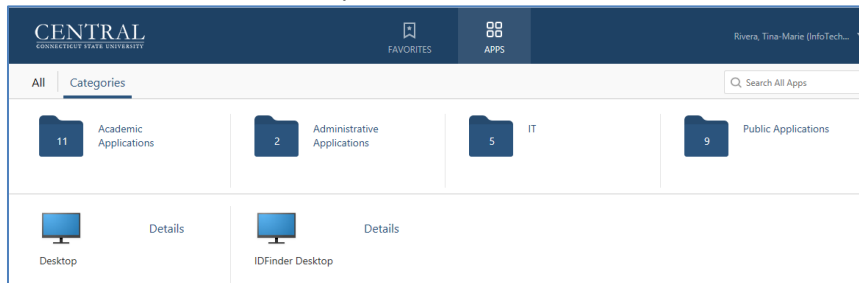


Citrix may be used to run Spirion on personal netshare drives and email. All employees must run Spirion on CCSU's schedule of 3 times per year (by 2/15, by 5/15, by 9/15).

Spirion (formerly Identity Finder) Instructions Citrix

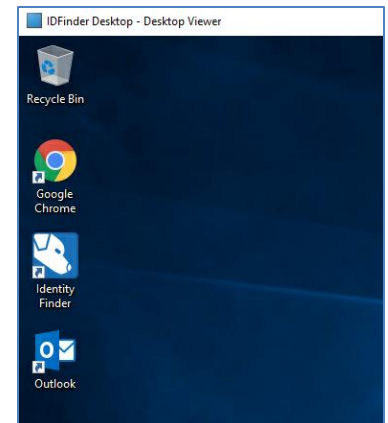
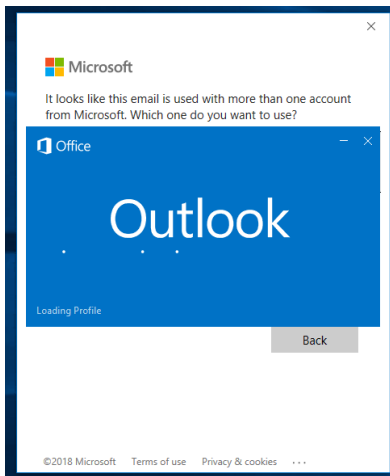
Open the Spirion/IDFinder Desktop via Citrix

1. Open a web browser and navigate to <https://apps.ccsu.edu>. Log in with your BlueNet account username and password.
2. Click on the IDFinder Desktop icon.

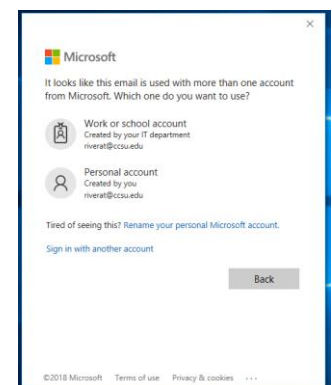


Open Outlook and Build Mail Profile

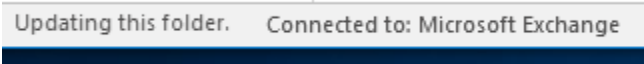
1. From within the IDFinder Desktop, open Outlook.
2. The Microsoft log in screen may open behind the Outlook splash screen – if it does, click on the Microsoft screen to bring the log in screen to the front.



3. If prompted to select the type of account, click on Work or School account, then log into Outlook with your CCSU email address and BlueNet password.




- 4. Outlook will build your mail profile. Outlook needs to download 3 months worth of email before it can be scanned with Spirion. This may take up to an hour, depending on the amount of email messages and folders you have. To monitor the progress, check for the “Updating this folder” at the bottom-right.

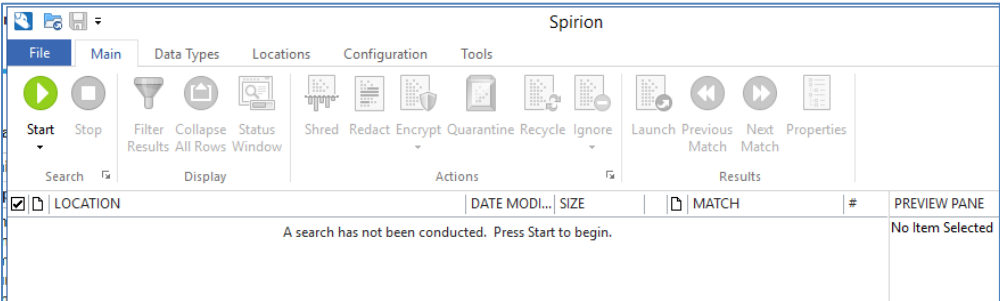


- 5. When you see the message “All folders are update to date”, proceed to the next section to begin scanning with Spirion.

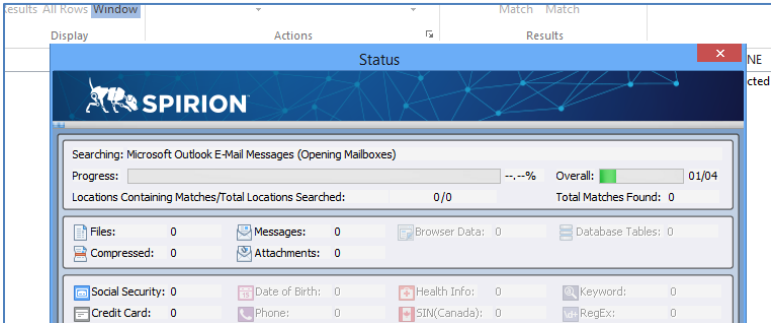


Open Spirion

- 1. **Open Spirion/Identity Finder**  from the shortcut on the IDFinder Desktop.
- 2. Each time you open Spirion from Citrix, you will be required to set a password. We highly recommend using the default **password, run (r-u-n)**.
- 3. Spirion within Citrix is configured to scan your email and M drive, these settings cannot be changed. Click on the **Start** button to begin the scan.

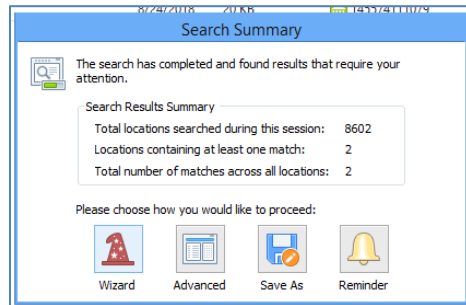


- 4. The *Status* screen will open and display scanning process. **You may minimize the IDFinder Desktop and use your computer while the scan is running.**

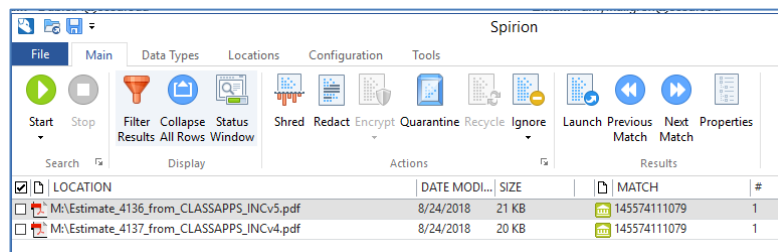


Analyze and Process Scan Results

1. When the scan is complete a *Search Summary* screen opens indicating if further action is required. To review results click **Advanced**.



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) *Redact* – **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 Outlook, and sign out of the IDFinder Desktop. Go to the Confirmation System at <http://webapps.ccsu.edu/idfinder/login>.