

CONFIRMATION SYSTEM (5 Steps)

Whenever *Spirion* is run, **confirmation must be submitted** through the *Spirion/Identity Finder Confirmation System*. However, you should also **go to the System before running *Spirion*** 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) 832-1720 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:

I have run Identity Finder	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

[Save](#)

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1. 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.
2. Click on the check boxes next to **M (personal) drive** and **Email** to confirm that you have run *Spirion* against these.
3. 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 *Spirion* has been run or no PII has been stored.
4. 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 *Spirion* has been run or no PII has been stored.
5. Click [Save](#) to complete the confirmation form.