

Identity Finder Software Instructions

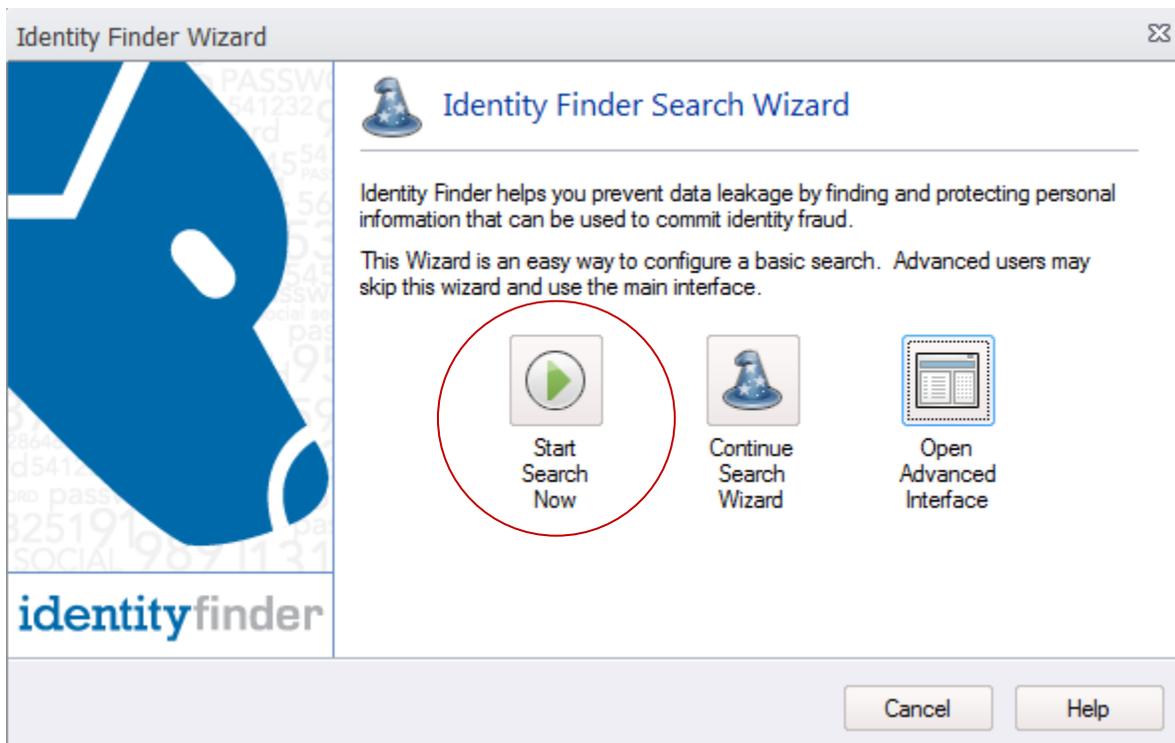
Launch Identity Finder

You will be asked to create a password the first time you open Identity Finder. This allows Identity Finder to securely store your results.

Each additional time you open Identity Finder, you just need to enter this password.

To run a scan:

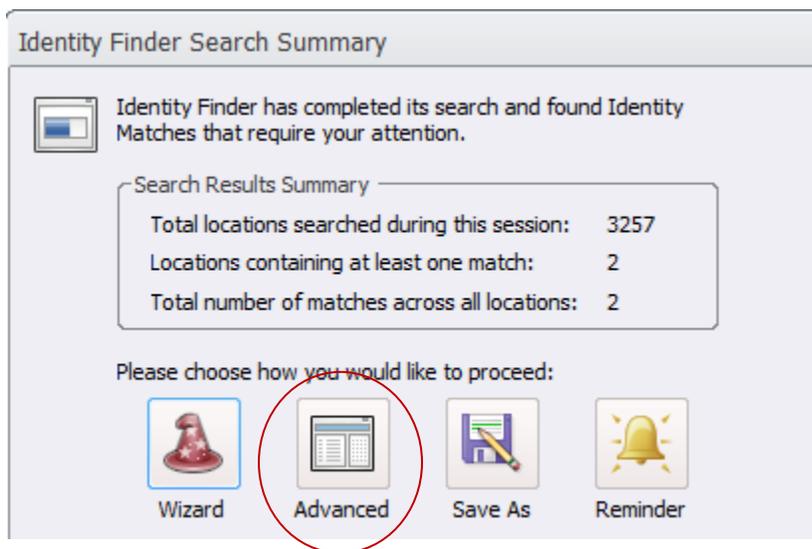
After typing in your password, an Identity Finder Search Wizard will appear. On that screen, Click Start Search Now. Do not click on the Advanced Interface.



If Firefox is open, it will ask if you want to close it. If you select no, it won't search forms in Firefox.

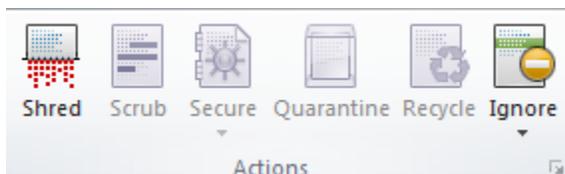
The first scan may run for several hours, at least. It depends largely on how much data you have and how fast your computer is. Subsequent scans usually complete in less than 15 minutes, since Identity Finder is only checking new files and files that have changed since the last scan. You can continue to use your computer during scanning as Identity Finder runs at a low priority and should have very minimal impact on your computer's performance.

When the tool finishes searching, a screen will pop up that looks like this:



Select the Advanced button. This will bring up a list of documents that may contain sensitive information. Click on each match to see what is in the document.

At the top of the screen, you will see several actions you can take on each file:



Shred: This will securely delete the file.

Scrub: This will delete the flagged data from within the document, but keep the document itself.

Secure: We are not using this option. It uses encryption, but we already have our own encryption solution. It should not be available to click.

Quarantine: This will move the file to a designated folder.

Recycle: We are not using this option. This sends the result to the recycle bin. Instead, use shred to securely delete the file.

Ignore: Ignore this result if the flagged data is a false positive, for example, a student id number.

Note that some of the options may not be available for every file type. For example, you cannot scrub a pdf file. Also, you can only shred or ignore email.

For assistance or to provide feedback, contact the Information Technology Help Desk at 568-3555 or email helpdesk@jmu.edu