

### **Identity Finder**

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### **Purpose of Document**

This job-aid will teach the steps to perform when an Identity Finder scheduled weekly scan is performed, how to run a manual scan with Identity Finder, as well as explain the various remediation actions you will have after either type of scan is performed.

## What is Identity Finder?

Identity Finder is a program that is designed to search college computers for PII such as credit card numbers, social security numbers, driver's license numbers, and other PII. It will search your college computer and any storage devices connected to your computer on a weekly basis for any files that contain PII. The completed scan will present a list of files containing PII and the options on how you handle them. After a scan has been performed on your machine, a report will be available to your supervisor showing that the scan took place and what actions you took to remediate the PII found.

## **Scheduled Scans**

1. When a scheduled scan is started, you will see the following bubble in the lower right of your screen:



The scan will run in the background for some time, and will be almost entirely transparent to you while it is being run

2. In the next screen just click "**Next** >"

🛐 🗟 🔚 🗧 Identity Finder Sensitive Data Manager (Guest Profile)					
File Main Identities Locations Configurat	ion Tools	•			
Start Stop Filter Collapse Status Result: All Rouse Window Shred Scrub	Secure Quarantine Recycle Classify Ignore Launch Previous Next Properties				
Search & Dicplay	Actions Di Paculte				
Welcome to the Results Wizard which will assist you in tai Matches from a different location on your computer and i When you dick Next, the action you have chosen will aff are unchecked locations when you click Next, you will the Next to continue.	ing actions to protect your identity. Each page shows the Identity the actions you can take. Sect all of the selected (checked) locations shown on that page. If there the asked what action to take on the remaining locations. Please click Next > Einish Help tree CF-1029 tree CF-1030	show usb show usb show usb show usb			
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Ready	Location	s: 4 Matches: 4			

- 3. The next page is where you chose what you would like to do with the various files that Identity Finder has found. When you see this screen you should perform the following steps:
  - a. Checkbox the items that you would like to perform a remediation action on
  - b. Select which remediation action actions you would like to take on those items (these actions are described on **Page 11 and 12**)
  - c. Click "Next >"
  - d. Repeat steps **a** through **c** until the list is empty

**NOTE:** If Identity Finder has found multiple different file types when it performed its search (I.E. If it finds both PDF documents and excel spreadsheets) you will be prompted with a new list once you clear out the first list. This will continue until all files in each unique category of file type has been remediated.

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	Identity Finder Sensitive Data Manager (Guest Profile)		×
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Start Stop Filter Collapse Stat • Results All Rows Wind	us Shred Scrub Secure Quarantine Recycle Classify Ignore Launch Previous Next Properties ow • Match Match		
Search 🕞 Display	Actions 🔽 Results		
You have results in other files.	Vhat action would you like to take? PREVIEW PANE 2 123-12-1234		×
O 🕞 Secure Selected	O Quarantine Selected 112-23-3434		
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1			
PII.txt	Date Modified: 7/29/2015	with EFS	
Text Document	Size: 42 bytes Read-only Owner: BUILTIN\Administrators Hidden		
1 Location Selected	Location	s:1 Matches	e1 -

e. Click "Finish"

## **Manual Scans**

1. Double-click on the "**Identity Finder**" icon on your desktop (Its icon will be a picture of a Dog's head on a blue background.



Click on t	he arrow be	elow the gre	een "Start" Identity F	' button, the	en click " <b>St</b> Data Manage	art Sea (Guest Pr	rch Wizard' ofile)	,	- □
File Ja	in Identities	Locations C	Configuration	Tools					
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Start Stop	Filter Collapse Results All Rows	Status Shred Window	Scrub Secure (	Quarantine Recycle	e Classify Ignore	Launch Pre N	evious Next Proper latch Match	ties	
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No item	n selected			Date	Modified: N/A Size: N/A Owner: N/A			Encrypted w Read-only Hidden	ith EFS

3. In the window that appears, **check box** any types of information you would like to search for, then click "**Next** >"

	Wizard	×						
Automatic Search Using AnyFind AnyFind will automatically find the selected identities of the selected types regardless of whose they are and without any information from you.								
AnyFind Searching AnyFind will automatically find any per	sonal information for the following id	entities: 1						
🗹 🧰 Social Security Numbers	🔲 📅 Dates of Birth	🗌 🔁 Health Info						
🔲 🖃 Credit Card Numbers	Phone Numbers	🗌 🗮 Australia: TFN						
🗌 \star Password Entries	🗌 🔽 E-Mail Addresses	🗌 🛃 Canada: SIN						
🗹 🧰 Bank Account Numbers	🗌 🚮 Personal Addresses	🔲 🚟 United Kingdom: NINO						
🗹 🚍 Driver Licenses	🔲 🌐 Passport Numbers	🔲 🗱 United Kingdom: NHS						
		2						
	Next >	Cancel Help						

4. In the next window checkbox what types of **locations** you would like to look for, the options are as follows:

**Files and Compressed Files**: If this is checked Identity Finder will search through any general files, documents, pictures, etc. for any of the personally identifiable information selected in step 3

**Browsers**: If this is checked Identity Finder will look through your browsers history and saved settings looking for anything that matches the parameters selected in the step 3

**E-Mails and Attachments**: If this is checked Identity Finder will look through your Outlook emails, as well as any attachments in any of your Outlook emails for anything that matches the parameters selected in step 3

Windows Registry: If this is checked Identity finder will look through your computers Registry for any values that that match the parameters selected in step 3. Note: This setting will be greyed out, this is because deleting values from the registry could possibly cause issues with your computer.

There are also 3 different options for "File Locations", these are explained below:

**My Documents and Settings**: This will search your documents and settings profiles for anything that matches the selected parameters in step 3

**My Computer**: This will search your entire computer for anything that matches the selected parameters in step 3

**Custom Location**: This will let you define a particular folder or hard-drive to search for anything that matches the selected parameters in step 3

After you have chosen the locations you would like to search, click the "Next >" button

Wizard	×
Locations Choose the items and locations on your computer where you would like to search.	A
Locations	
🗹 📑 Files and Compressed Files 🛛 🗹 🖳 E-Mails and Attachments	
🔲 📴 Browsers 💿 🎆 Windows Registry	
File Locations 2	
O My Documents and Settings	
My Computer	
O Custom Location C:\Users\djones17\Documents	]
3	
< Back Next > Cancel	Help

5. The next screen summarizes your selections thus far, please review them to confirm that everything looks correct, then click "**Finish**"

	Wizard	×
Confirmation Please review your selections Back.	below and click Finish to begin your sear	ch. To make changes, click 🛛 🗮
Identities		
Social Security Numbers	× Dates of Birth	🗙 Health Info
🗙 Credit Card Numbers	× Phone Numbers	🗙 Australia: TFN
× Password Entries	🗙 E-Mail Addresses	🗙 Canada: SIN
✓ Bank Account Numbers	× Personal Addresses	🗙 United Kingdom: NINO
✓ Driver Licenses	× Passport Numbers	🗙 United Kingdom: NHS
Locations		
🗸 E-Mails	× Browsers	🗙 Windows Registry
✓ Files and Compressed Files	✓ My Documents and Settings	
		_
	< Back Finish	Cancel Help

6. After you click finish you will be presented with the status screen, this will show the current status of your search.

How long searches take will depend on how many files you have on your computer, as well as how many different types of Identities you are searching for.

			Statu	S		45	X
2				id	entit	yfinder	1
Searching: c:\users	\djones17\de	sktop\documentatio	n \palo alto \cr	ise 5.1 tech documer	nts\adminis	. \pa-5.0_administrators	_guide.pdf
Progress:					84.18%	Overall:	02/03
Locations Containin	g Identity Ma	tches/Total Location	is Searched:	2/943			2
Files:	935	🛃 Messages:	0	🕞 Browser Data:	0	🜀 Web Pages/Files:	0
E Compressed:	8	Attachments:	0	Registry:	0	E Database Tables:	0
Social Security:	1	📆 Date of Birth:	0	🚯 Health Info:	0	(Keyword:	0
Credit Card:	0	C Phone:	0	SIN(Canada);	0	vd+ RegEx:	0
* Password:	0	🖂 E-Mail Addr:	0	NINO(UK):	0	Dictionary:	0
Bank Account:	0	Address:	0	NHS No.(UK):	0		
Driver License:	1	Passport;	0	TFN(Australia):	0		

File Start	Main I	dentities	Locations	Config	100									
Start				-	guration	Tools								
Start S										6				
	Stop Filte Resul	r Collapse s All Rows	Status Window	Shred Scr	rub Secure (	Quarantine	Recycle	Classify Ign	ore La	unch Previou Match	s Next P Match	roperties		
Searc	th 🖼	Display				Actions			Gi i	R	esults			
1	Welcome to the	e Results W	izard which wil	l assist you i	in taking action	ns to protect	t your ide	entity. Each pa	age shows	the Identity		F	PREVIEW PANE	
	Matches from	a different l	ocation on you	ir computer a	and the action	is you can ta	ake.					c	ontrollers CF-1022	
	When you did	k Next, the a	action you hav	e chosen wil	ill affect all of t	the selected	(checked	d) locations sho	wn on tha	t page. If the	re	d	levice CF-1024	show us
	are unchecke Next to contir	l locations w ue.	hen you click N	Vext, you wi	ill then be aske	ed what actio	on to take	e on the remai	ning locatio	ons. Please die	k		CE 1007	show u
												a	river CF-1027	show u
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												C	Contents	
														show
PDF Ci	isco 12.X Cor	nmand Re	ferance.pdf				Date	Modified: 1/	7/2015				Encrypted w	ith EFS

- 8. The next page is where you chose what you would like to do with the various files that Identity Finder has found that it thinks has Personally Identifiable Information. When you see this screen you should perform the following steps:
  - a. Checkbox the items that you would like to perform a remediation action on
  - b. Select which remediation action actions you would like to take on those items (these actions are described on **Page 11 and 12**)
  - c. Click "Next >"
  - d. Repeat steps **a** through **c** until the list is empty

**NOTE:** If Identity Finder has found multiple different file types when it performed its search (I.E. If it finds both PDF documents and excel spreadsheets) you will be prompted with a new list once you clear out the first list. This will continue until all files in each unique category of file type has been remediated..

🛐 🗟 🔚 🕫 Identity Finder Sensitive Data Manager (Guest Profile) .					
File Main Identities Locations Configura	tion Tools	0			
Start Stop Filter Collapse Status Durche SUB- Minders	Image: Construction of the second constructi				
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You have results in other files. What action would you li	Actions Results PREVIEW PANE	×			
	2 123-12-1234				
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🔘 🔂 Recycle Selected 🛛 🔿 😒 Skip Remain	ning Items 3				
	< Back Next > Einish Help				
	DATE M SIZE DIDENTITY MATCH # CLASSIFICATION				
C:\Users\djones17\Desktop\PII.txt	7/29/2015 42 bytes  123-12-1234 1				
1					
PII.txt Text Document	Date Modified: 7/29/2015 Encrypted wi Size: 42 bytes Read-only Owner: BUILTIN\Administrators Hidden	th EFS			

e. Click "Finish"

## Identity Finder Remediation Actions

#### - Secure Selected:

This will encrypt the files selected with a password of your choosing. When you select to do this you will be prompted to type a password in. **NOTE: Be sure to select a password that you can remember, Information Technology Services cannot recover or reset this password.** 

	Enter Password					
	Secure Adobe Acrobat PDF File This file will be secured with the option and password you set: CLI_Reference_Guide-Panorama-5.1_PAN-OS-5.0.pdf					
	Sign In and Use Profile Password:  Ono't sign in, just use this password Enter Password: Confirm Password:					
ок Cancel () Display full item						

#### • Shred Selected:

This will **permanently** delete the selected items **NOTE: information Technology Services cannot recover any items that have been shredded.** 

#### - Quarantine Selected:

This will move the selected items to the "Quarantine" folder on your computers desktop. **NOTE: Quarantining items will not secure them, it simply moves the file to a separate folder for review at a later point** 

#### - Ignore Selected Locations:

This will ignore all selected items. You would want do this if Identity Finder finds something that isn't actually Personally Identifiable Information. Any items this action is performed on will not show up in any later scans

#### Skip Remaining Items:

-

This will skip any items remaining, when you select this you will get a warning about not performing any remediation actions on the remaining items, if you are sure you would like to perform this action then click "OK" NOTE: This will not secure any items skipped, and they will show up again the next time a scan is run

	Identity Finder		×
	Do Nothing You have selected to do nothin locations, even those you have you want to want to do nothin locations?	ng for all of th e unchecked. ng for all of the	e remaining Are you sure e remaining
Do	n't ask me again	ОК	Cancel