



Identity Finder

Stonehill College Information Technology

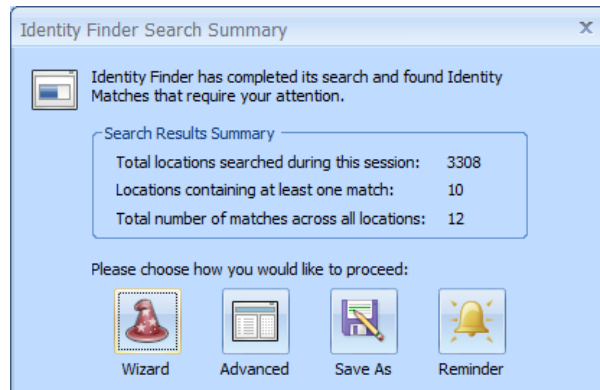
Help Desk 508-565-HELP (4357) helpdesk@stonehill.edu

Secure or delete the sensitive numbers found in the scan

Step 1.

When Identity Finder completes the scan for sensitive information, you will see a pop-up in your system tray to alert you that the scan is finished and that your results are ready to review.

The program will ask you to select a mode to continue in. Select **Wizard**, and then click **OK**.



Step 2.

In the main Identity Finder window, you will find a list of files that possibly contain sensitive information and tools that will help you decide what to do with those files.

Highlight a file in the list and a preview of that file will appear on the right. You can select multiple files simultaneously by using the checkboxes on the far left of the list.



Step 3.

Once you have selected one or several files, choose which action you would like to take from the actions menu above:

Secure-Some files, like Microsoft Office documents, compressed files, Adobe PDF files, can be encrypted using the “Secure Selected” feature. This helps protect sensitive information that you are required to keep for specific reasons. The file will be secured with the password you created in step 1.

Shred-If keeping the selected data is not necessary, simply select “Shred Selected” and click next. Please note: shredding is PERMANENT. You CANNOT retrieve files that have been shredded!

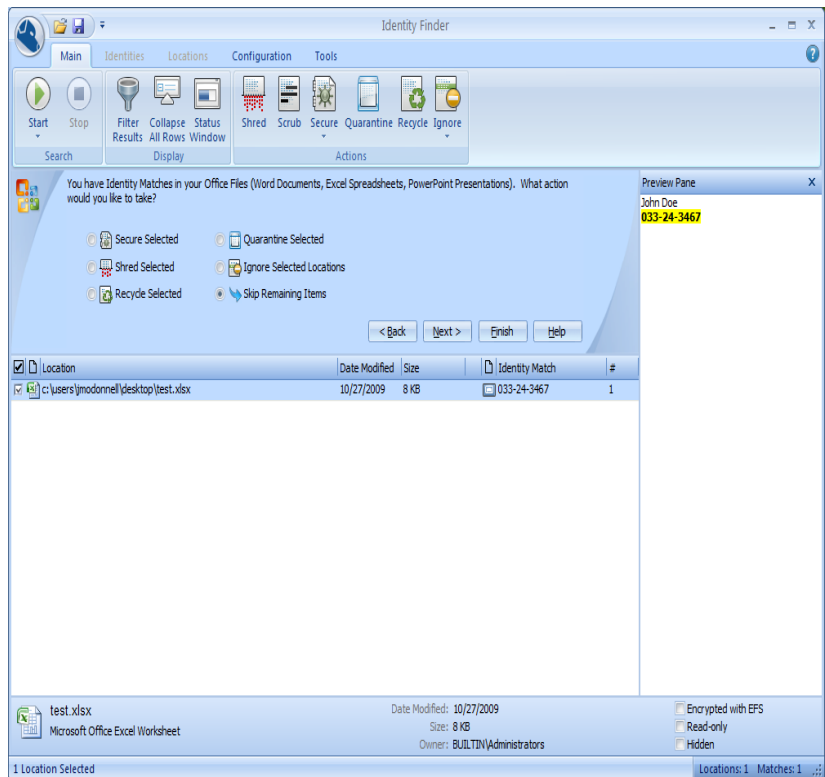
Recycle - If a file does not have sensitive identity match information in it, but you no longer have a use for the file, you may wish to Recycle it.

Quarantine - When a file has sensitive identity match information in it and you wish to securely move the file to another location, you should utilize the Quarantine feature. Quarantine moves your file, and then shreds the original file. If you quarantine a file, make sure that the new location is HIGHLY SECURE!

Open – Open allows you view the original file from within Identity Finder.

Ignore –It functions as an approved exception list. For instance, you might use the Ignore feature to prevent a sample credit card number from showing up in future searches.

When finished click **Next**



Step 4.

Uncheck the “Schedule a weekly search” and click Finish.

