Using Identity Finder

ITS Training Document

How to search and remove Personally Identifiable Information (PII) from your computer using Identity Finder software.

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Our intention is not to recreate the Identity Finder Help Screens but to get you started using Identity Finder. Full Help screens can be found by clicking the **(**) icon in the upper right-hand corner.

How do I get Identity Finder on my computer?

Please call your desktop support specialist to have Identity Finder installed on your computer.

How do I begin working with Identity Finder?

Identity finder, once installed will place an icon on your desktop:



- E **Double-Click** this icon to begin running the program.
- E Enter in the password that your desktop support specialist supplied to you.

ITS suggests you restrict the amount of PII used in everyday work. If you need to use PII, this document can help you to remove all cases of PII on your computer by using Identity Finder.

| Identity Finder Profile Password | | 23 |
|----------------------------------|--|----|
| PASSW S41232C | 💻 Identity Finder Profile Sign In | |
| | Your Profile allows you to save your settings and automatically use your Profile Password when securing results or saving reports. You will be asked for this password when Identity Finder starts and when opening secure results and reports. | |
| | Enter Password: | |
| identityfinder | | |
| | Skip > Cancel Help | |

E Fo the first time only, select *Continue Search Wizard* otherwise click *Start Search Now.*



E Select Configure Search

| Identity Finder Wizard | | | | 23 |
|---------------------------|------|------------------|---|----|
| PASSW 641232 g rd | Iden | tity Finder Sea | rch Wizard | |
| | 2 | Configure Search | Configure a search using the Wizard to select your search options. | |
| E de Essivi Pas | | Standard | Start a search for SSNs, CCNs and Passwords within the Browser, E-Mail and Documents folder. | |
| | | PCI-D55 2.0 | Start a search for PCI data in Browsers, E-Mail and common files across the entire computer. | |
| | | HIPAA/HITECH | Start a search for PHI in Browsers, E-Mail and common files across the entire computer. | |
| 3251919 SOCIAL 9071131 | | Comprehensive | Start a search for all common personal information across the entire Computer. | |
| identityfinder | | | | |
| | | < Bac | k Next > Cancel Help | |

- E Select the Identity types you wish to search for
 o Credit Cards and Social Security Numbers are defaulted and cannot be omitted.
 o Selecting more or less Identity types will not affect scan speed or memory load on your computer

| dentity Finder Wizard | | |
|--|---|-----------------------------|
| Automatic Search Using AnyFind AnyFind will find automatically find t they are and without any information | he selected identities of the selected | d types regardless of whose |
| ~ AnyFind Searching | | |
| AnyFind will automatically find any per | sonal information for the following ide | entities: |
| 🔽 🛄 Social Security Numbers | 🔽 🛄 Dates of Birth | 🔲 🌇 Australia: TFN |
| 🔽 📃 Credit Card Numbers | 🔲 🔝 Phone Numbers | 🔲 🛄 Canada: SIN |
| 🐼 🔝 Password Entries | 🔲 🧾 E-Mail Addresses | 🔲 🔛 United Kingdom: NINO |
| 🐼 🤜 Bank Account Numbers | 🔲 🙍 Personal Addresses | 🔲 🔡 United Kingdom: NHS |
| 🔽 🛄 Driver Licenses | 🔽 🔝 Passport Numbers | |
| | | |
| | | |
| | | |
| | < Back Next | t > Cancel Help |
| | | |

E Click Next

 ${\ensuremath{\mathbb E}}$ Then select the following scan locations:

| Identity Finder Wizard | | 23 |
|--|--|------|
| Locations Choose the items and locations on your | computer where you would like to search. | |
| Locations | ✓ ← E-Mails and Attachments | |
| Browsers | Windows Registry | |
| File Locations My Documents and Settings My Computer | | |
| O Custom Location | |] |
| (| |) |
| | | |
| | < Back Next > Cancel | Help |

E A Confirmation Page of your selection will appear. Click *Finish*

| Please review your selections b Back. | elow and click Finish to begin your | search. To make changes, click | 6 |
|---|-------------------------------------|--------------------------------|---|
| dentities | | | |
| Social Security Numbers | Dates of Birth | 🗙 Australia: TFN | |
| Credit Card Numbers | × Phone Numbers | 🗙 Canada: SIN | |
| Password Entries | 🗙 E-Mail Addresses | 🗙 United Kingdom: NINO | |
| Bank Account Numbers | 🗙 Personal Addresses | 🗙 United Kingdom: NHS | |
| ✓ Driver Licenses | Passport Numbers | | |
| ocations | | | |
| 🗸 E-Mails | ✓ Browsers | 🗙 Windows Registry | |
| ✓ Files and Compressed Files | My Computer | | |

- E The Scan will begin to run.
 O You may minimize the window and allow it to run in the background.



How do I handle the results of the scan?

Cleaning PII from your computer

Once the scan is completed, users should go through the results, one by one, and examine each item to determine if it is valid (not a false positive) and required information. Then, with the approval of their supervisors or department Director, users should move any PII files to a secure server such as WesFiles or Dragon.

The below instructions will describe how to manage the scan results.

Viewing Scan Results

E Upon scan completion you will be presented with a quick dialogue report.

| Identity | Finder Searc | h Summary | | | | | | | | | | |
|--|--|--------------------|-------------------|----------|--|--|--|--|--|--|--|--|
| | Identity Finder has completed its search and found an Identity Match that requires your attention. | | | | | | | | | | | |
| | CSearch Results Summary | | | | | | | | | | | |
| | Total location | ons searched duri | ing this session: | 2036 | | | | | | | | |
| | Locations co | ontaining at least | one match: | 1 | | | | | | | | |
| | Total number of matches across all locations: 1 | | | | | | | | | | | |
| Please choose how you would like to proceed: | | | | | | | | | | | | |
| | Wizard | Advanced | Save As | Reminder | | | | | | | | |

- E Select *Save As* and save the report to a pre-determined space supplied to you by your desktop support specialist.
- E Then select *Advanced*.

| 🛯 🚰 🛃 🔻 | Identity Fin | der | | |
|--|--|------------------|----------|--|
| File Main Identities Locations Configuration | Tools | | | |
| Results All Rows Window | e Quarantine Recycle Ign | Match Match | operties | |
| | ictions | Results | 1 | |
| C Location | Date Modified Size | D Identity Match | # | Preview Pane |
| B C:\Users\dpfle\jquery-1.6.1-86096357efa9dc21044b775b3f361e15[1 |].js 5/21/2013 287 KB 5/31/2013 125 bvt | function(| 1 | elem.nodeName.toLowerCase() === |
| C:\Users\dpflederer\Documents\My Meetings\Social and DOB test.txt C:\Users\dpflederer\Documents\Workspace Templates\passwords test.t: | | | 0.75 | "input" && "file" === elem.type; |
| | | | | }, |
| → jquery-1.6.1-86096357efa9dc21044b775b37361e15[1].js | | xd: 5/21/2013 | | <pre>submit function(elem) { usr offset elem.nodeName.txiowerCose0; return nodeName.txiowerCose0; return nodeName.txiowerCose0; image: function(elem) { return return elem.type; }; reset: function(elem) { ver name.txiowerCose0; return costsiame.txiowerCose0; return costsiame.txiowerC</pre> |

- E The Scan Results page is split up into three sections:
 - o Scan Results
 - o Preview Pane
- E Scan Results

| D Location | Date Modified | Size | D Identity Match | # |
|--|---------------|-----------|-----------------------------|---|
| C:\Users\dpfle\jquery-1.6.1-86096357efa9dc21044b775b3f361e15[1].js | 5/21/2013 | 287 KB | 🚼 function(| 1 |
| C:\Users\dpflederer\Documents\My Meetings\Social and DOB test.txt | 5/31/2013 | 125 bytes | 01/01/1901 | 1 |
| C:\Users\dpflederer\Documents\Workspace Templates\passwords test.txt | 5/31/2013 | 102 bytes | 😵 you_will_never_guess_this | 1 |

- **Location** Display the location on the computer that the offending file can be found (hovering mouse over the location will reveal the full path if truncated).
- **Date Modified** Displays the date the file was last modified.
- o Size The size of the file
- *Icon* Displays the Identity Type in icon format (See Identities Tab for definitions)
- o Identity match displays the identity in question
- **#** Displays the number of identities per file.

E Preview Pane

• Displays the contents of the file selected in the search results with the offending data highlighted.



Cleaning Scan Results

To clean the files from the computer you may use the toolbar in conjunction with clicking each search result or right-click on the search result to take an action. You may also click the check boxes on the left-hand side of the search results to place actions on a group of files for mass changes.

E **Tools** – Either through Toolbar or Right-click on result.



- o Filter Results Allows for searching and arrangement by identity type.
- Expand/Collapse All Rows for files with multiple identity types Allow for viewing details within files on each identity type.
- o Status Window Displays the current state of the most recent scan.
- **Shred** Deletes the file from the location.
 - WARNING: Shredded files cannot be recovered.
- Scrub Removed the located identity types from the selected file.
- Secure Allows file to be password protected to ensure security.
- Quarantine Shreds the original file but stores a copy in a secure location of the users choice (i.e. Wesfiles or secured backup drive).
- *Recycle* Sends to computer Recycle Bin for standard deletion, this item is recoverable.
- Ignore Allows the user to set a file to be ignored in future searches.
 - Item Location Ignore this path in future searches (i.e.
 - c:\Users\username\documents\my encrypted folder\file.doc)
 - Identity Match Ignore this exact identity match (i.e. smartkeys or other false positives that may appear)
- *Launch* Opens the file in question.
- o *Previous/Next Match* Searches the file for the next/previous match within the file.
- **Properties** Opens the file properties.

Scheduling Recurring Scans

Once you have completely managed your results list you can close out of the program. It is suggested that you run a manual scan at least once per week. To make it easier on you, you can set up a scan to automatically run at a certain time each week to ensure compliance with keeping PII off your computer.

E Configuration Tab

| | 1 💕 | , , | | | | | | Ide | entity Finder | |
|----|--------|-----------------------|------------|-------------------|-----------------|--------------------|---------------|----------------------|------------------------|---------------|
| F | File | Main | Identities | Location | s Co | nfiguration | Tools | | | |
| | | | 00000 | | | Ţ | | | | ? |
| Se | ttings | Scheduling | Logging | Mask Matches ▼ | Preview Pane | Properties Pane | Reset View | Results Columns * | Check for Updates * | User Guide |
| | Adva | nced Option | s G | | | View | | | Help | E. |

o Click Scheduling

| Settings | Σ | 23 |
|--------------------|---|----|
| Profile Popular | Change the options for scheduling Identity Finder | |
| Performance | Schedule Identity Finder to run automatically | |
| Actions | Schedule Identity Finder: Configure | |
| AnyFind | Configuration Settings: | |
| Custom Types | Use Profile settings | |
| MultiFind | Ouse other settings: () Copy Current | |
| File Types | Ouse configuration file: | |
| E-Mails | Automatically exit Identity Finder after search completes | |
| Browsers/Registry | Automatically save results securely with password | |
| Custom Folders | File location: | |
| Remote Machines | Create the specified folder if it does not exist | |
| Ignore | Enter password: | |
| Scheduling | Confirm password: | |
| Logging | | |
| Resources | | |
| | | |
| | | |
| | | |
| | OK Cancel Apply Help |], |

- Check the following
 - Schedule Identity Finder checkbox
 - Use Profile Settings
 - (Optional) Automatically save results securely with password
 - File Location Should be the same pre-determined space supplied to you by your desktop support specialist
 - Enter/Confirm Password Only use the pre-determined password supplied to you by your desktop support specialist.

| Schedule Identity Finder to | run automatically | |
|-----------------------------|-------------------|--|
| Schedule Identity Finder: | Configure | |
| Configuration Settings: | | |
| Ouse Profile settings | | |
| 🔘 Use other settings: 🤅 | Copy Current | |
| Ouse configuration file: | | |
| Advanced Options: | | |

Then Click the Configure box

| Task Schedule | 23 |
|--|----|
| Identity Finder will automatically run according to the schedule you set below. You will be required to enter the username and password that you use to log on to Windows. | |
| Schedule Task: Start Time: | |
| Weekly • 10:00 AM + | |
| CSchedule Task Weekly | |
| Every 1 🗘 week(s) on: Mon Sat | |
| Tue Sun | |
| Wed | |
| Thu | |
| ✓ Fri | |
| | |
| Set Password OK Cancel | |

- Schedule Task: Weekly
- Start Time: Please select a time during working hours
- Schedule Task Weekly Every 1 weeks on Select a weekday.
- Click OK
- o Click OK

| | Windows requires the | Username and Password user name and password of a user to schedule a |
|---------|---|---|
| | task. The task will run this information below | n as if it were started by that user. Please enter |
| | Enter User Name: | username |
| | Enter Password: | |
| | Confirm Password: | |
| | | |

• Schedule Task Account Settings

- Enter in your Wesleyan Username
- Enter in your portfolio password
- Confirm with your portfolio password
- Click OK

• Click **Yes**, to finalize the automated scans.