



## Table of Contents

Purpose of Document .....	1
What is Identity Finder? .....	1
Scheduled Scans .....	2
Manual Scans .....	5
Identity Finder Remediation Actions .....	11
- Secure Selected .....	11
- Shred Selected .....	11
- Quarantine Selected .....	11
- Ignore Selected Locations .....	11
- Skip Remaining Items .....	12

### Purpose of Document

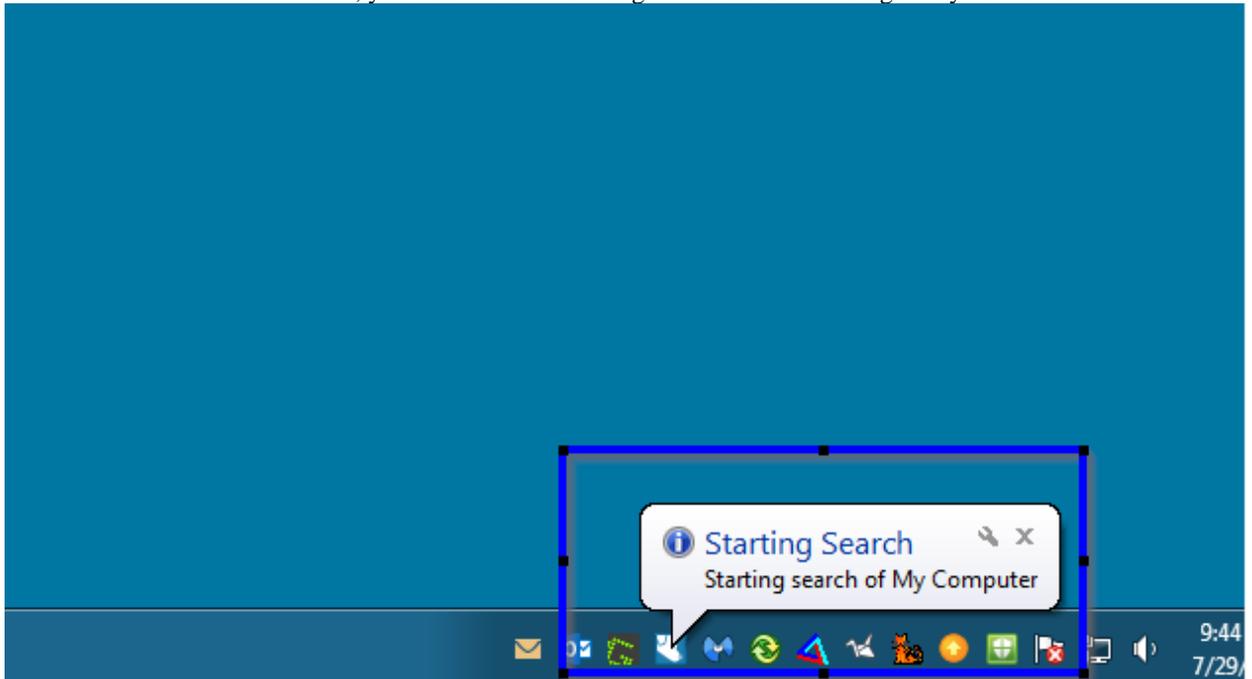
This job-aid will teach the steps to perform when an Identity Finder scheduled weekly scan is performed, how to run a manual scan with Identity Finder, as well as explain the various remediation actions you will have after either type of scan is performed.

### 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 >”

Welcome to the Results Wizard which will assist you in taking actions to protect your identity. Each page shows the Identity Matches from a different location on your computer and the actions you can take.

When you click Next, the action you have chosen will affect all of the selected (checked) locations shown on that page. If there are unchecked locations when you click Next, you will then be asked what action to take on the remaining locations. Please click Next to continue.

**Next >** Finish Help

<input checked="" type="checkbox"/>	LOCATION	DATE M...	SIZE	IDENTITY MATCH	#	CLASSIFICATION
<input type="checkbox"/>	C:\Users\djones17\...Cisco 12.X Command Reference.pdf	1/7/2015	26 MB	CF-1027	1	
<input type="checkbox"/>	C:\CLI_Reference_Guide-Panorama-5.1_PAN-OS-5.0.pdf	7/26/2013	2 MB	271041704	1	
<input type="checkbox"/>	C:\Users\djones17\Desкто...PAN-OS Reference Guide.pdf	12/23/2014	2 MB	271041704	1	
<input type="checkbox"/>	C:\Users\djones17\Desktop\P11.txt	7/29/2015	42 bytes	123-12-1234	1	

**PREVIEW PANE**

- controllers CF-1022 show usb
- device CF-1024 show usb
- driver **CF-1027** show usb
- port CF-1029 show usb
- tree CF-1030 show
- usbtoken CF-1031 show version
- CF-1033 show warm-
- reboot CF-1052

Cisco IOS  
Configuration Fundamentals  
Command Reference  
xvi  
April 2010

Contents

show

Cisco 12.X Command Reference.pdf  
Date Modified: 1/7/2015  
Size: 26 MB  
Owner: BUILTIN\Administrators

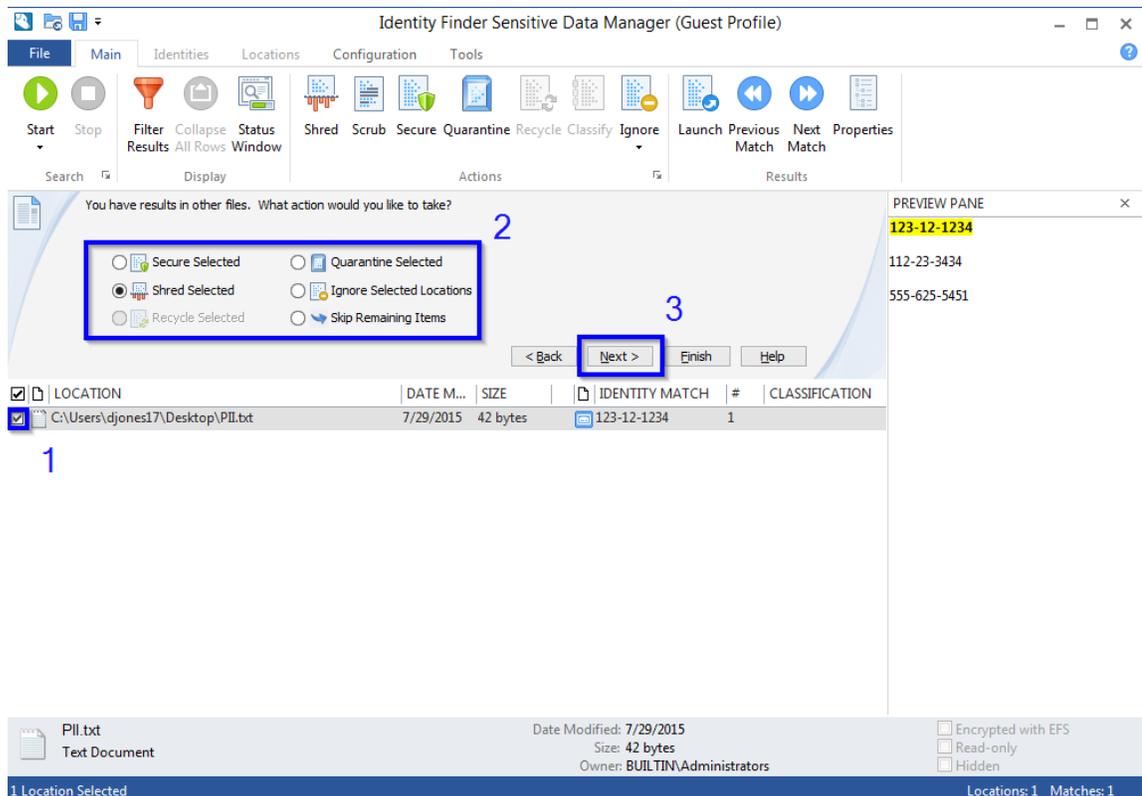
Encrypted with EFS  
 Read-only  
 Hidden

Ready Locations: 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

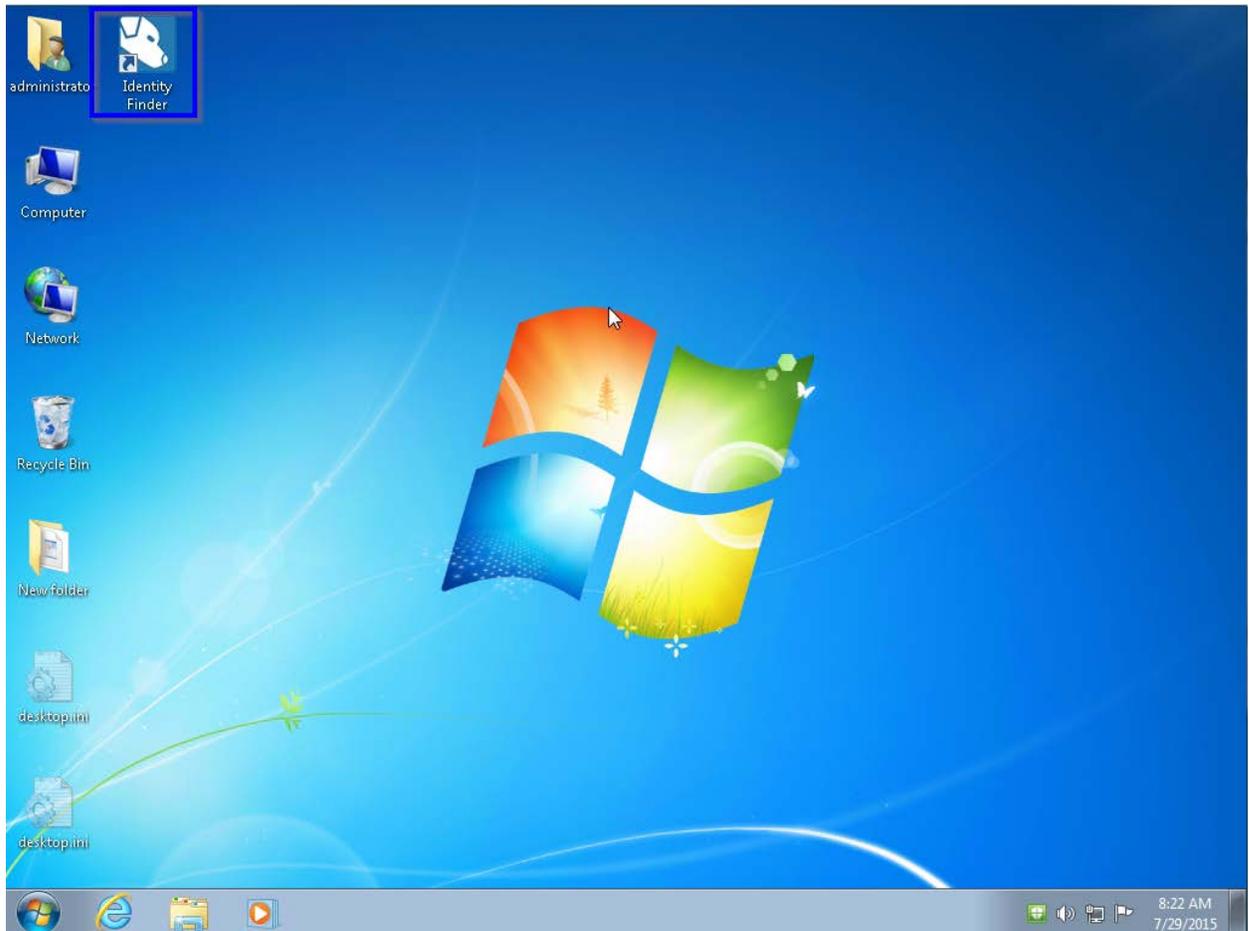
**NOTE:** If Identity Finder has found multiple different file types when it performed its search (I.E. If it finds both PDF documents and excel spreadsheets) you will be prompted with a new list once you clear out the first list. This will continue until all files in each unique category of file type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

- e. Click “**Finish**”

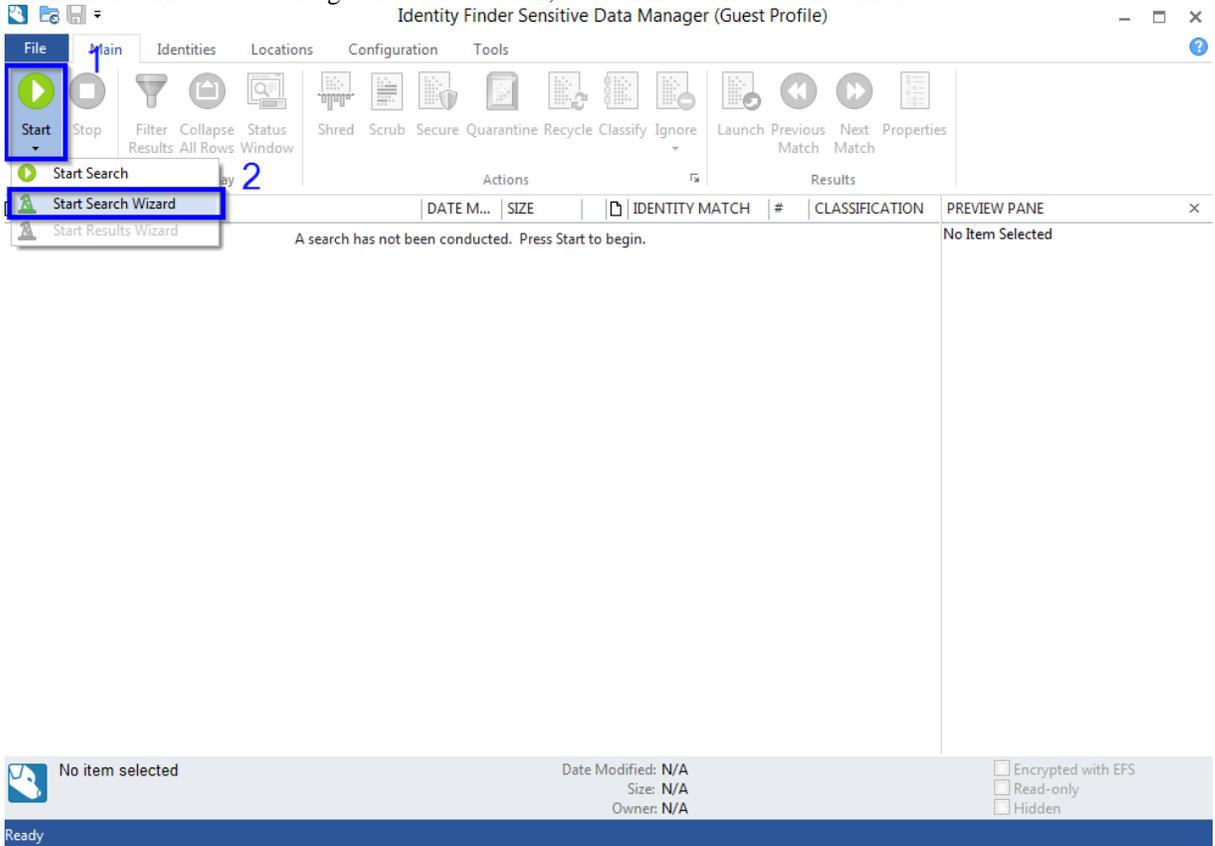


## Manual Scans

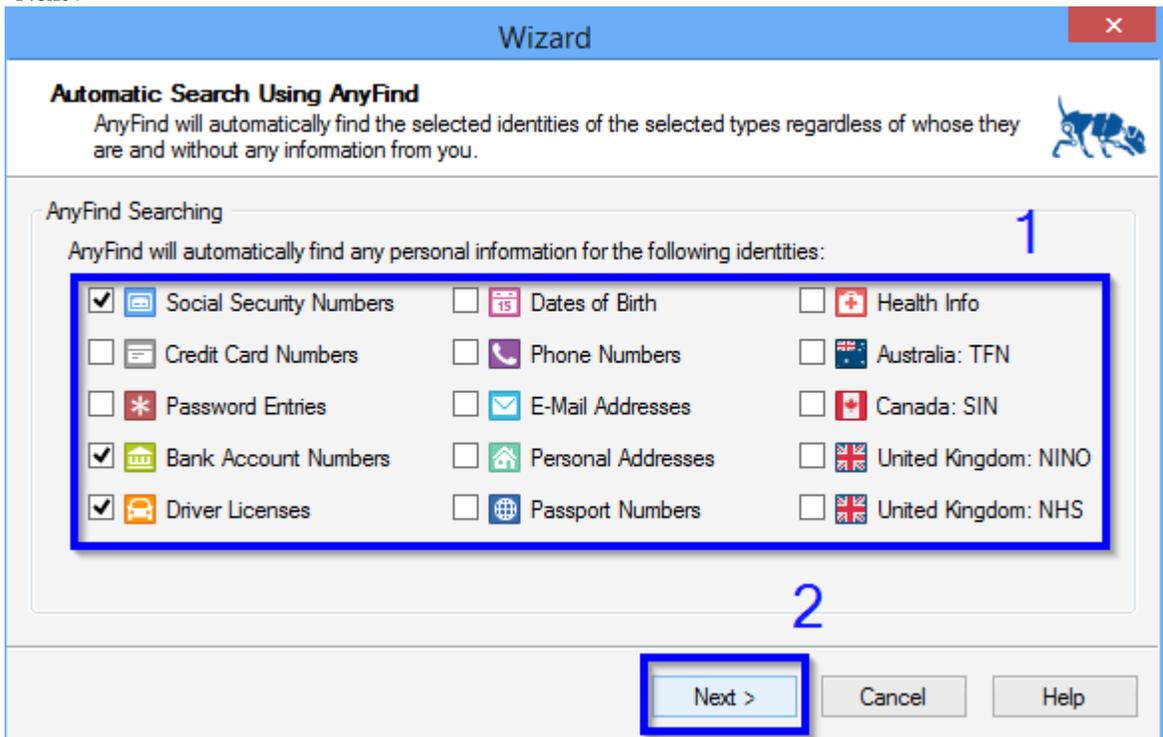
1. Double-click on the “**Identity Finder**” icon on your desktop (Its icon will be a picture of a Dog’s head on a blue background).



- Click on the **arrow** below the green **“Start”** button, then click **“Start Search Wizard”**



- In the window that appears, **check box** any types of information you would like to search for, then click **“Next >”**



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.**

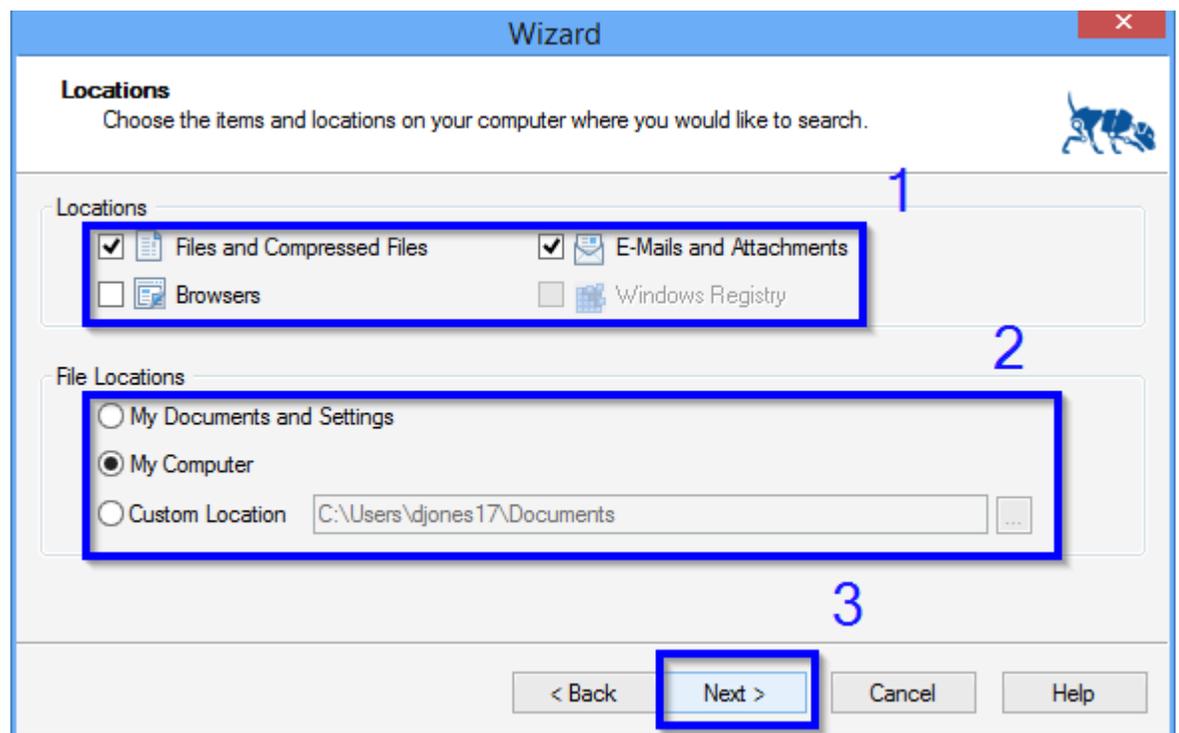
There are also 3 different options for “**File Locations**”, these are explained below:

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

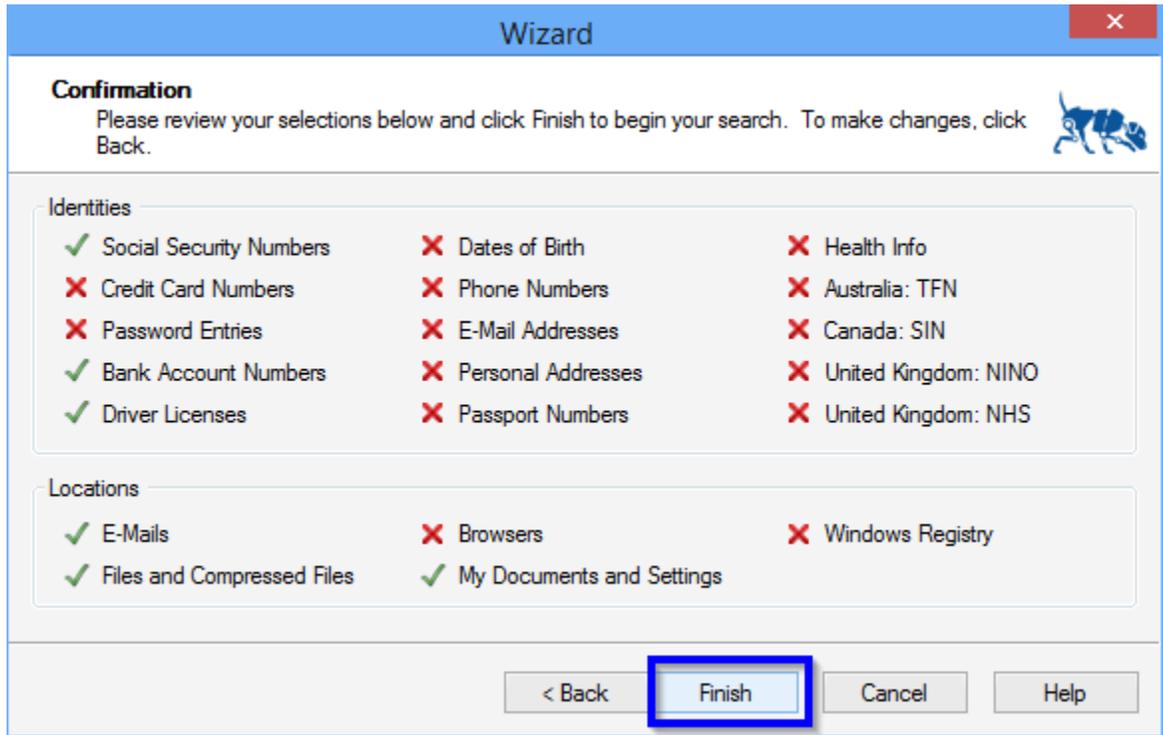
**My Computer:** This will search your entire computer for anything that matches the selected parameters in step 3

**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

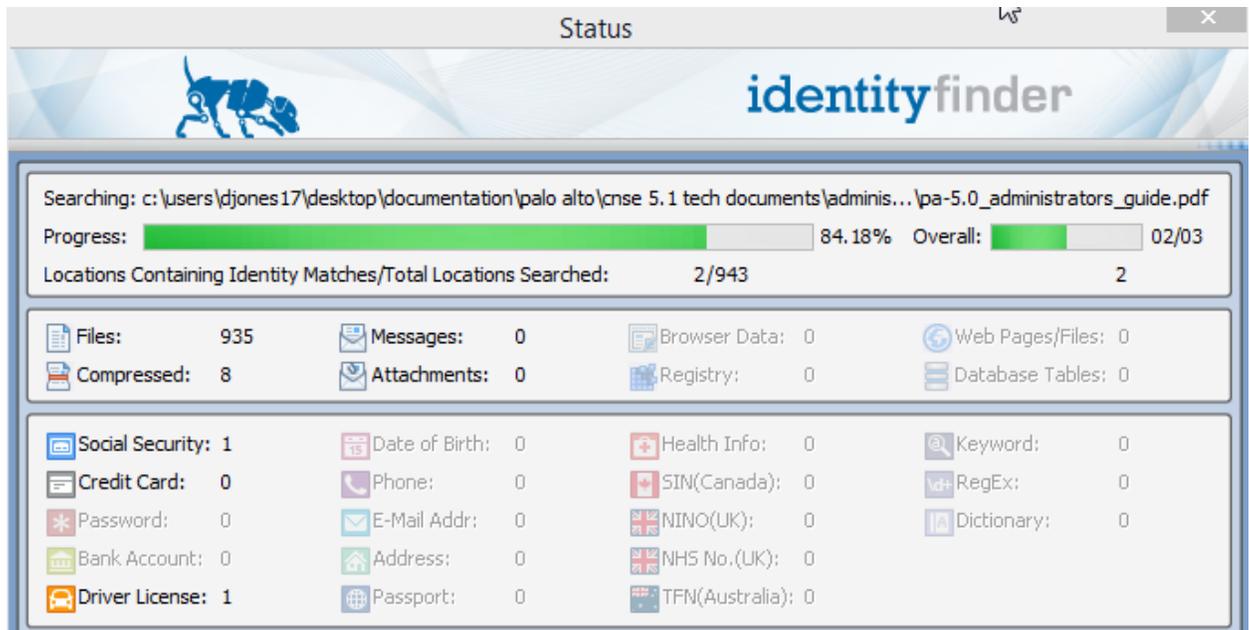


- The next screen summarizes your selections thus far, please review them to confirm that everything looks correct, then click **“Finish”**



- 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.



7. In the next screen just click “Next >”

Welcome to the Results Wizard which will assist you in taking actions to protect your identity. Each page shows the Identity Matches from a different location on your computer and the actions you can take.

When you click Next, the action you have chosen will affect all of the selected (checked) locations shown on that page. If there are unchecked locations when you click Next, you will then be asked what action to take on the remaining locations. Please click Next to continue.

**Next >** Finish Help

<input checked="" type="checkbox"/>	LOCATION	DATE M...	SIZE	IDENTITY MATCH	#	CLASSIFICATION
<input checked="" type="checkbox"/>	C:\Users\djones17\... Cisco 12.X Command Reference.pdf	1/7/2015	26 MB	CF-1027	1	
<input type="checkbox"/>	C:\... CLI_Reference_Guide-Panorama-5.1_PAN-OS-5.0.pdf	7/26/2013	2 MB	271041704	1	
<input type="checkbox"/>	C:\Users\djones17\Desкто... PAN-OS Reference Guide.pdf	12/23/2014	2 MB	271041704	1	
<input type="checkbox"/>	C:\Users\djones17\Desktop\Pll.txt	7/29/2015	42 bytes	123-12-1234	1	

**PREVIEW PANE**

- controllers CF-1022 show usb
- device CF-1024 show usb
- driver **CF-1027** show usb
- port CF-1029 show usb
- tree CF-1030 show
- usbtoken CF-1031 show version
- CF-1033 show warm-
- reboot CF-1052

Cisco IOS  
Configuration Fundamentals  
Command Reference  
xvi  
April 2010

Contents

show

Cisco 12.X Command Reference.pdf  
Date Modified: 1/7/2015  
Size: 26 MB  
Owner: BUILTIN\Administrators

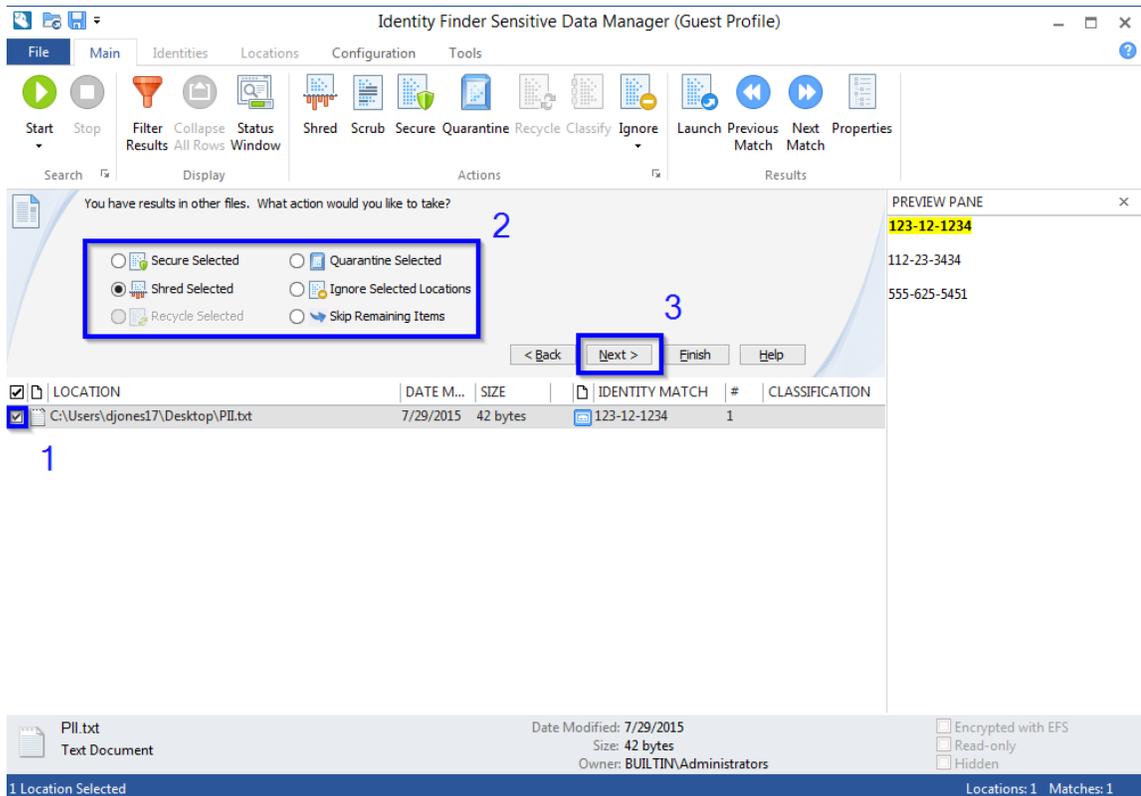
Encrypted with EFS  
 Read-only  
 Hidden

Ready Locations: 4 Matches: 4

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..

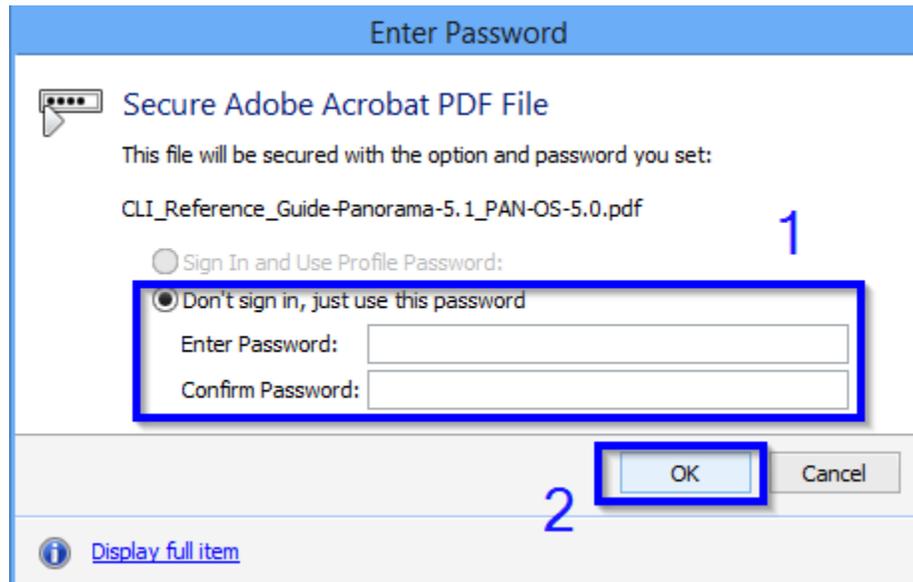
- e. Click “**Finish**”



## 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.**



The screenshot shows a dialog box titled "Enter Password" for securing a file named "CLI\_Reference\_Guide-Panorama-5.1\_PAN-OS-5.0.pdf". The dialog has two radio button options: "Sign In and Use Profile Password:" (unselected) and "Don't sign in, just use this password:" (selected). Below the selected option are two text input fields labeled "Enter Password:" and "Confirm Password:". A blue box highlights the "Don't sign in, just use this password:" option and its associated input fields, with a blue number "1" next to it. At the bottom right, there are "OK" and "Cancel" buttons, with a blue box around the "OK" button and a blue number "2" next to it. At the bottom left, there is an information icon and a link that says "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 to 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**

