
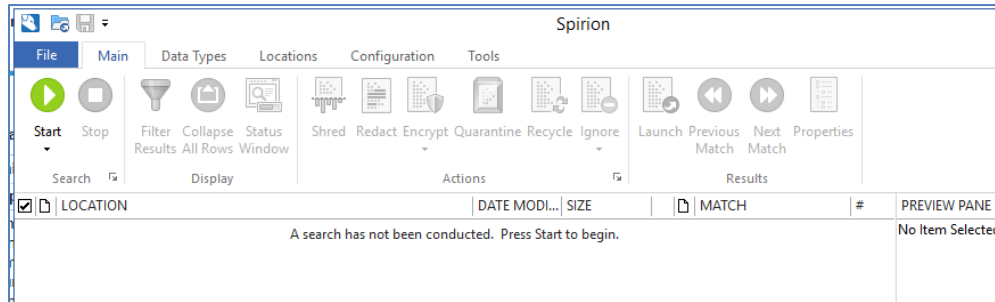


Identity Finder must be run on hard drives, personal netshare drives, and all departmental or shared drives and folders on CCSU's schedule of 3 times per year (by 2/15, by 5/15, by 9/15). For additional protection, users can customize scanning parameters and run Identity Finder at any time.

## Spirion (formerly Identity Finder) Instructions Windows

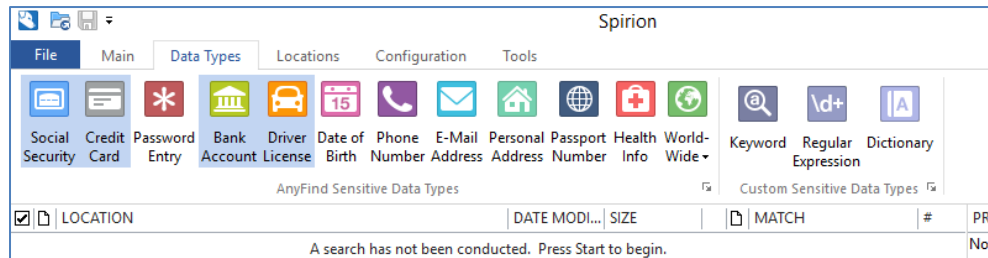
### START: Open Spirion on a CCSU-Owned Computer

1. **Open Spirion**  from your computer's Programs menu or the shortcut on the Desktop. If you don't have Spirion on your CCSU-owned computer, call the IT Help Desk (x 21720).
2. Enter the default **password, run (r-u-n)**. If this is the first time you are opening Spirion, you will be required to set a password. We highly recommend using the default **password, run (r-u-n)**.



### DATA TYPES TO SCAN FOR

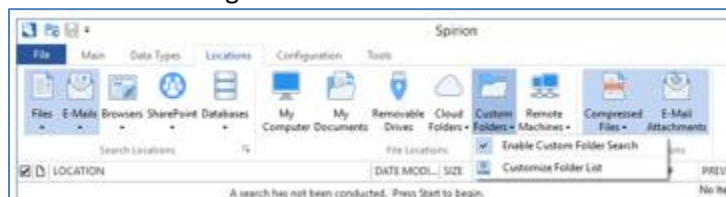
The 4 default Personally Identifiable Information (PII) items which Spirion scans for are **Social Security, Credit Card, Bank Account, and Driver's License numbers** (icons are highlighted). To scan for additional PII items, click **Data Types** and click the additional items.



### CONFIRM LOCATIONS TO SCAN

You only need to **select** your **primary locations**, hard drive (C) and personal netshare (M) **one time** and they should remain in default. To **confirm all locations** you want to scan **have been selected**, go to the **View and Manage the Custom Folder List**:


1. **Click on Locations tab** from the **Main** screen. From the **Locations** menu, make sure **Enable Custom Folder Search** is checked  , then click on **Custom Folders**, then click **Customize Folder List**, which will open to the **View and Manage the Custom Folder List** screen showing locations to be scanned.

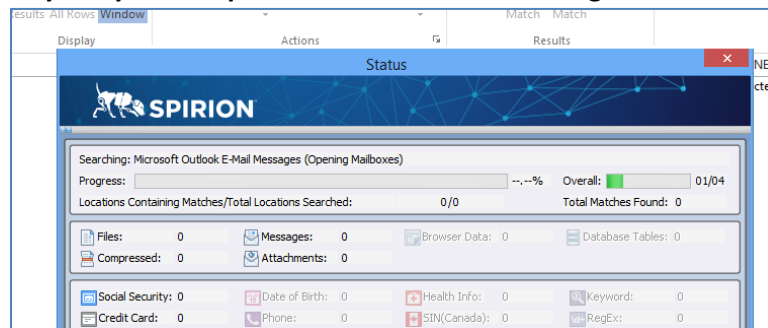


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2. Go to page 4 of these instructions for steps to Add, Exclude, or Remove Locations if the list needs to be modified. Data owners must make sure Identity Finder is run on all locations they are responsible for.

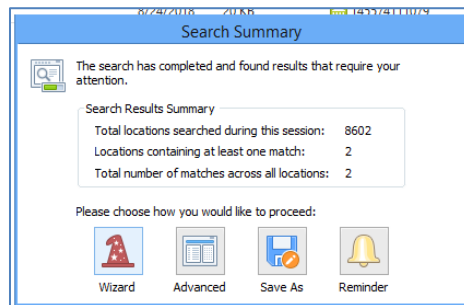
## RUN THE SCAN

1. From the *Main* screen click on . The *Status* screen will open and display scanning process. You may use your computer while the scan is running.

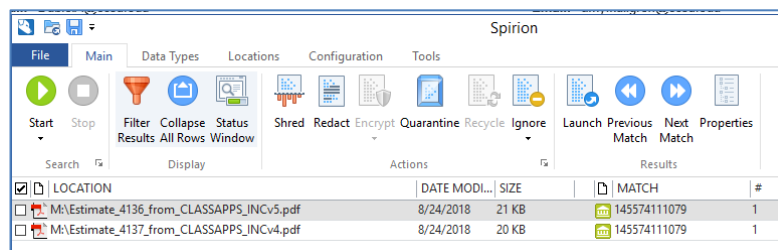


## ANALYZE AND PROCESS SCAN RESULTS

1. When the scan is complete a *Search Summary* screen opens indicating if further action is required. To review results click **Advanced**. To review and process results at a later time, click **Save As**.



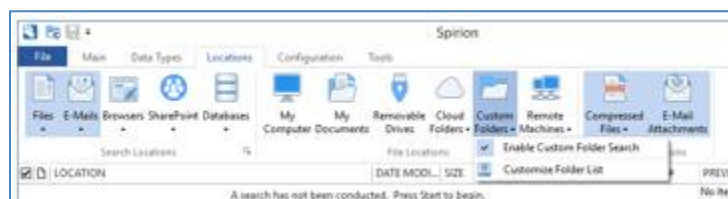
2. By clicking **Advanced**, the *Main* screen will open with results and actions available.



3. **To review** click once on the file or drive listed in *Location* column and the data details will show in *Preview Pane* column. 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.
4. 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).
5. **To perform an action, select the file, 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**.
6. There are **4 actions available** (some are not available for email items; call Help Desk for assistance)
  - 1) *Shred* – completely delete file and overwrite file location several times to **make the file irrecoverable**.
  - 2) *Scrub* – **remove the PII data** from file, but **preserve the file**.
  - 3) *Quarantine* – **move the file to a secure location**. Each department may request a "secure netshare" for storing files containing PII that must be kept.
  - 4) *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*.
7. When action has been taken on all files listed, the screen will clear. Exit *Spirion* and go to the Confirmation System at <http://webapps.ccsu.edu/idfinder/login>.

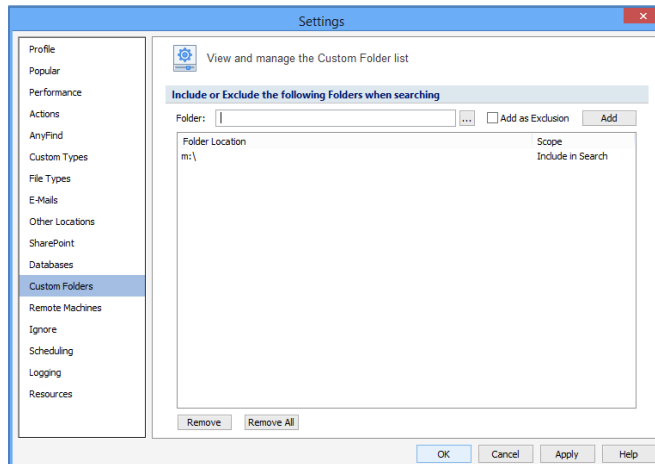
## ADD LOCATIONS TO SCAN

1. To select locations from which to scan, **click on *Locations* tab from the *Main* screen**.
2. From the *Locations* menu, make sure ***Enable Custom Folder Search*** is checked  , then **click on *Custom Folders***, then **click *Customize Folder List***, which will open to the ***View and Manage the Custom Folder List*** screen.



3. If primary locations are not listed or you want to add locations, **click the ellipse button**  from the *View and Manage* screen, which will open a screen, headed *Browse For Folder*.

4. From there **click on your selection** and it will show in the box at bottom, then click **OK**.



5. Your selection will move to *Folder:* box on the *View and Manage* screen. **Click Add** and your selection will then move under *Folder Location* heading, and be designated as *Include in Search* under *Scope* heading.
6. To **add additional** locations, **repeat steps 3, 4, and 5**.
7. **When all locations are selected, click OK** and you will return to the *Locations* screen.

### **EXCLUDE/REMOVE LOCATIONS TO SCAN**

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

- To view locations to remove or exclude files from, **click on *Locations* tab from the *Main* screen**.
- From the *Locations* menu, make sure ***Enable Custom Folder Search*** is checked  , then **click on *Custom Folders***, then **click *Customize Folder List***, which will open to the ***View and Manage the Custom Folder List*** screen.
- To remove a location** from the list, **click on it**, then click **Remove**
- To exclude a portion of a location from the list, click the ellipse button**  from the *View and Manage* screen, which will open a screen, headed *Browse For Folder*.
- From there **click on your selection** and it will show in the box at bottom, then click **OK**.
- Your selection will move to *Folder:* box on the *View and Manage* screen. **Click Add as Exclusion**, then **click Add**. Your selection will move under *Folder Location* heading, and designated as *Exclude in Search* under *Scope* heading.
- To **exclude additional** locations, **repeat steps 3, 4, and 5**.
- When all exclusions have been selected, click OK** and you will return to the *Locations* screen.