# Basic Identity Finder Tutorial

As many of you know, there is the potential for sensitive data to exist on anyone's computer here at the college. As part of the security awareness effort, software called Identity Finder has been deployed to all staff and faculty computers. This is a very quick tutorial on how to run the software and some questions regarding it are addressed, but not all, if you have a particular question regarding the software please contact the IT department.

If Identity Finder has been deployed to your computer, the following icon will appear on the desktop.
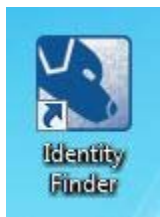
Double click the icon and Identity Finder will launch, if you accidently launch it twice or try to purposely launch the program twice you will get the following error message, simply click OK and wait for Identity Finder to launch.

Once launched correctly, two things will be seen. The first will be a system tray icon in the bottom right hand corner (assuming the icons are not hidden) as seen below:

The second will be the main login screen for the software shown here:

The New Profile Screen requires you to choose a password for your Identity Finder Profile, this password is specific to you.

Though there are no complexity requirements for the password, good security practice does call for at least a semi-complex password. Passwords for any system should be complex enough so they cannot be guessed but easy enough for you to remember.
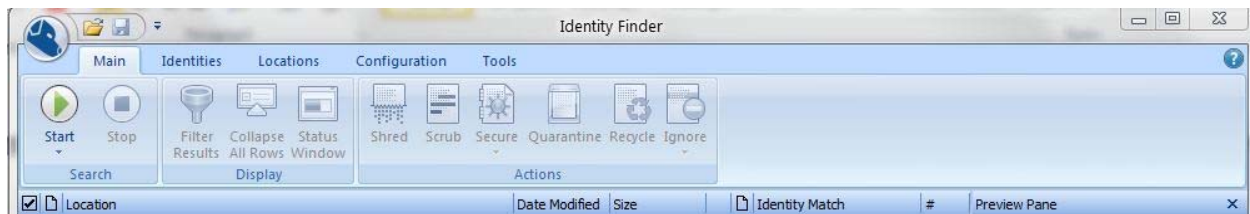
Once you've entered a password and gotten to the main screen shown below you can begin using the software.
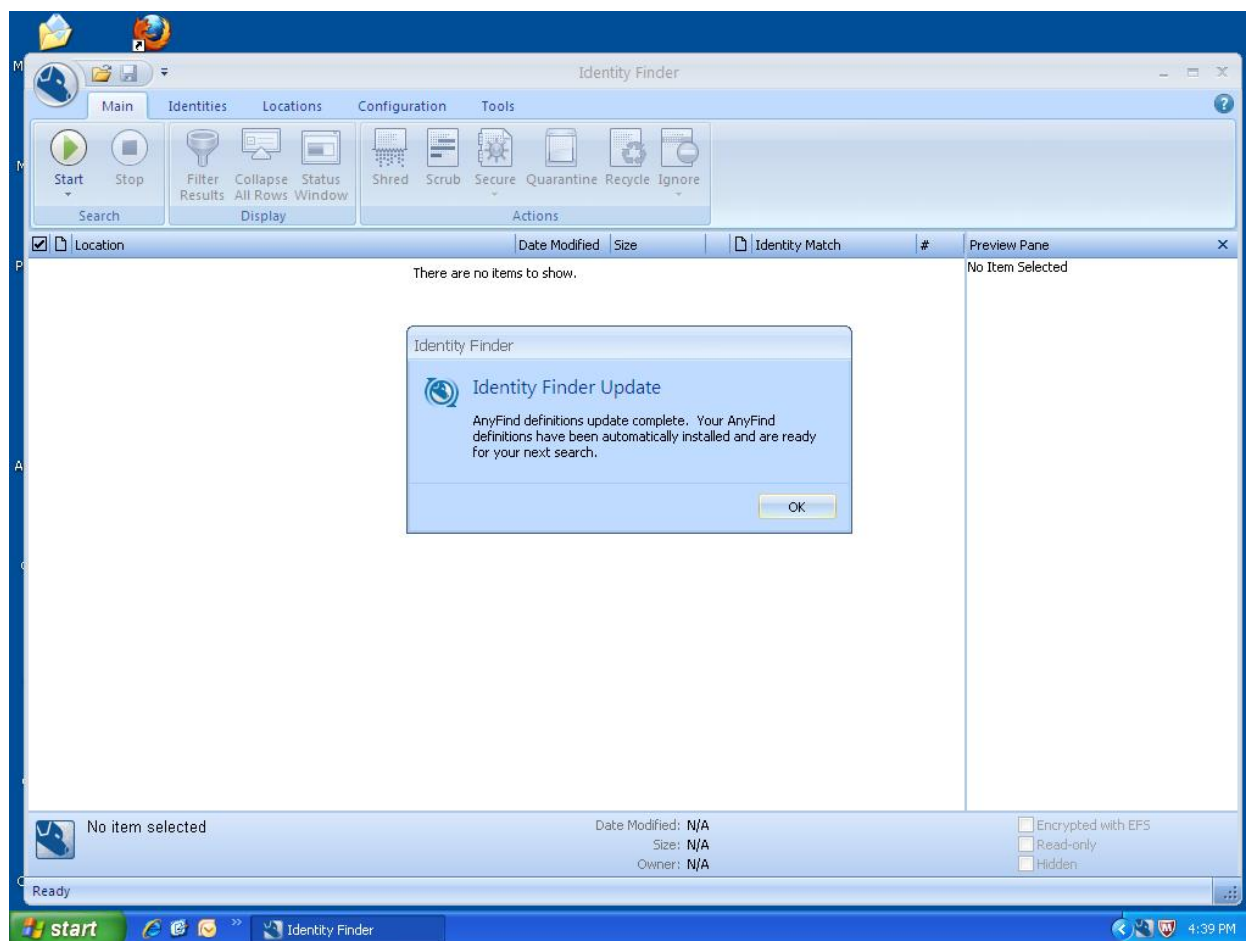
Click "OK" to dismiss the "Identity Finder Update" message box if it appears.
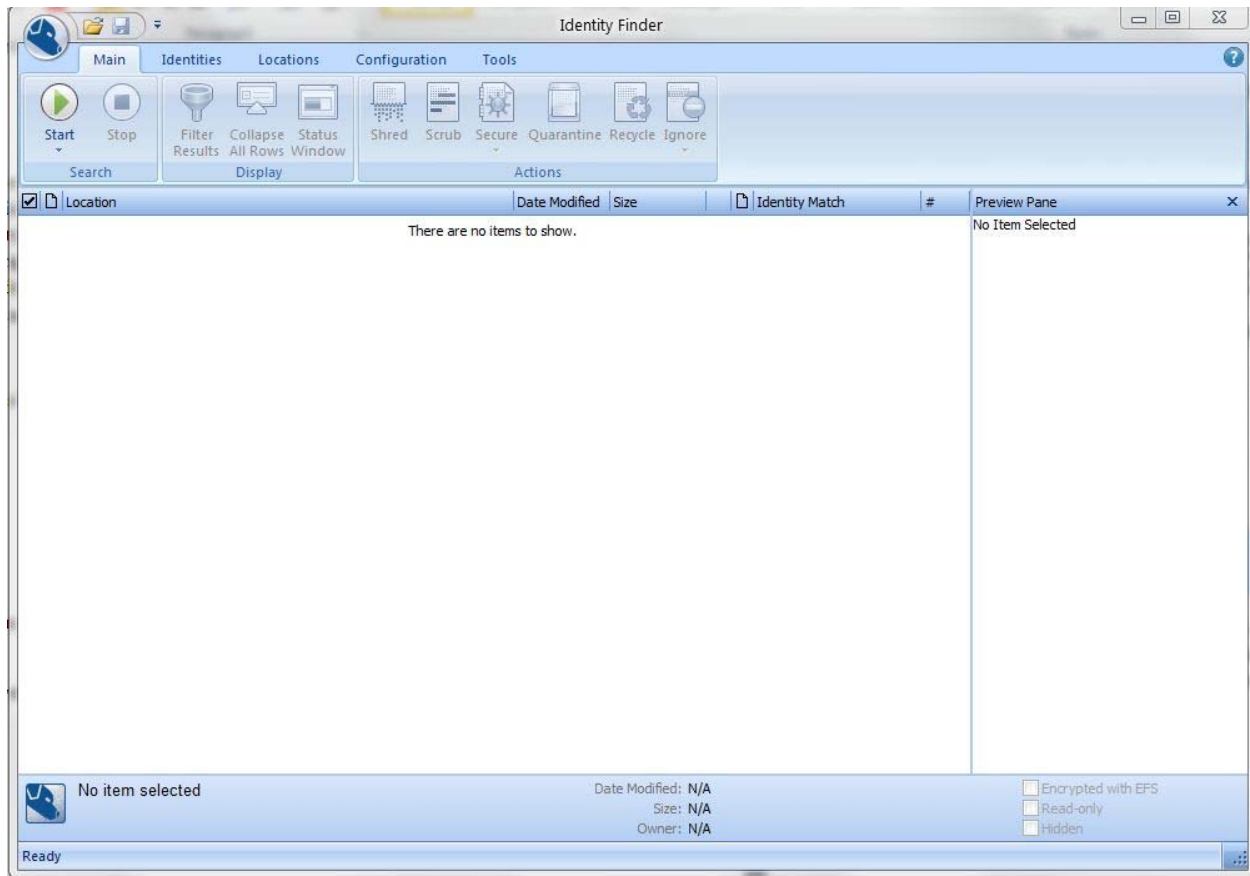
At the top of the software window you will see a bunch of tabs and icons, if you are familiar with Office 2007 and 2010 at all, these will look very familiar in style.

The settings for the software are preset by the System Office and it is not suggested that you modify them in any way.
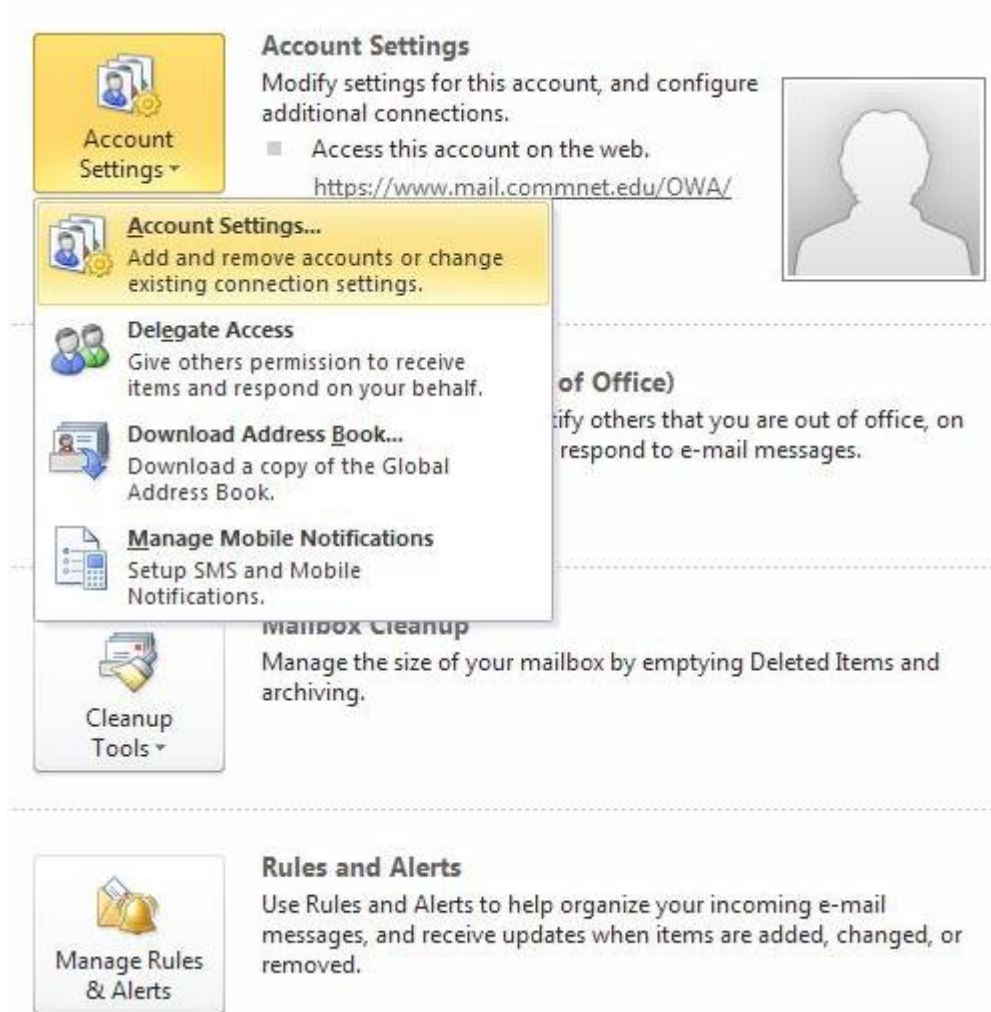

The default data types that identity Finder looks for are Credit Card, Social Security, Bank Account and Driver's License numbers.

IMPORTANT: Before we proceed with starting a scan, please be sure the following settings in Outlook. (Note, this assumes you have Outlook 2010 installed, if you do not please contact the IT department). If you have already done the settings for Outlook, proceed to page 16.

Open Outlook and click on "File".
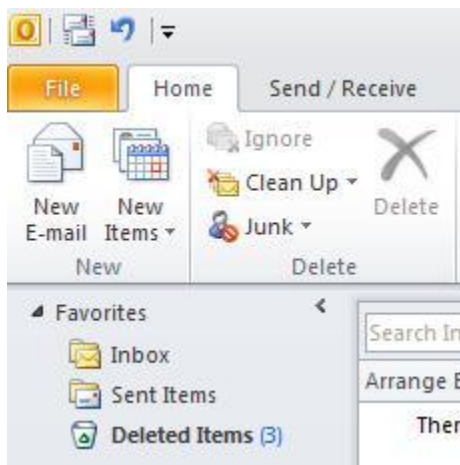
Click on the Account Settings button in the middle of the screen as shown below:

Account Settings

Modify settings for this account, and configure additional connections.

- ■ Access this account on the web.
  https://www.mail.commnet.edu/OWA/

Account Settings...
Add and remove accounts or change existing connection settings.

Delegate Access
Give others permission to receive items and respond on your behalf.

Download Address Book...
Download a copy of the Global Address Book.

Manage Mobile Notifications
Setup SMS and Mobile Notifications.

of Office)

tify others that you are out of office, on respond to e-mail messages.

Mailbox Cleanup
Manage the size of your mailbox by emptying Deleted Items and archiving.

Cleanup Tools ▾

Rules and Alerts
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.
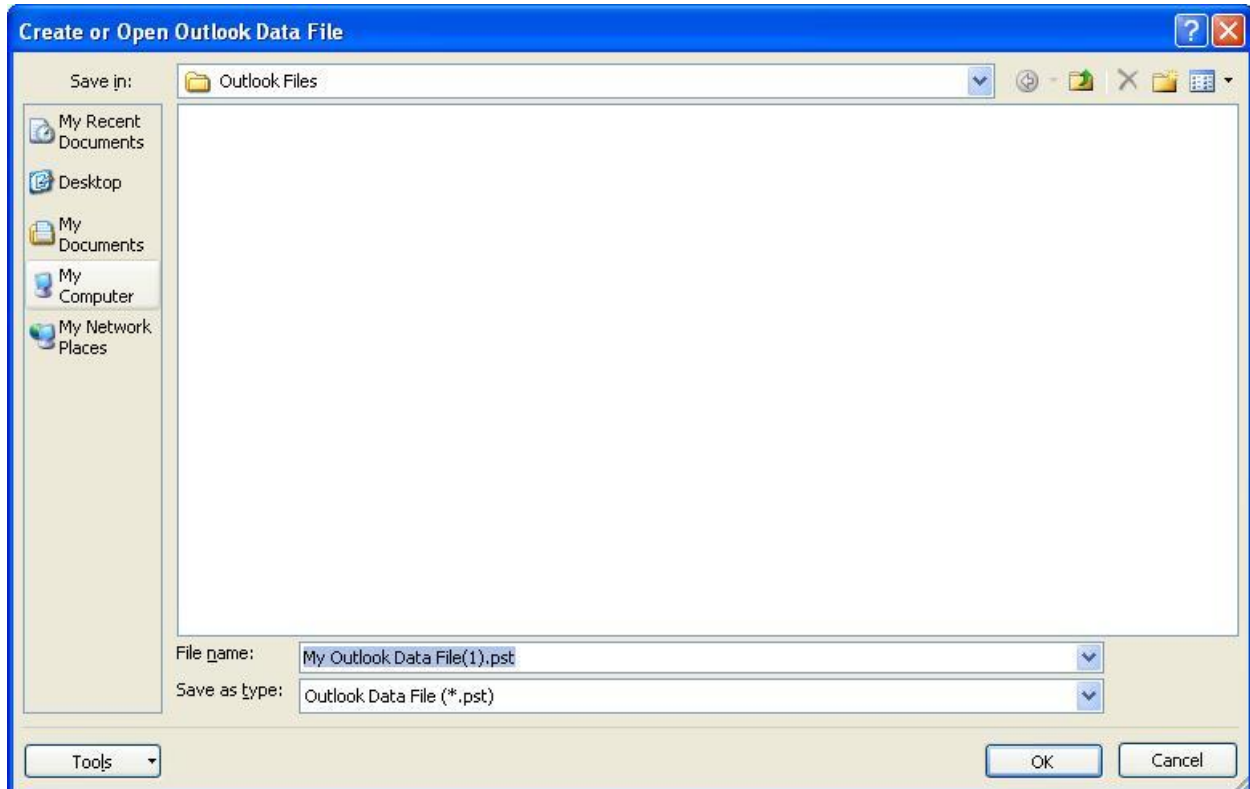
Manage Rules & Alerts

The following screen will appear, click the Data files tab at the top of the window that just appeared.
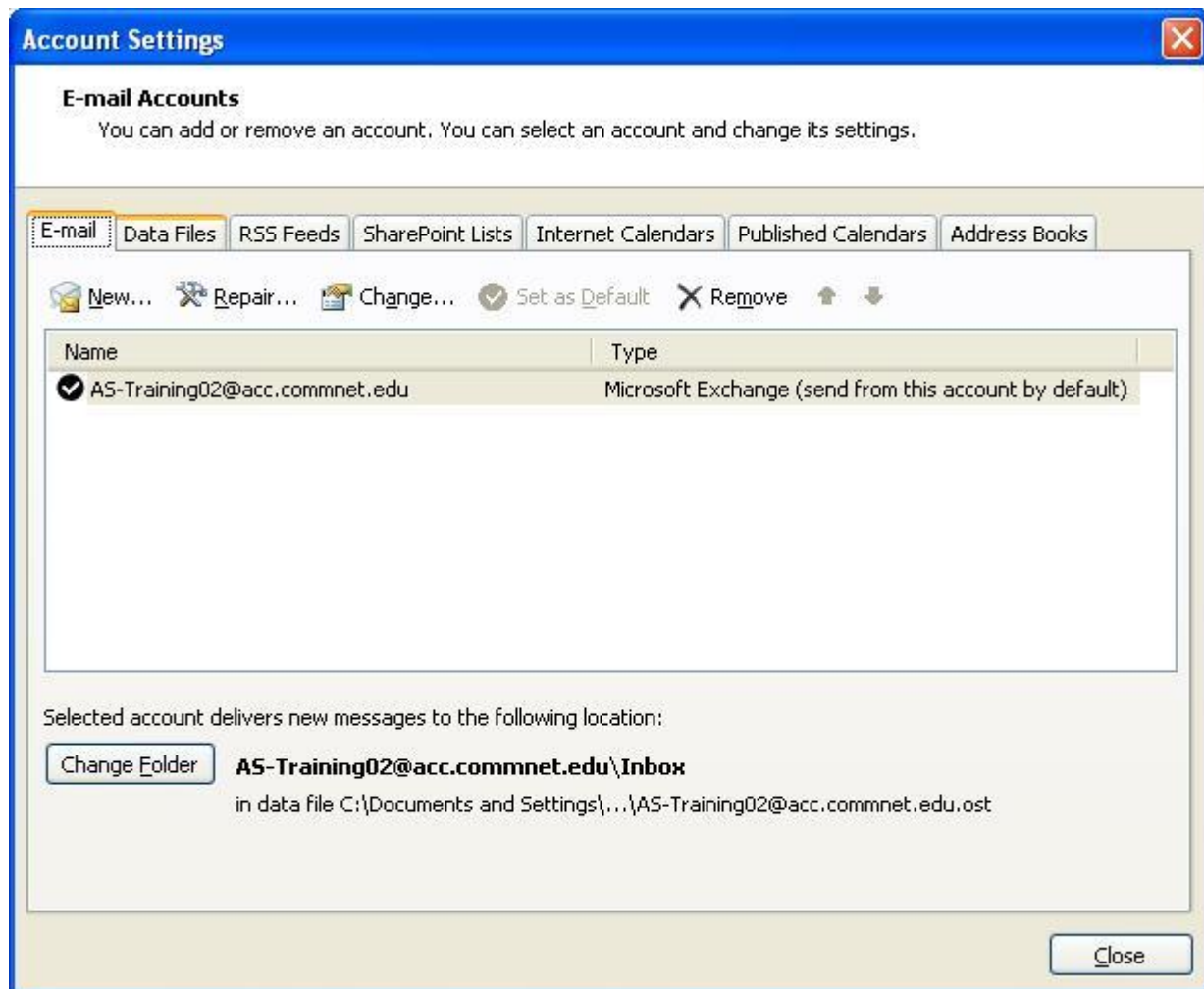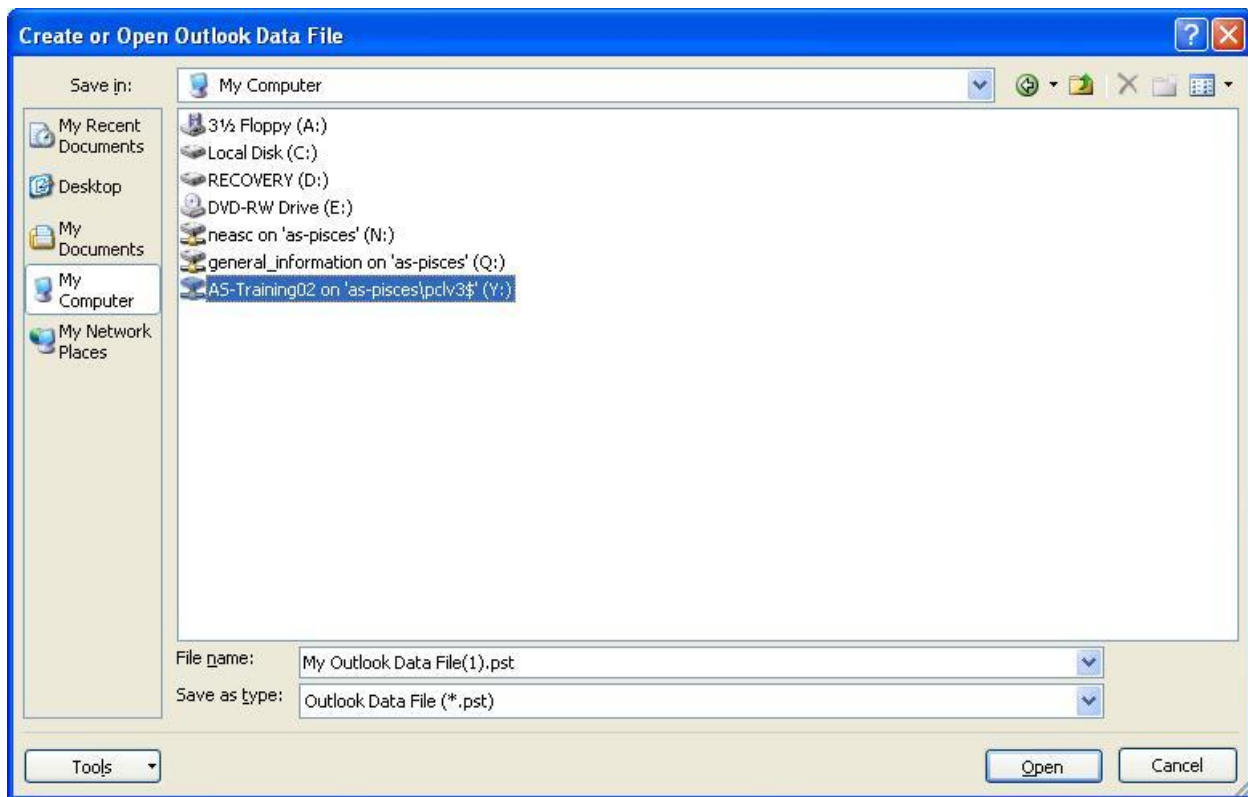
On the Data Files section, Click "Add"

The following window will appear, please click "My Computer" on the left side. (Note: This screen will look different for Windows 7 users.)

Clicking "My Computer" will bring up your drive list including all network drives as shown below, note that your drive list may look different than what it shown.
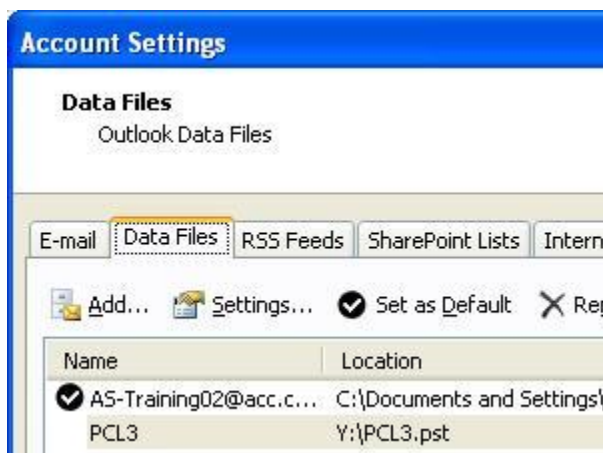
Please double click Drive Y: which should have your Banner ID number listed next to it. Name the file "PCL3.pst" and click "OK".
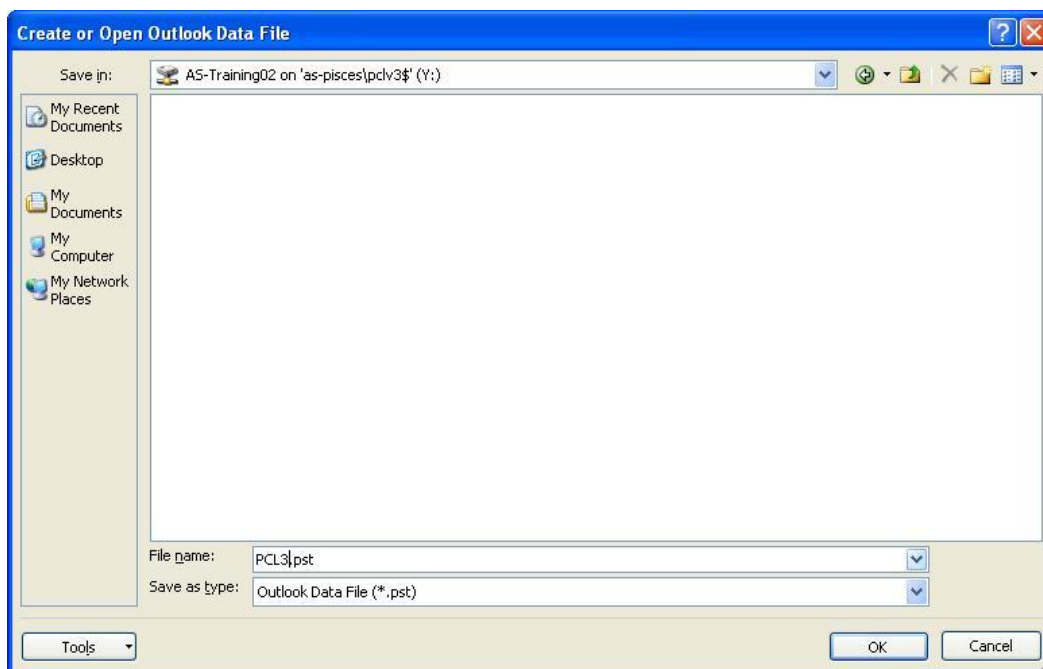
If you receive the following dialog box simply click "OK" for there to be no password associated.
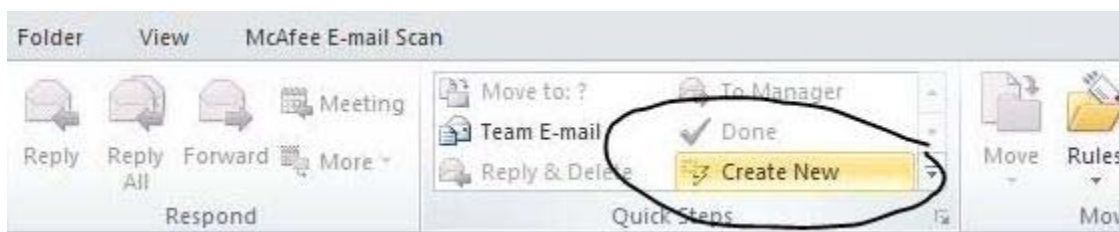

The newly created data file should appear in the list, click "Close" to close the Account Settings Window.
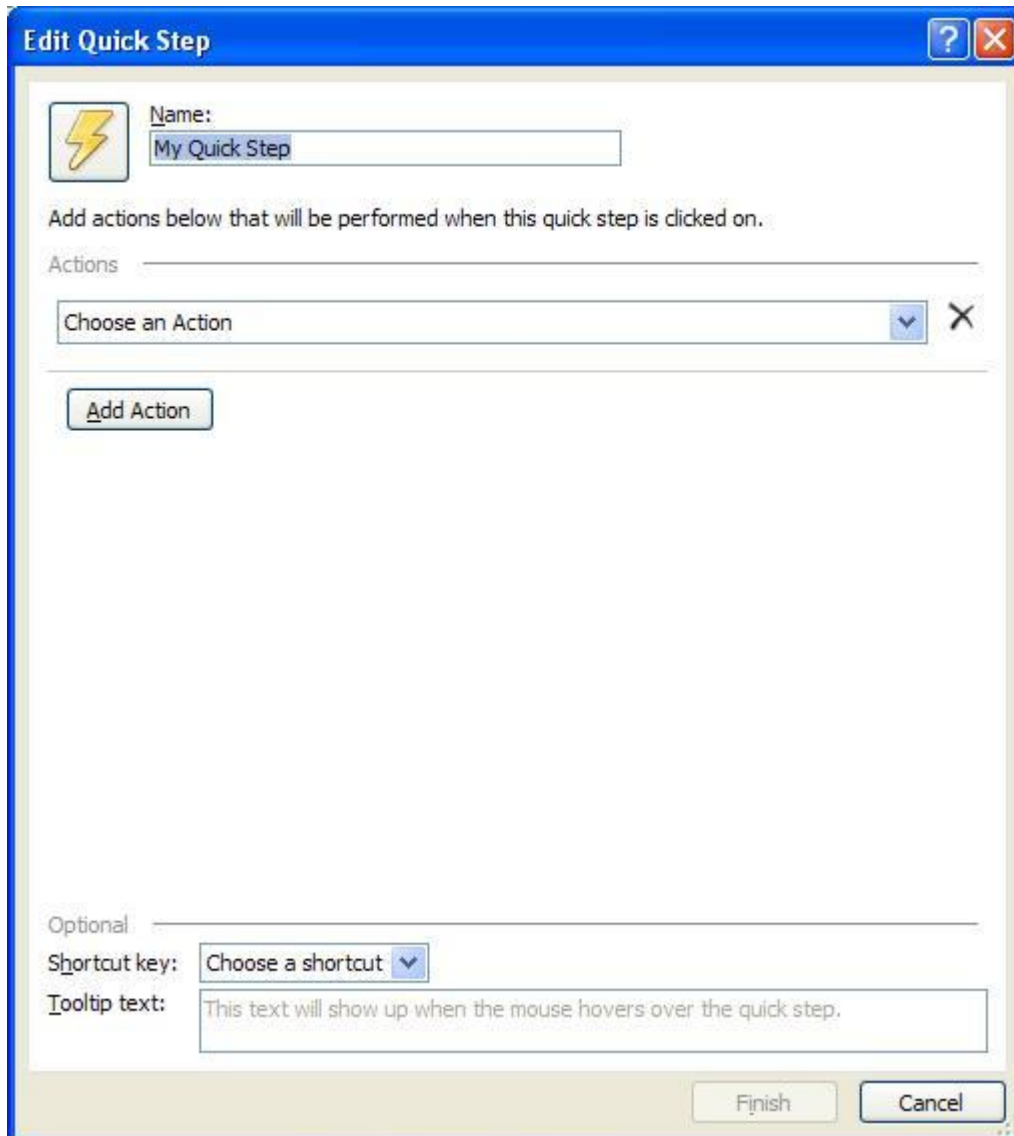
PCL3 should now appear in the list where your Mailbox is as shown below here:

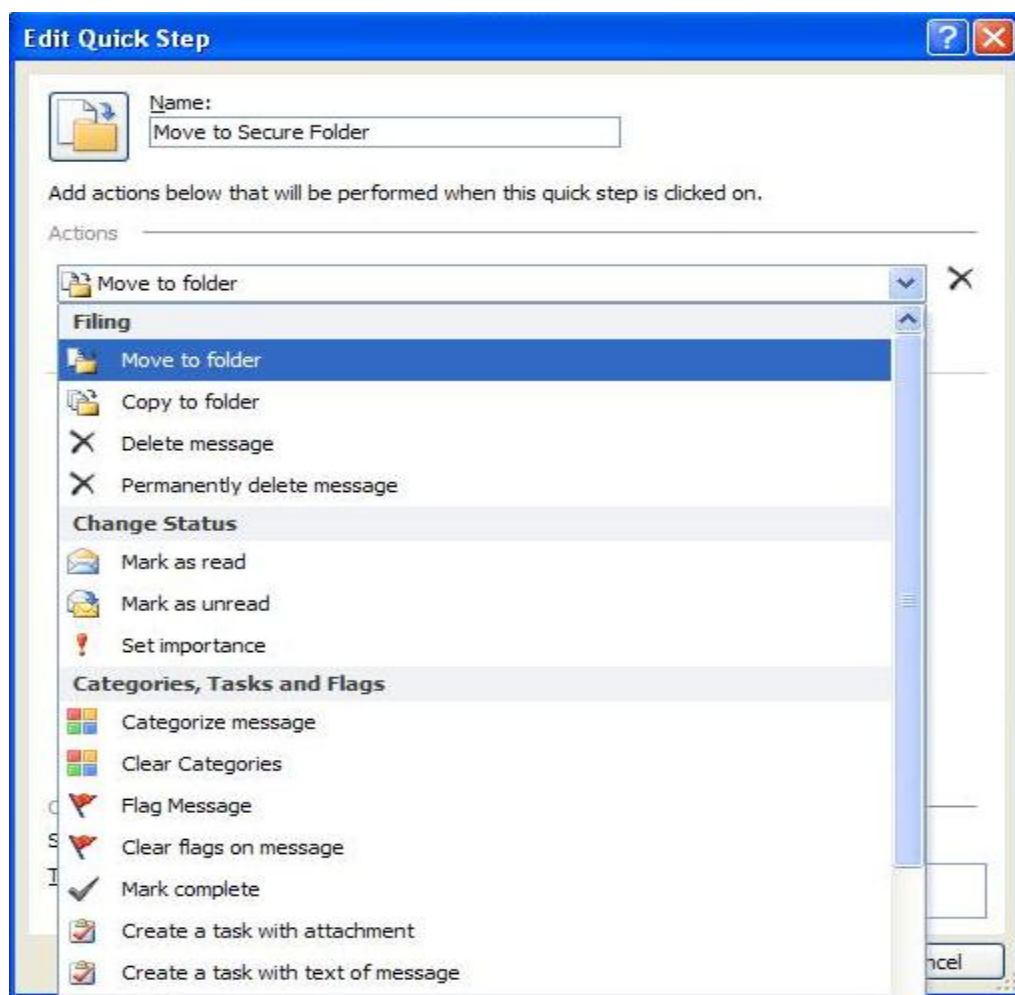At the top of the screen under "Quick Steps" click "Create New".

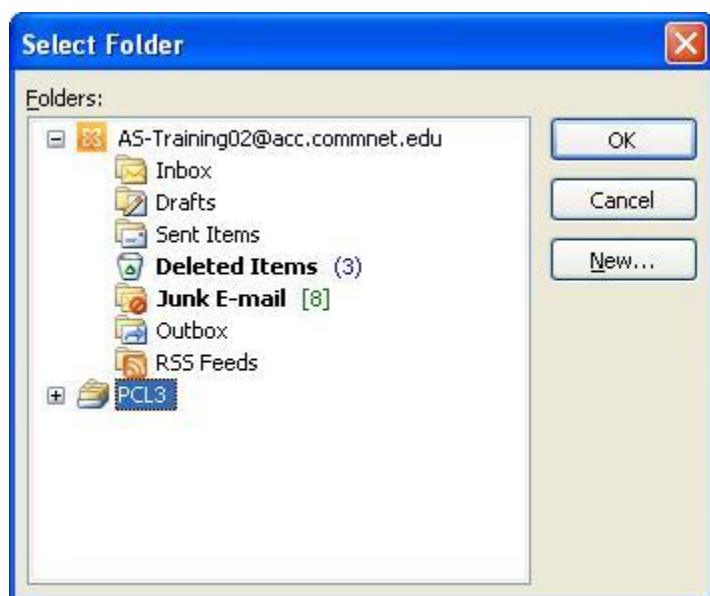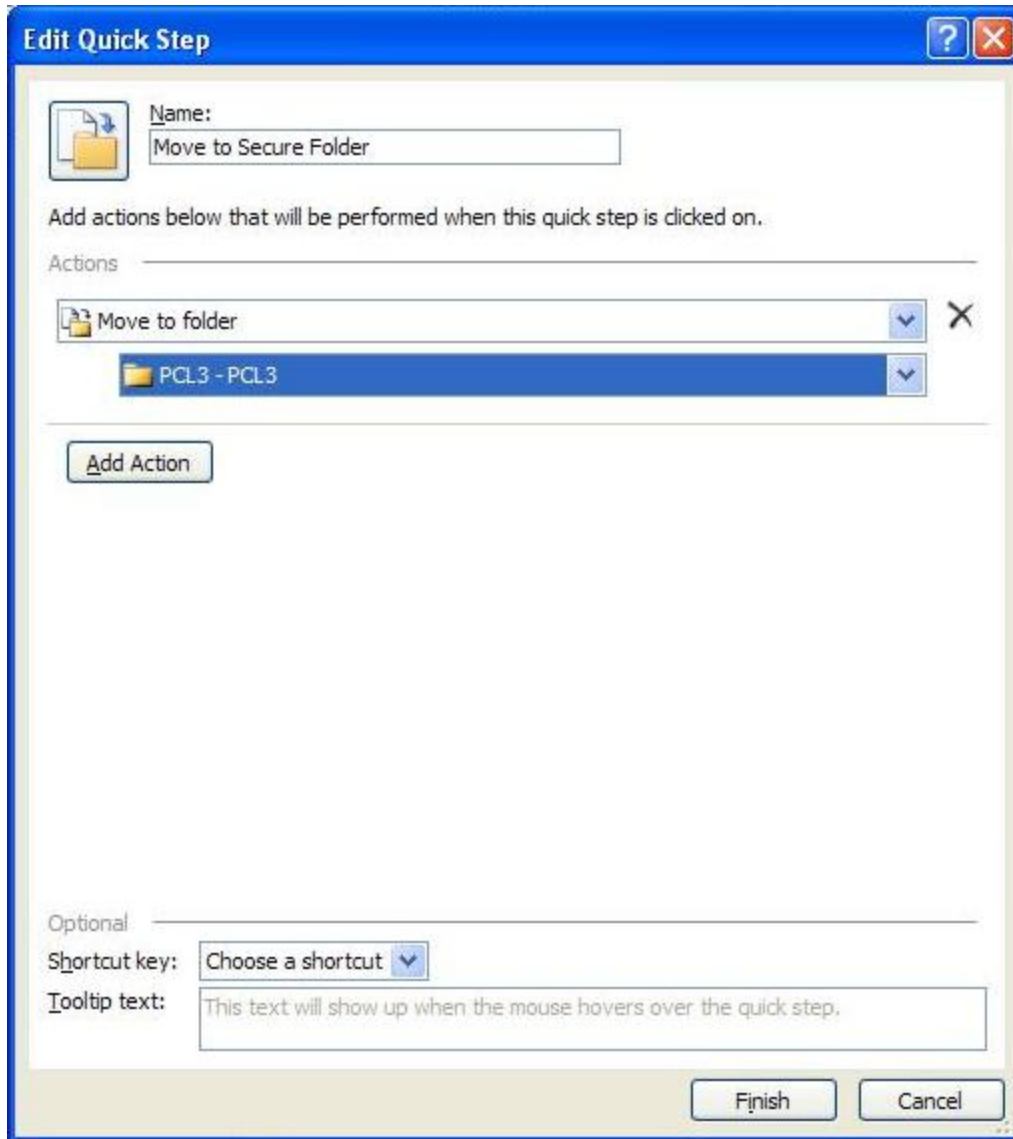The following screen will appear asking for the settings for the Quick Step.

Name the Quick Step "Move to secure folder", choose from the drop down list under Actions "Move to folder".

Highlight PCL3 and Click "OK".
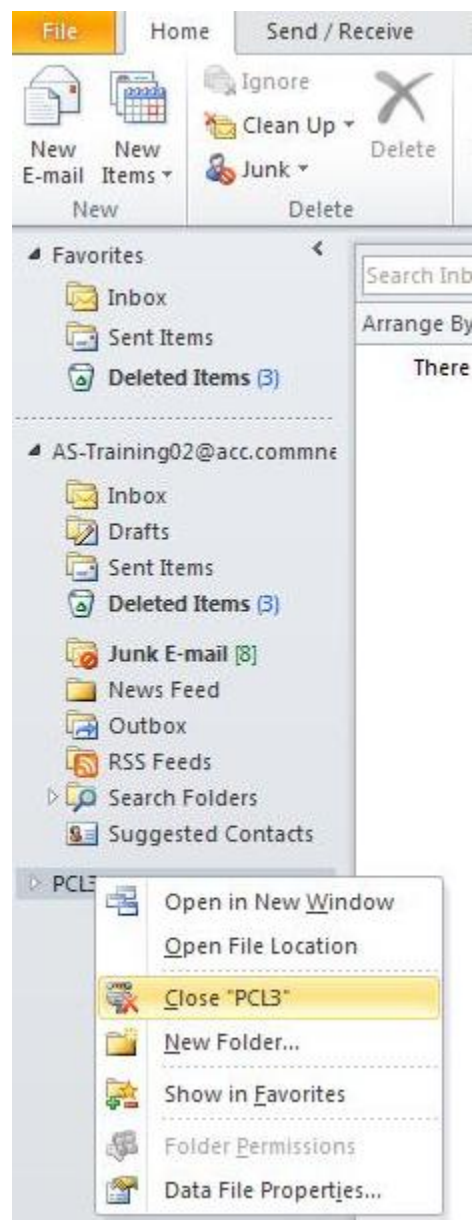
Click "Finish"and the Quick Step should now appear in the top bar.

Clicking an email and then clicking "Move to Secure Folder" will move the email to the secured data file that you created earlier with little interaction from you.

Once finished creating the Quick Step, please close the PCL3 Data file by right clicking PCL3 in the mailbox list and clicking "Close".

Return to the Identity Finder application and on the Main Tab you will notice a "Start" button.
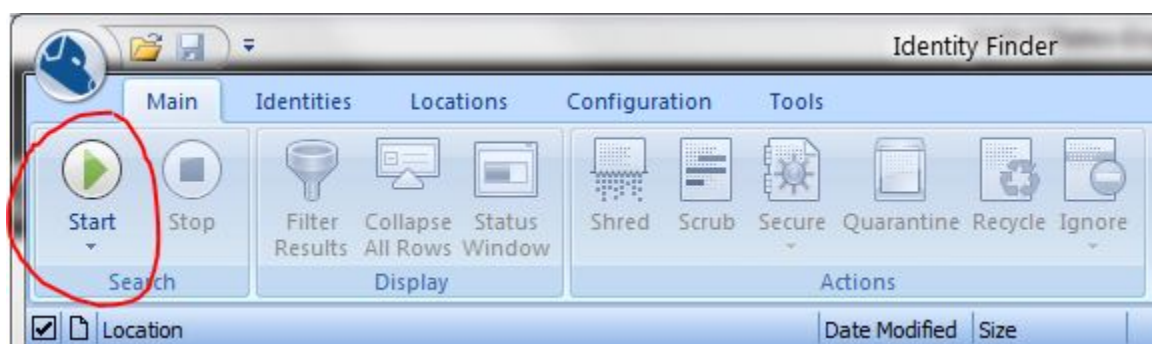
Clicking the "Start" button will tell the software to begin searching the local computer (not network drives or shares) for all data that matches the defined types mentioned earlier.


Note: This process can take a very long time depending on the speed of the computer and how much data the software needs to search, it is recommended that this be started on a weekday morning and let run for the entire work day or until complete. Large database files, PDFs, and lengthy Word documents will take longer to search. The software does take up some system resources and will cause a slowdown of the computer in general, but it should not slow the computer so much as to make the computer unusable.

The search may be paused and resumed anytime, but if it is stopped or if Identity Finder is closed before the search is concluded, the search will have to start from the beginning.

Once the search is completed a report similar to the one below will be shown listing all instances (if any) of potential confidential information.
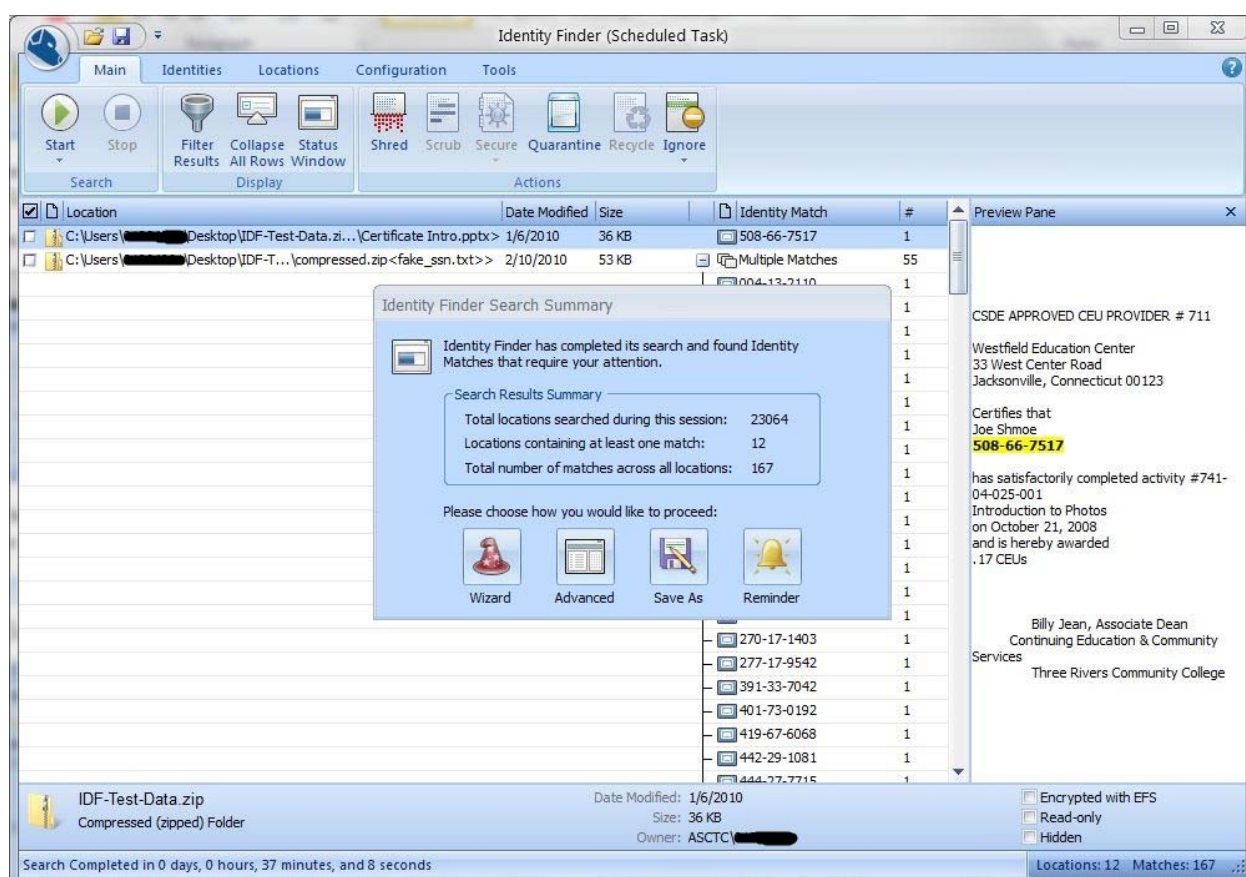
Since this is most likely your first time running the software, it is recommended that you run the wizard, as that will help you determine the correct course of action. If you are familiar with the software, you could choose Advanced or Save As, or if you are not sure what you want to do at this time, you could set a Reminder and get help with the software.
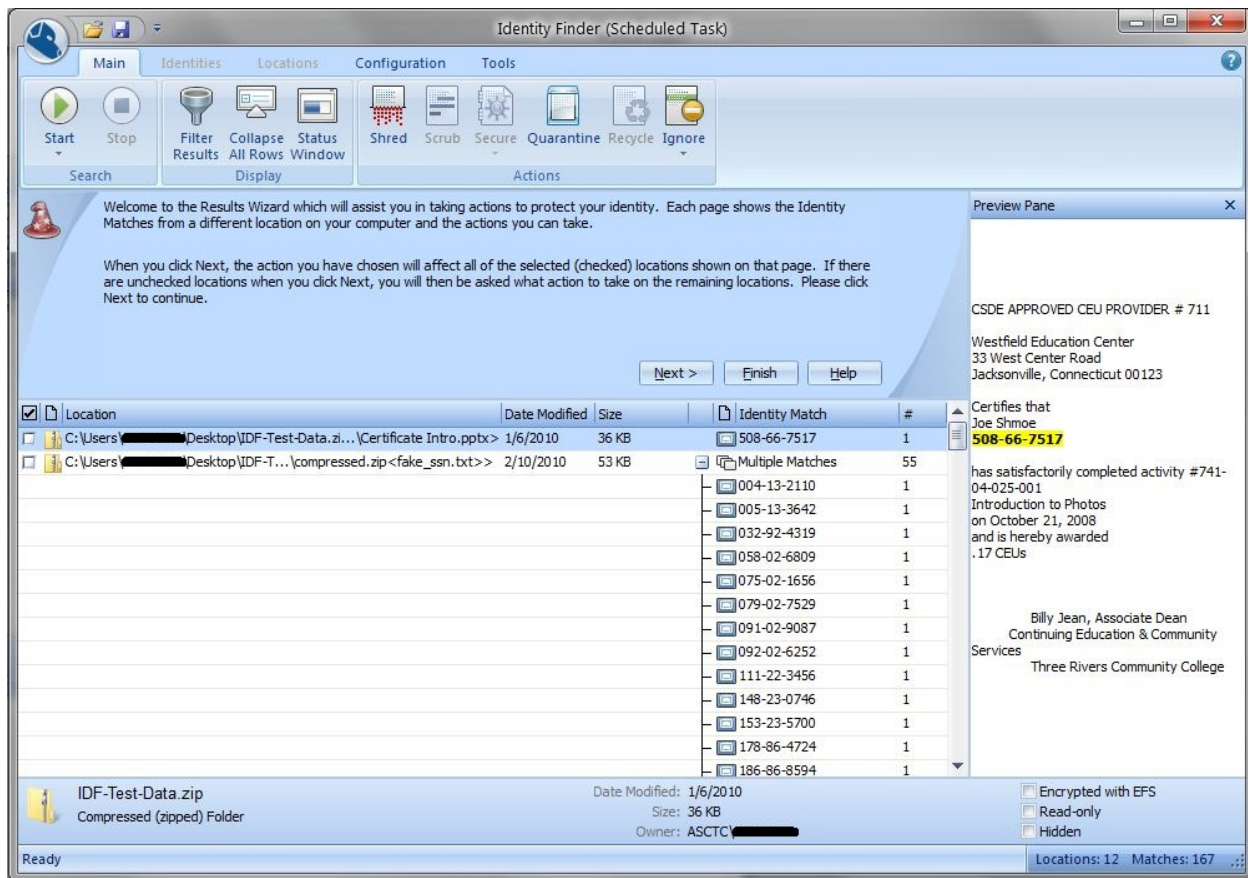
Assuming you chose the Wizard, the screen above should appear, note that the results listed in the screenshot above are just sample data and do not represent actual confidential information. Click Next to step through the wizard.
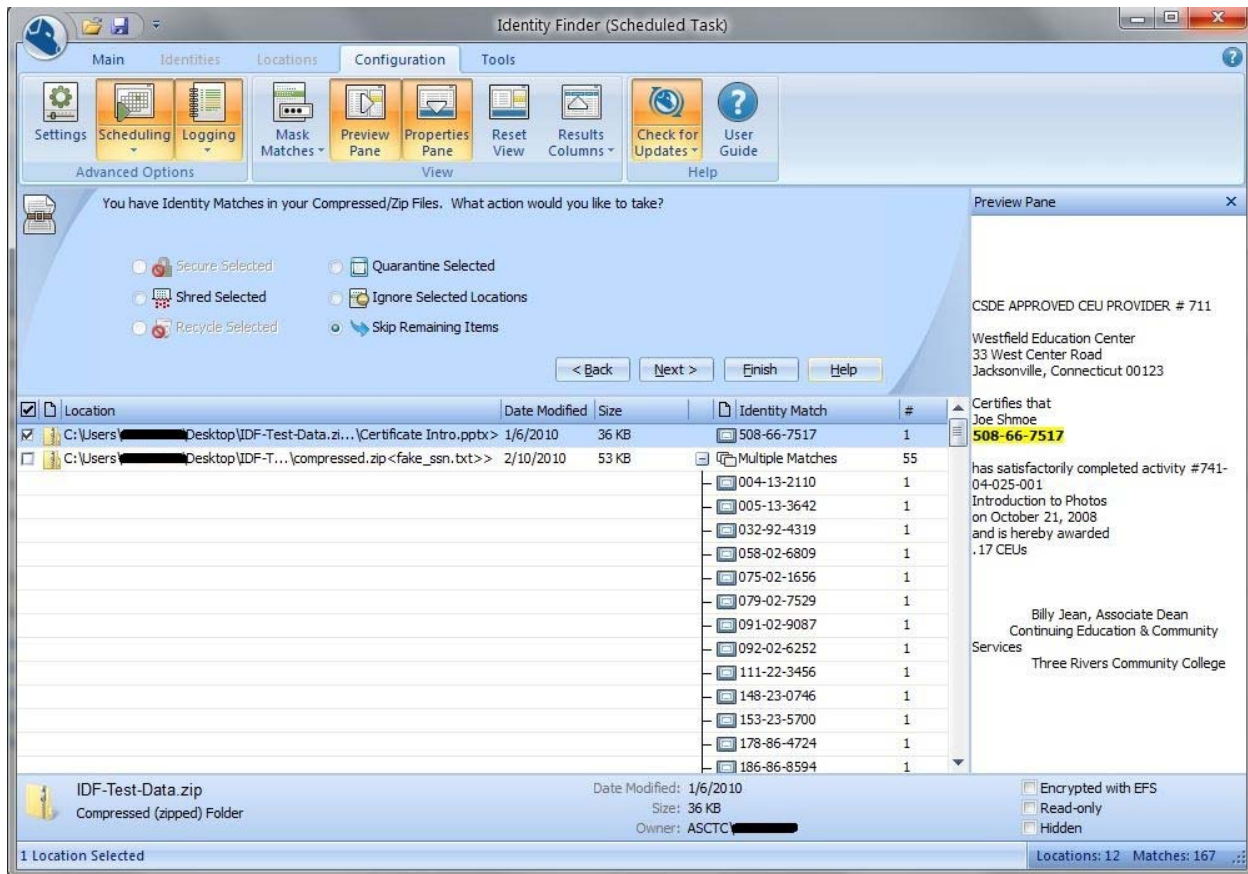
The next step in the wizard gives you a list of things that can be done to the confidential data, while clicking "Help" will bring you to Identity Finder's website with an explanation of each function and what it does. I recommend before you take any action that you thoroughly read the help regarding each item, each explanation isn't painfully long and is worth reading.

One of the most common functions that will be used is Quarantine which will shred the original file and move it to a secure location of your choice as noted in the screenshot below. A secure location has been set up for you in the form of Drive Y:\, a network drive where the data can be stored and only accessed by yourself and Administrative IT personnel.
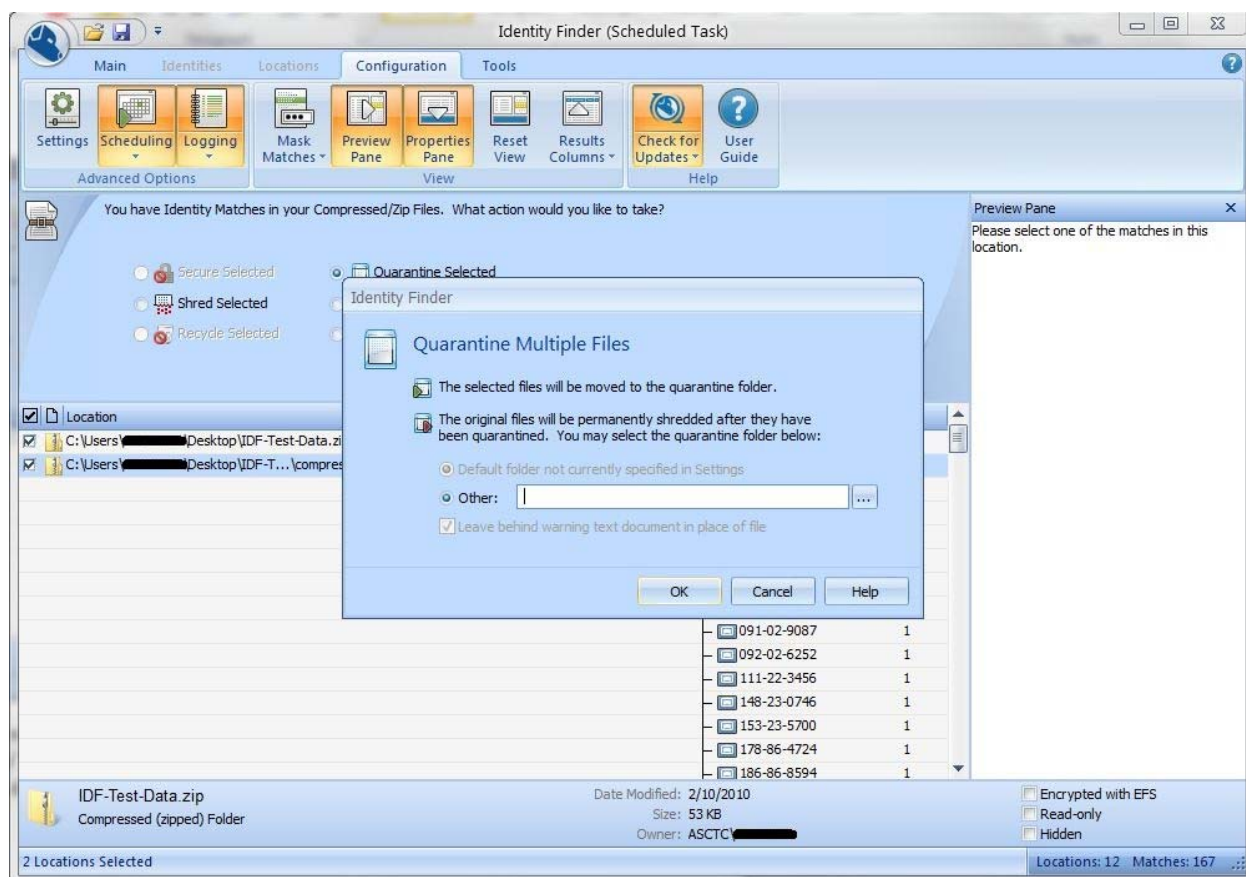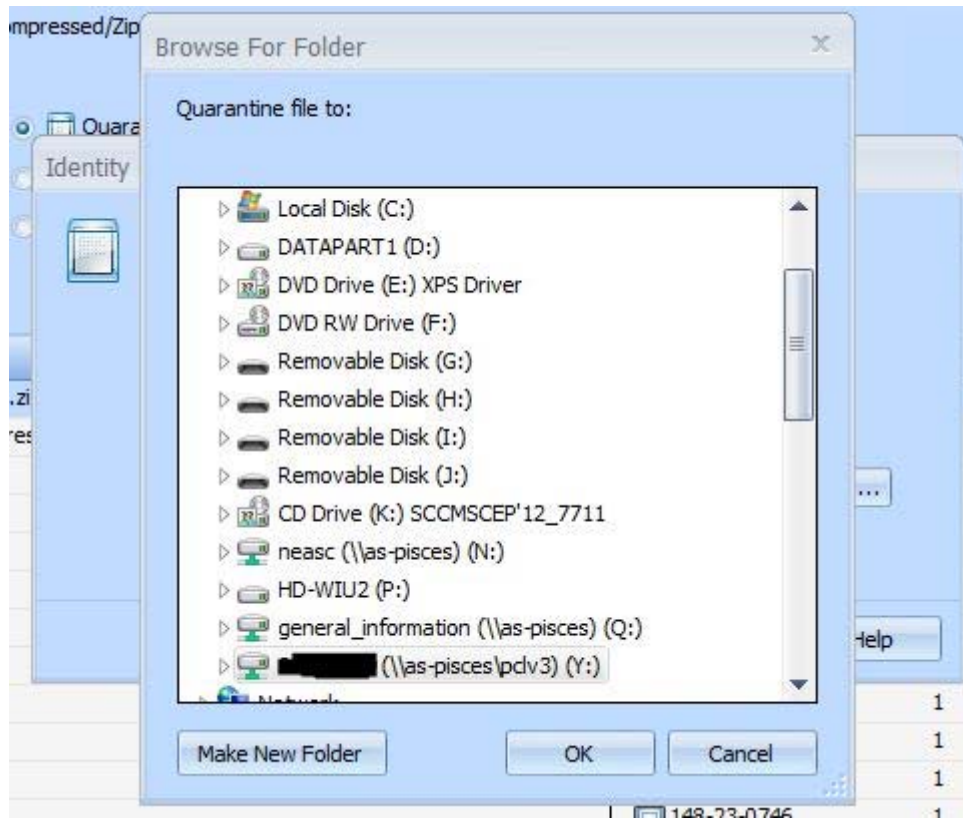
Click the three dotted box to browse for the location.
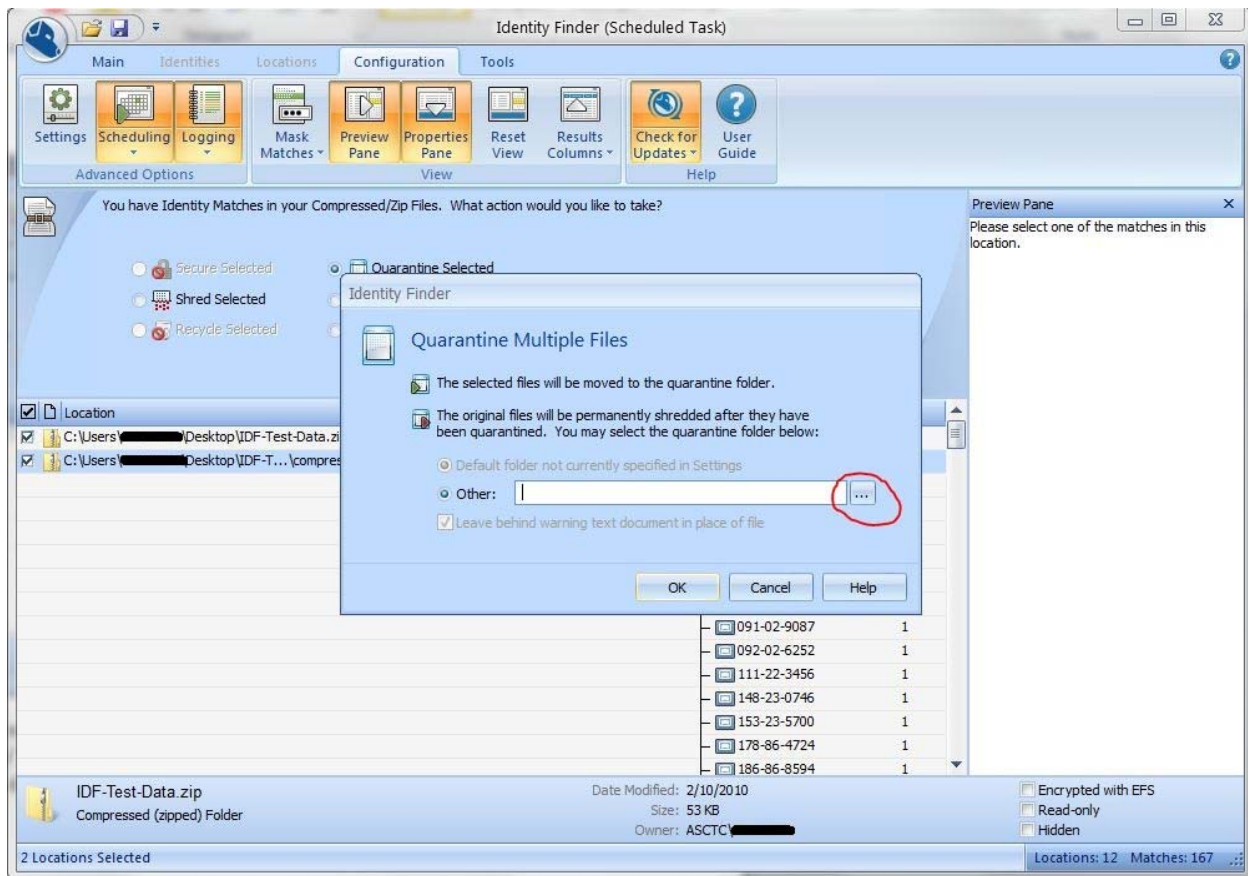
Click and Expand "Computer" to see all the drives available on your computer. Note, your list will look different than the one below.

Scroll down until you see "Drive Y:" with your ID number next to it and select it. The ID number in this tutorial has been blacked out.

Once selected, Click "OK" to return to the previous screen then click "OK" again to save into the intended location. The following dialog box will appear after clicking the second "OK".
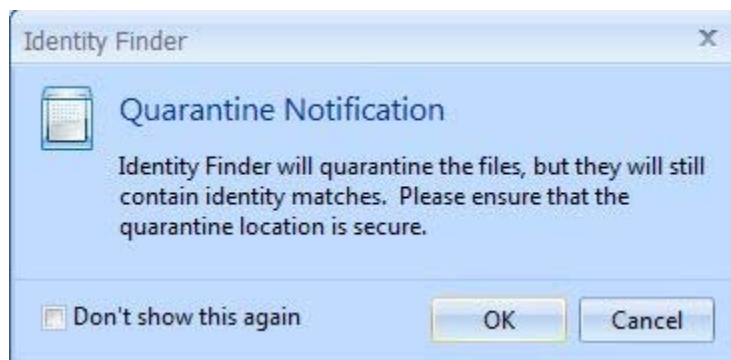
You can click "OK" or click the check box "Don't show this again" and click "OK". The dialog is simply informing you that the files being moved still contain the confidential data but are being moved to a different location.

Once the system has finished the following dialog will appear.
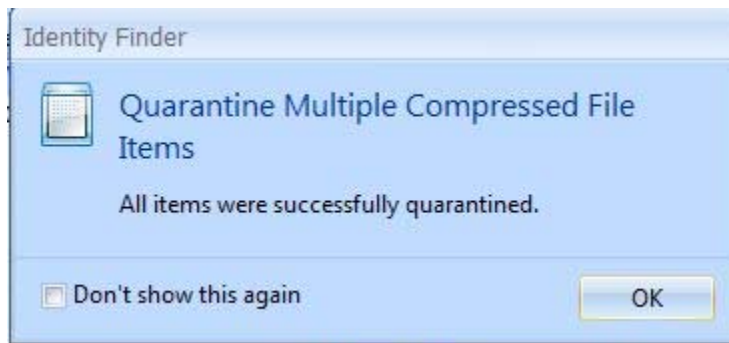
The wizard displays a final message allowing you to finish using Identity Finder for now or to go back and make other choices if there is additional data to be dealt with. It also allows you to schedule a weekly scan.