How to Scan for Confidential Data using Identity Finder

Before you launch Identity Finder to scan your computer:

1. Launch and log into your Outlook email (it can be minimized during the process).   Note: if you only use Outlook Web Access – there is no need to open it. Identity Finder cannot scan the web version of Outlook.

2. Remove any CD or DVD media from your computer to avoid it being scanned.

3. Insert any flash drives you would like included in the scan. (Repeat scan as needed until all flash drives have been scanned).

4. Scans are taking longer now that email uses Office365, Microsoft's cloud-based Exchange service.   To minimize the likelihood that the scan will interfere with your regular work, it is best to start your scan at the end of the day and let it run overnight. Be sure to leave your computer on and lock your session (ctrl-alt-del enter) when you leave for the day.

Launch Identity Finder using the shortcut on your desktop:

Choose a password: The first time you use Identify Finder, you will be prompted to create an Identity Finder profile password.   Choosing a password will allow Identity Finder to save any configuration changes made and remember the items you have indicated as false positives, so that they do not appear in future scan results.

If you already have an Identify Finder password, you will be prompted to enter it when launching Identify Finder:
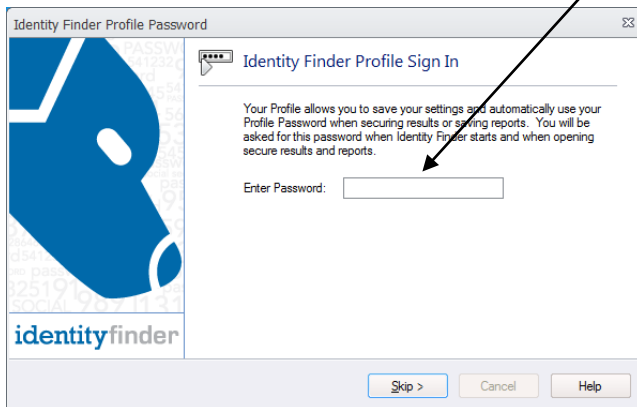

If you don't remember your Identify Finder password, you can create a new one as follows:
1. **Skip** the password prompt above and sign in using the **Guest Profile**
2. Select the **Open Advanced Interface** option
3. Click on the **Configuration** tab and select the **Settings** option
4. **In** profile settings, click the **Delete** button to delete your old profile
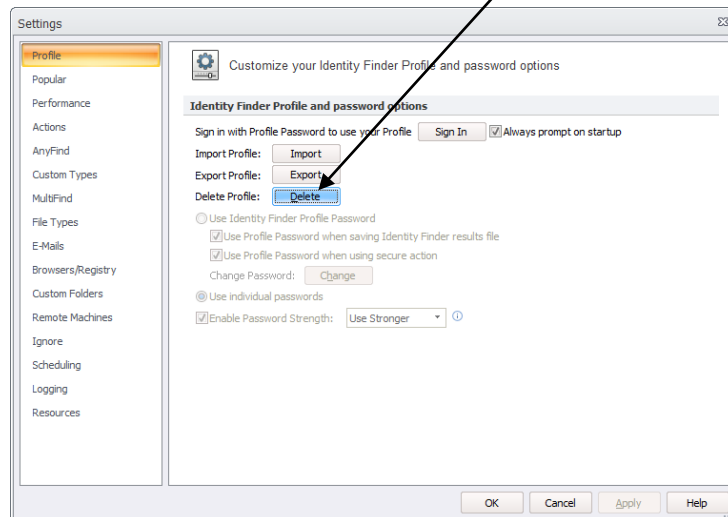
5. Close Identify Finder and re-launch it to create a new profile password

Search options: If the Identify Finder Wizard appears, select the **Open Advanced Interface** option:
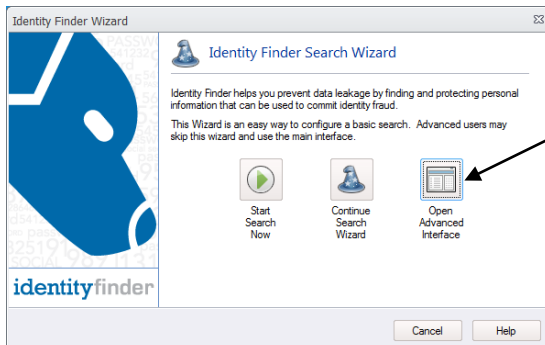
Note about scanning times: The duration of an identity finder scan will vary greatly depending on the processing power and hard drive speed of your computer, and the amount of data being scanned. Large email and my document storage will increase the scan duration. Scans are taking longer now that email uses Office365, Microsoft's cloud-based Exchange service. Some users will experience scan times of 5-10 minutes, while others will see scans lasting 3-4 hours. *If you opt to start your scan at the end of the day and let it run overnight, be sure to leave your computer on and lock your session (ctrl-alt-del enter) when you leave for the day.*

Begin Scanning:

From the main Identity Finder window, click on **"Start"** to begin scanning.
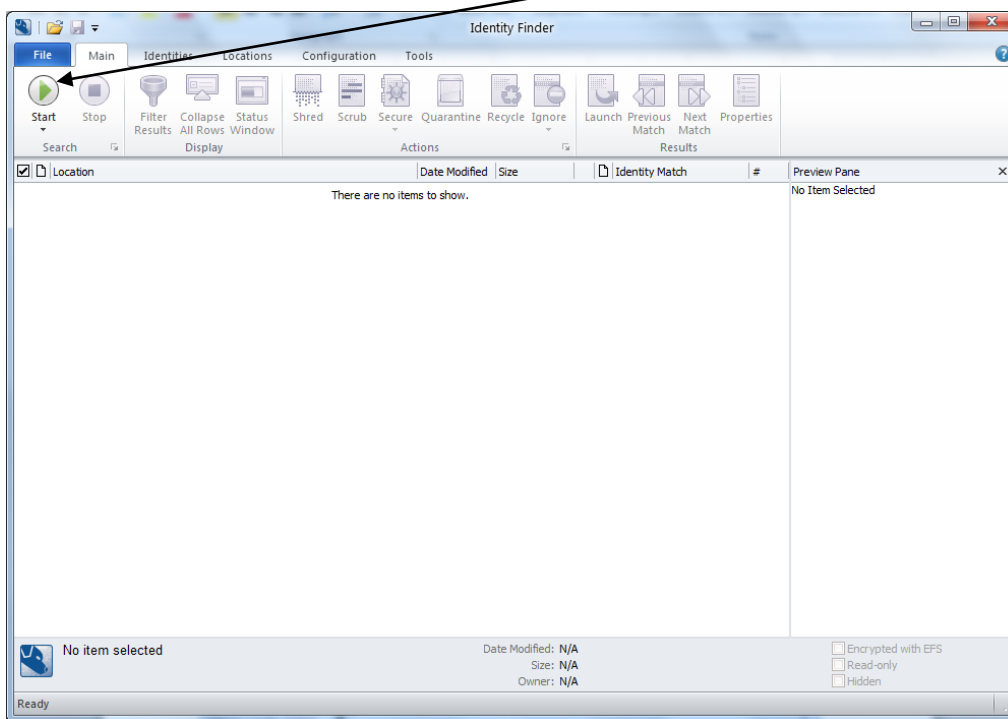
Once you click start, you will see the **scan status window**. You can minimize the main Identity Finder window if you would like to continue working and allow the scan to complete before processing your results. You can also just **close** the scan status window, if you would like to begin processing your results immediately.
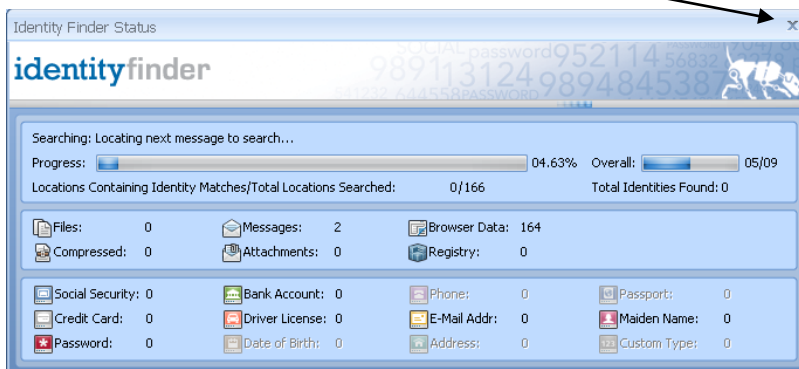
Processing Scan Results: You are responsible for taking action on each item discovered. Click once on a **scan result** to see more details in the **preview pane**:
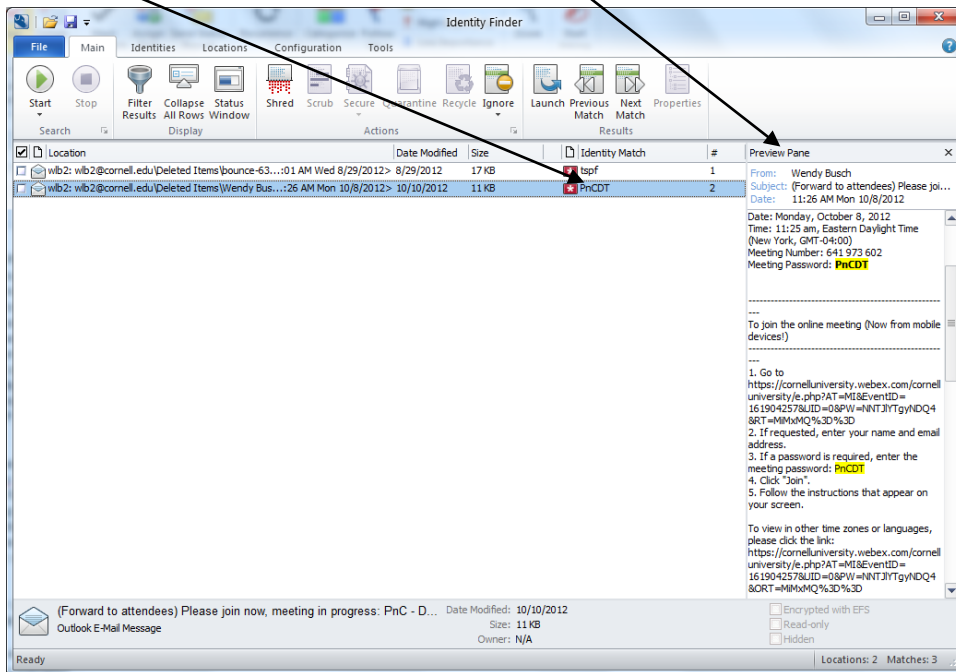

**Important - After reviewing the result you must either:**

1. **Shred** the document. **If you no longer need the document please <u>shred</u> 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.
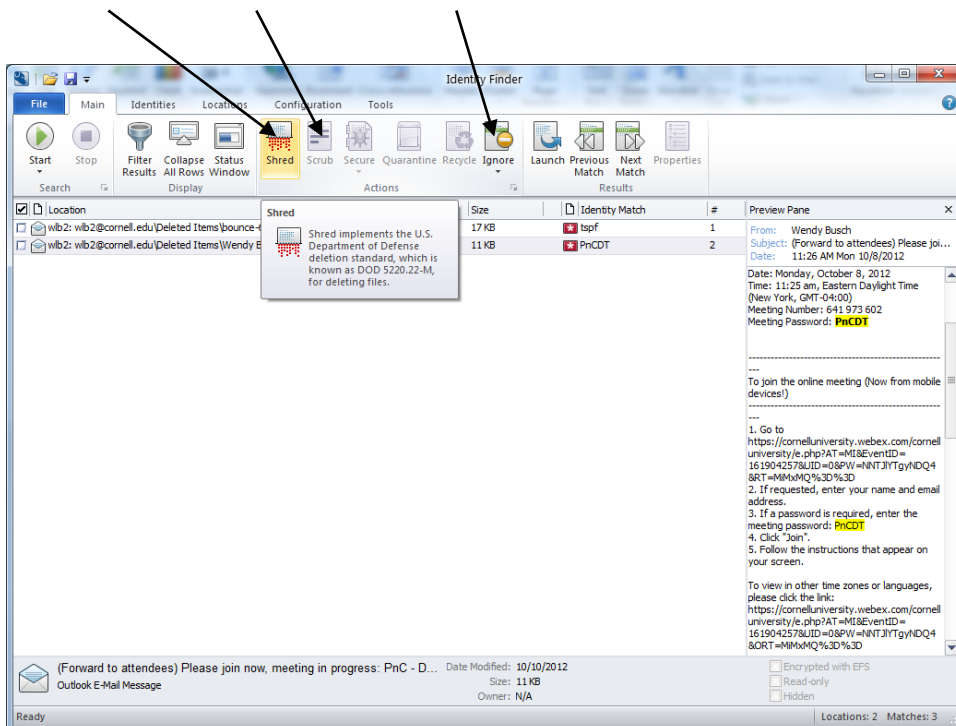
As long as you're logged into Outlook: E-mail messages can be shredded directly from Identity Finder:
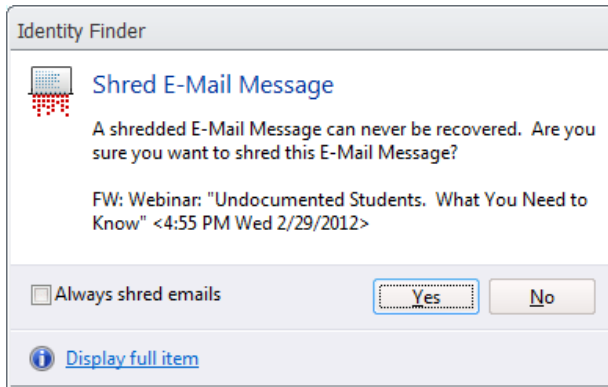
To manually open a document for editing: Right click on the item and select **"launch."** Once the document is opened you can manually remove the confidential data. Not all document types are editable.
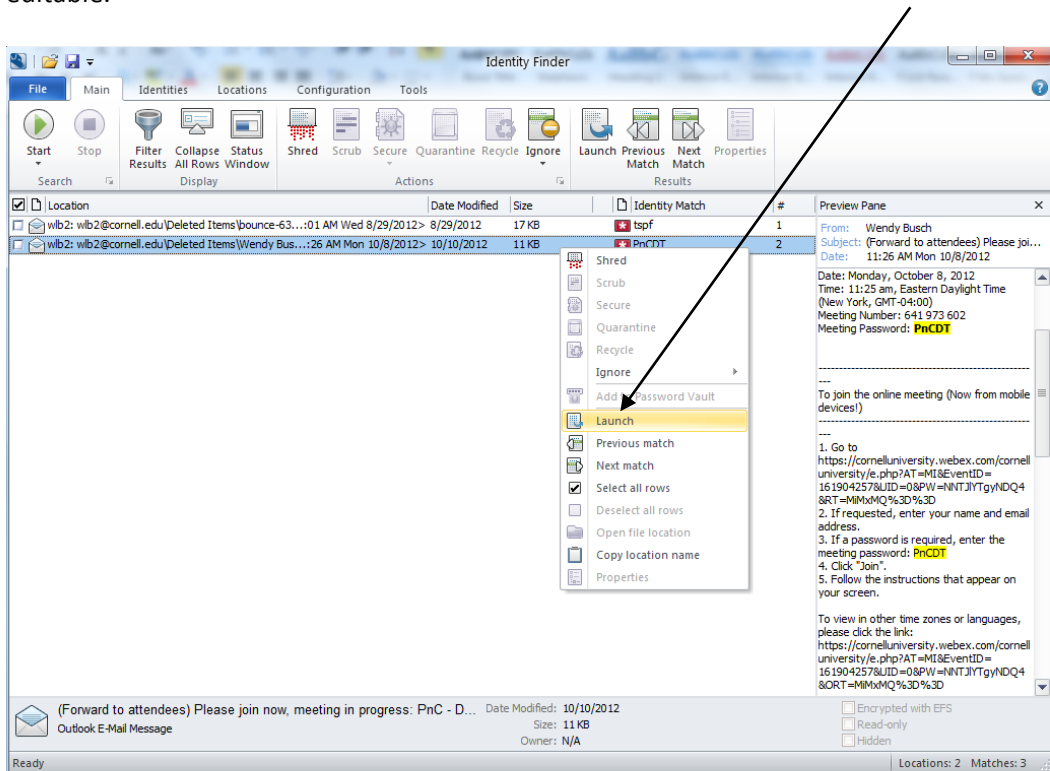
Post-cleanup attestation: After completing the scan, and reviewing and acting on any scan results, all employees are required to complete an attestation statement. Please refer to the email you received with a subject of "**Data Cleanup and Attestation**" for your personal link to the attestation site.

Where to go for help: If you have any questions during this process, please contact SAS-IT by submitting a tech ticket:

https://it.sas.cornell.edu/