How to Scan for Secure Confidential Data using Identity Finder in OSX

Important: Identity Finder for Mac is unable to search Outlook email. Manually inspect files that may contain confidential data but were not searched/identified by the Identity Finder scan.

Launch Identity Finder using the shortcut on your desktop:

NOTE: If you do not have an Identity Finder Icon on your desktop, please click the magnifying glass in the top right hand corner of your screen. Type "Identity Finder" this will search for and show you the application. Please double click to open it.

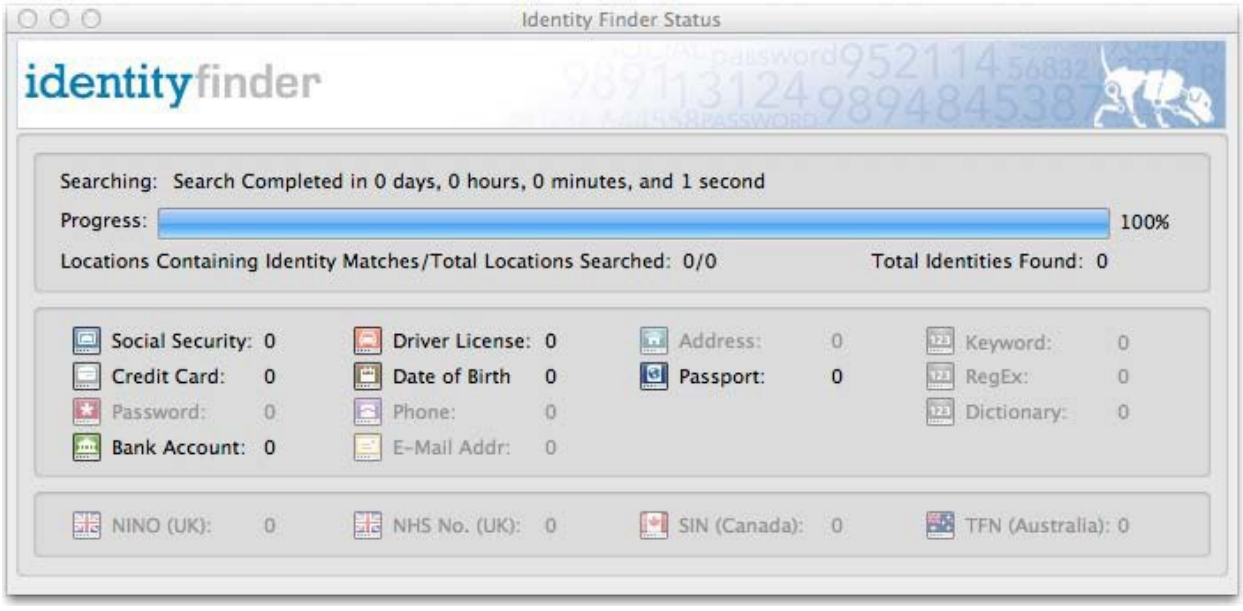
Choose a password. Choosing a password will allow Identity Finder to save any configuration changes made and remembers the items you have indicated as false positives, so that they do not appear in future scan results.

NOTE: If you already have a password, you do not need to set a new one. Please enter your password and continue to the next step. If you have forgotten your password, please submit a ticket here: https://it.sas.cornell.edu/

Specifying what to scan: Please make sure to select the following **items** and click **"Search".**

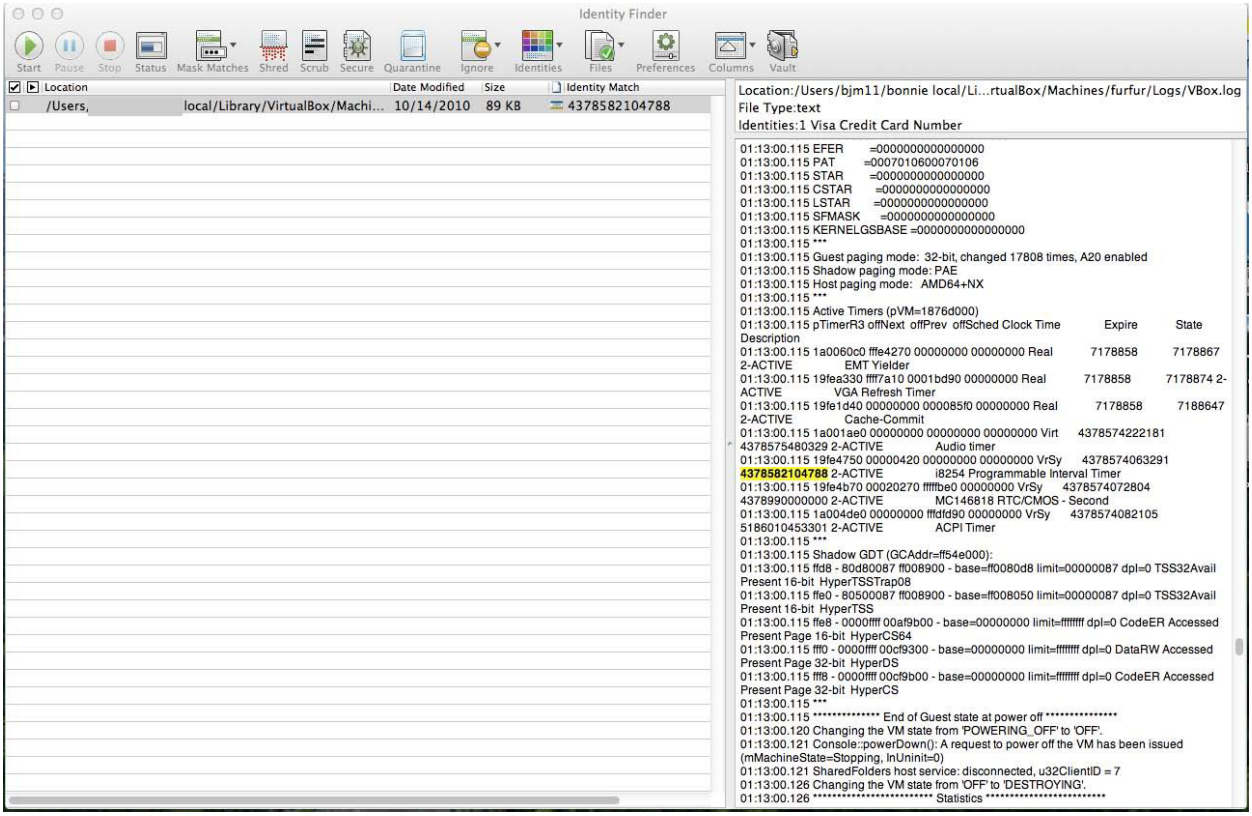
NOTE: If these items have already been selected, grayed out or you have already selected them from a previous scan, please continue to the next step.

Once you click search you will see the **scan status window**. You can minimize the main identity finder window if you would like to continue working and allow the scan to complete before processing your results. You can also just close the scan status window, if you would like to begin processing your results immediately.



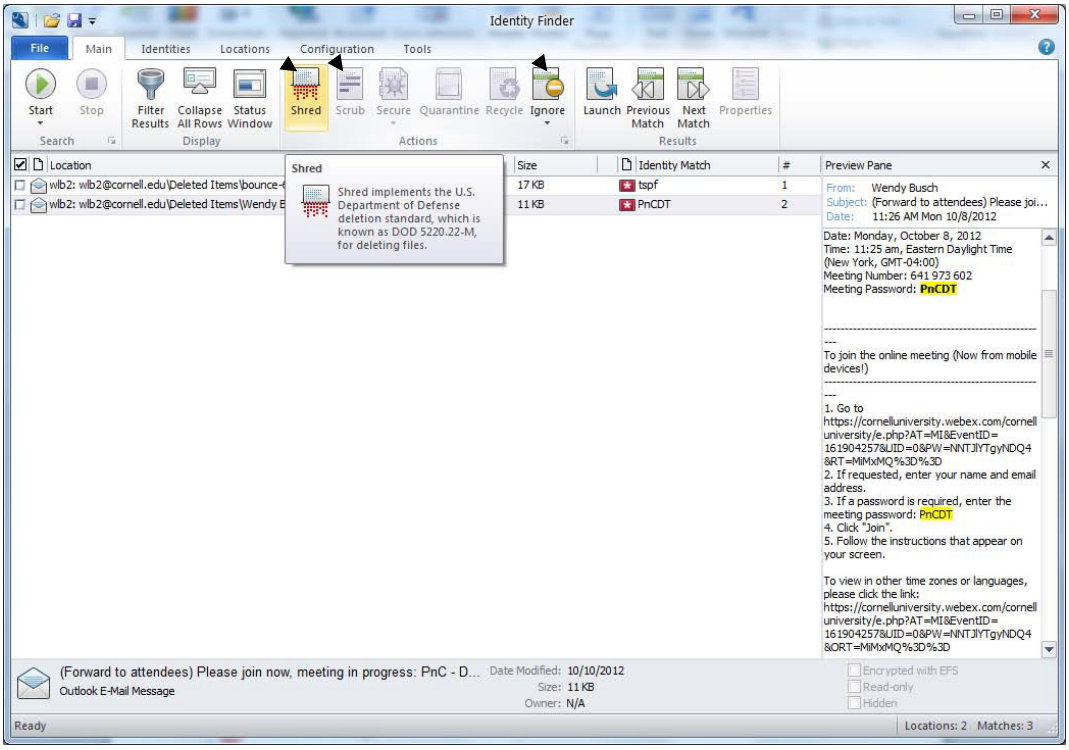
NOTE: The duration of an identity finder scan will vary greatly depending on the processing power and hard drive speed of your computer, and the amount of data being scanned. Some users will experience scan times of 5---10 minutes, while others will see scans lasting 3---4 hours. If your scan is still running at the end of the day, you should lock your session and leave it running overnight.

Processing Scan Results: You are responsible for taking action on each item discovered. Click once on a **scan result** to see more details in the **preview pane**:

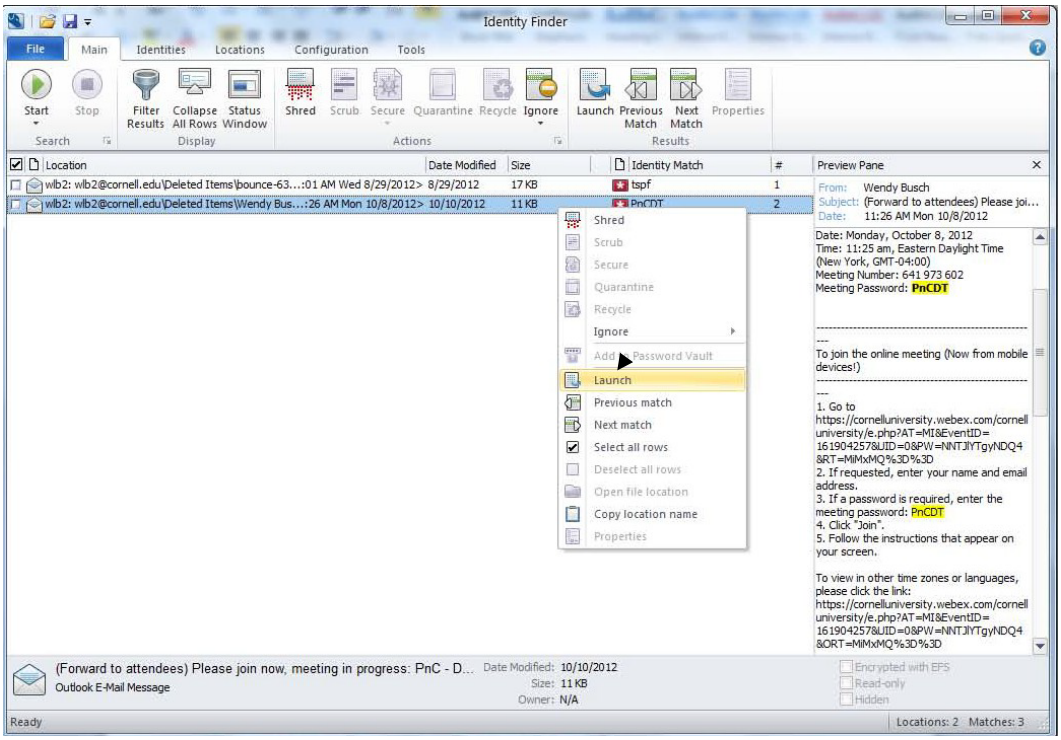


Important --- After reviewing the results you must either:

1. **Shred** the document – **If you no longer need the document please shred it.**
2. **Scrub** the document. Scrub is only an option for certain document types. If the scrub option is not active, see instructions below on manually editing to remove confidential data.
3. **Ignore** the result. Take this action if there is no confidential data present. If you do not choose "ignore" the result will appear in future scans.



To manually open a document for editing: Right click on the item and select **"launch."** Once the document is opened you can manually remove the confidential data. Not all document types are editable.



Post---cleanup attestation: After completing the scan, and reviewing and acting on any scan results, all employees are required to complete an attestation statement at:

https://it.cornell.edu/security-essentials-it-professionals/remediation-options-spirion

Where to go for help: If you have any questions during this process, please contact SCL IT by submitting a tech ticket: https://ssit.scl.cornell.edu/submit-tickets