 Last updated: August 22, 2014

✓ Your confirmation has been saved. Click the Logout button to exit this form.

Identity Finder is a software tool that helps prevent identity theft by locating files containing PII (personally identifiable information) on your computer, network share drives, and external media. In order to comply with CCSU security policies Identity Finder must be run on your M: drive (personal netshare), email, and all computers where you may have stored files. It is essential that everyone on campus run the Identity Finder software at least three times a year. We have selected **May 15**, **September 15**, and **February 15** as the three least inconvenient deadlines for you to run the software. This form is used to confirm that you have run Identity Finder per these guidelines. After you have completed this form click the Save button to submit your confirmation. If you have any questions regarding this process, please contact the IT Help Desk at (860) 932-1720 or email techsupport@ccsu.edu

By checking the box next to M: drive (personal netshare) and Email you confirm that you have run Identity Finder on these locations:

<input checked="" type="checkbox"/> M: drive (personal share)	- Confirmed on Aug 22, 2014
<input checked="" type="checkbox"/> Email	- Confirmed on Aug 22, 2014

Below is a list of computers that you have logged into during the past year. Click on the More Info link for details such as the computer's location.

By selecting one of the buttons next to each computer you confirm that you have either run Identity Finder or have not stored PII on the computer:

<input type="radio"/> I have run Identity Finder	<input type="radio"/> I did not store PII			
<input checked="" type="radio"/>	<input type="radio"/>	7802095585	More info	- Confirmed on Aug 22, 2014
<input type="radio"/>	<input checked="" type="radio"/>	7802095921	More info	- Confirmed on Aug 22, 2014

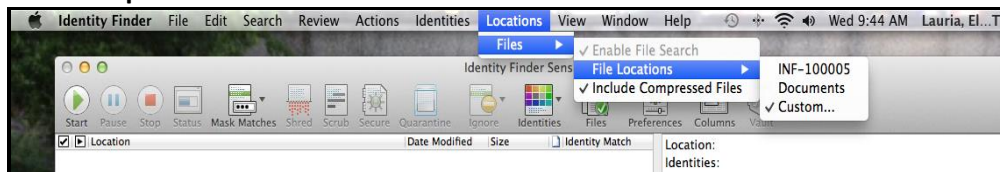
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- Go to <http://webapps.ccsu.edu/idfinder/login>; **log in** with your **BlueNet Account username** and **password**. Complete a **form for each BlueNet account** you have.
- Click on the check boxes next to **M (personal) drive** and **Email** to confirm that you have run *Identity Finder* against these.
- If you are the data owner for one or more file shares you will see a list of those directories. Click on the check boxes next to each directory to confirm either *Identity Finder* has been run or no PII has been stored.
- If you have logged onto other computers, other than Macs, they will be listed. Click on the check boxes next to each computer's barcode to confirm either *Identity Finder* has been run or no PII has been stored.
- Click to complete the confirmation form

ADD LOCATIONS TO SCAN (5 steps)

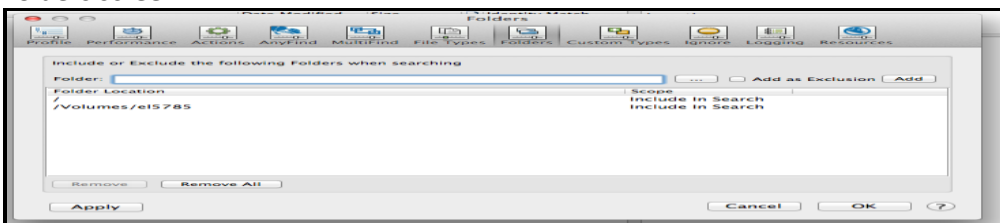
1. Click **Locations**, drop to **Files**, slide to **File Locations**, then click on **Custom** which will open to the **Folders** screen. Selected locations will be listed.

Locations path



2. If locations you need to scan are not listed or you want to add to the list, click the **ellipse button**  from the **Folders** screen, which opens to the **Custom Folders** screen.

Folders screen



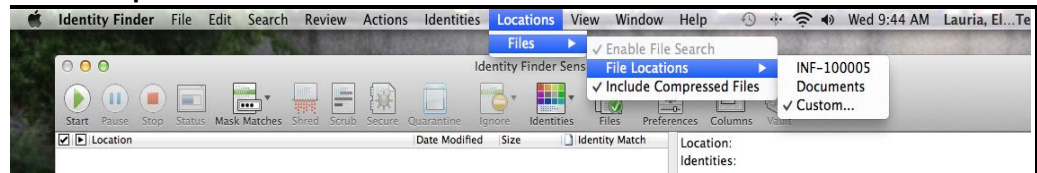
3. **Adding from Custom Folders screen:** (only 1 location can be added at a time)
 - a. **How to add hard drive:**
 - I. Under **Devices**, click your computer name, then click on **Macintosh HD**, then click **open**, which will return you to the **Folders** screen and your selection will appear in the **Folder:** box as a slash (/).
 - II. Click **Add** and your selection will then move under **Folder Location** heading, and be designated as **Include in Search** under **Scope** heading. If you want to exclude a location, see instruction box below step 10.
 - b. **How to add personal netshare drive:**
 - I. Under **Shared**, click **files.ccsu.edu**, then click on your BlueNet user id # file, then click **open**, which will return you to the **Folders** screen and your selection will appear in the **Folder:** box as **/volumes/your Bluenet user id #**.
 - II. Click **Add** and your selection will then move under **Folder Location** heading, and be designated as **Include in Search** under **Scope** heading.
 - c. **How to add other departmental or shared drives and folders:**
 - I. Under **Shared**, click **files.ccsu.edu**, then click the file you want to add, then click **open**, which will return you to the **Folders** screen and your selection will appear in the **Folder:** box.
 - II. Click **Add** and your selection will then move under **Folder Location** heading, and be designated as **Include in Search** under **Scope** heading.
4. To add additional locations, repeat step 3.
5. When all additions have been selected, click **OK** on the **Folders** screen and you will return to the **Identity Finder** main screen/Menu Bar.

EXCLUDE/REMOVE LOCATIONS TO SCAN (7 steps)

Exclusions can only be made from locations (drives and files) already included in the search and listed under *Scope* heading on the *Folders* screen.

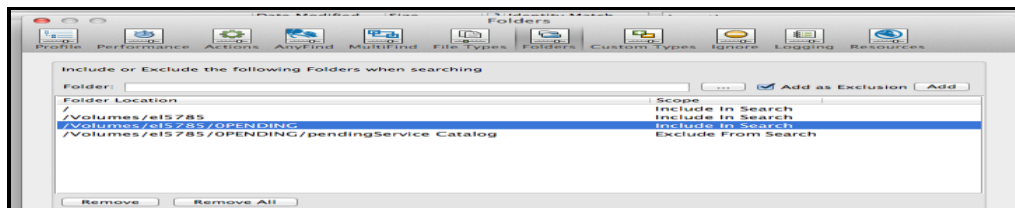
1. Click **Locations**, drop to **Files**, slide to **File Locations**, then click on **Custom** which will open to the **Folders** screen. Selected locations will be listed.

Locations path



2. To remove a location from the list, click on it, then click **Remove**
3. To exclude a portion of a location that is on the list, click the ellipse button **...** from the *Folders* screen, which opens to the *Custom Folders* screen.
4. Click the file you want to add as an exclusion, then click **open**, which will return you to the *Folders* screen and your selection will appear in the *Folder:* box.
5. Check the **Add as Exclusion** box; Click **Add** and your selection will then move under *Folder Location* heading, and be designated as *Exclude in Search* under *Scope* heading and your selection will then move under *Folder Location* heading, and be designated as *Exclude in Search* under *Scope* heading.

Folders screen



6. To add additional exclusions, repeat steps 3, 4, 5.
7. When all exclusions have been selected, click **OK** on the *Folders* screen and you will return to the *Identity Finder* main screen/Menu Bar.