

PRAIRIE VIEW A&M UNIVERSITY

Procedures Manual

Identity Finder

Prevent Identity Theft
Find Personal Information
Protect Your Privacy

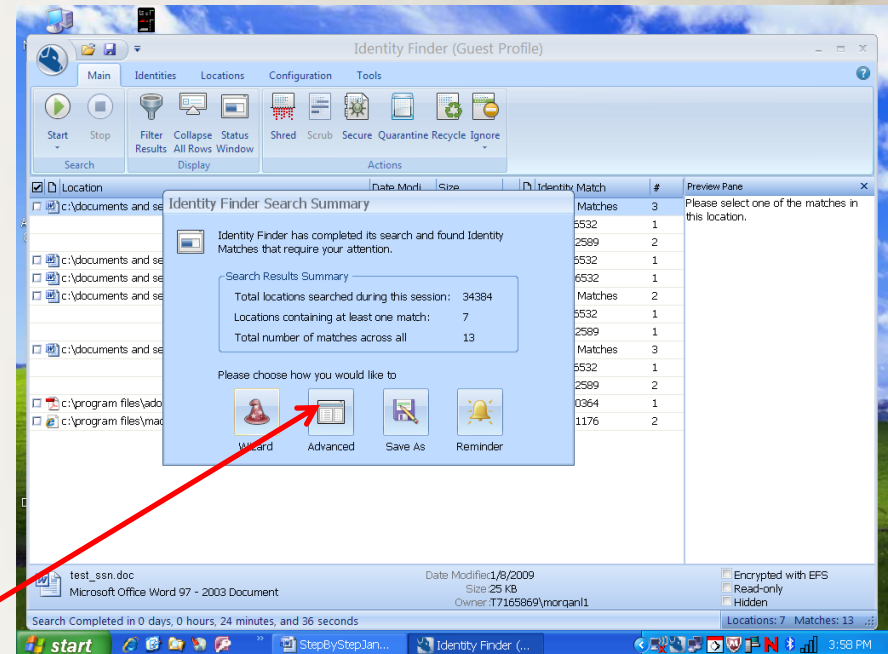


1. [Removing sensitive information](#)



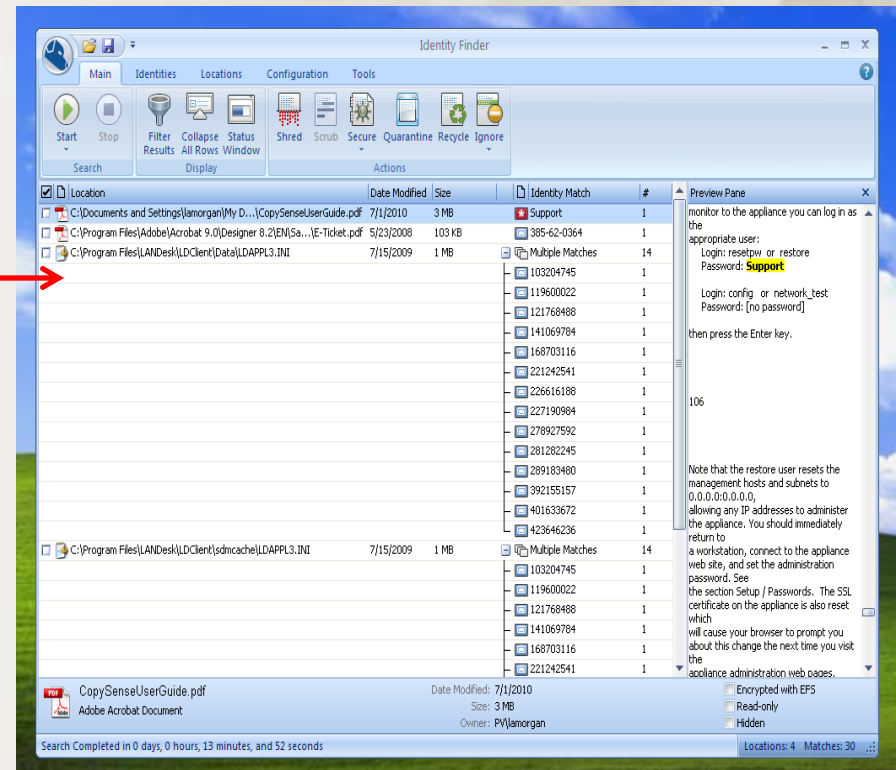
Running Identity Finder

- Identity Finder (IDF) is a program that finds sensitive personal information on your computer.
- IDF is automatically loaded on your computer.
- While IDF will show you the suspect information, it is up to you to dispose of it.
- This is what you will see...
Choose Advanced...



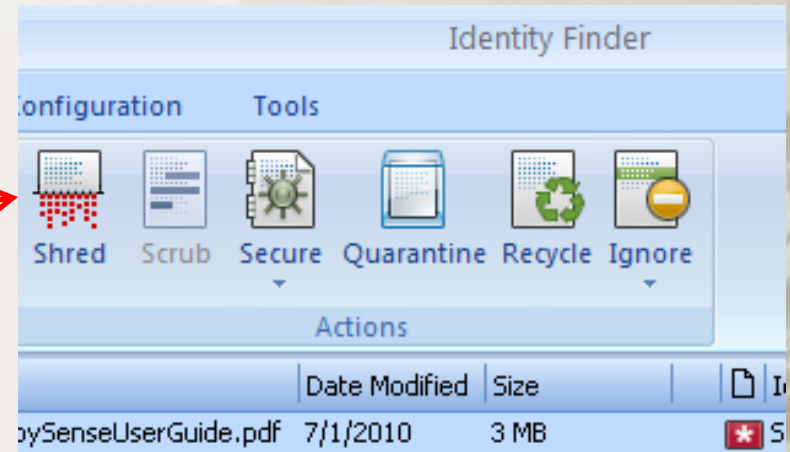
Removing sensitive information

- These are the files suspected of containing Sensitive Information.
- You should decide what to do with each match, false positives can be deleted or ignored.



Removing sensitive information

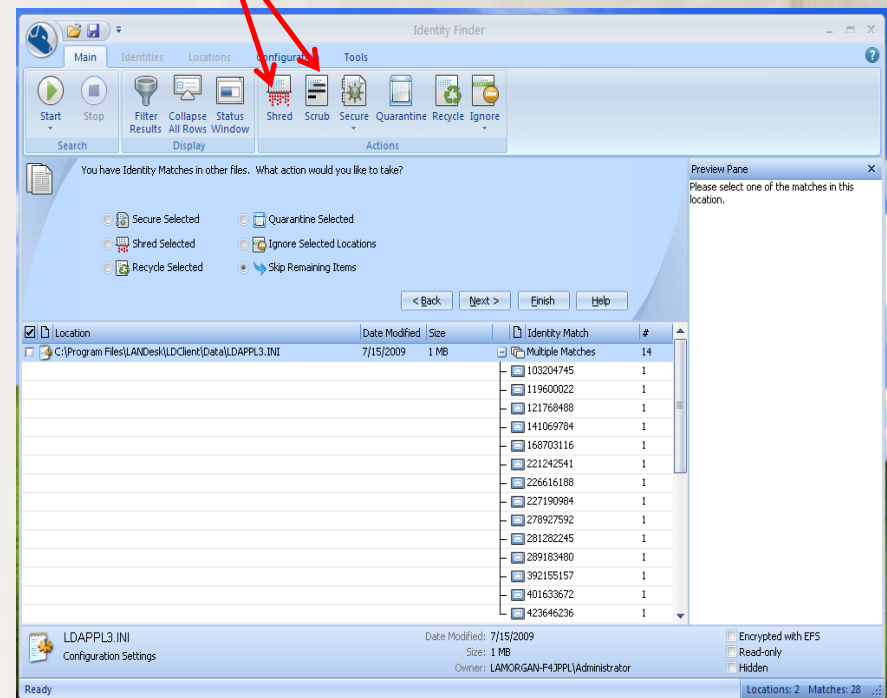
- These icons are used to Shred, Scrub, and Secure or Ignore the findings.
- All findings **MUST** be resolved by one of these options.



Removing sensitive information

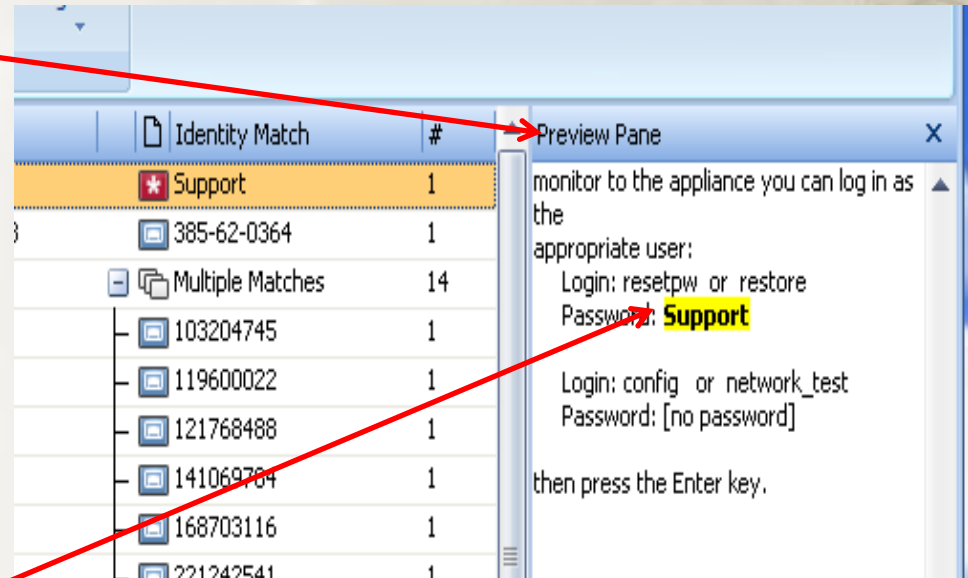
- **Shred** utilizes a secure wiping technique to delete files.
- **Scrub** is great when you no longer need the personal information but want to keep the original item. This feature is also known as Redact.

Use these tabs to shred or Scrub the matches



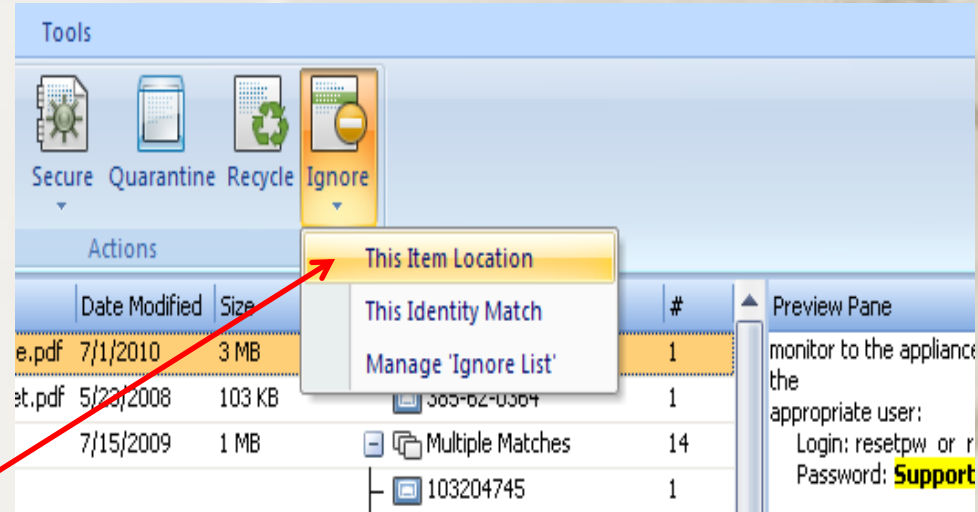
Removing sensitive information

- The preview Pane on the right shows the suspected password, credit card # or SSN.
- Look at each line and decide if the data should be protected or ignored.



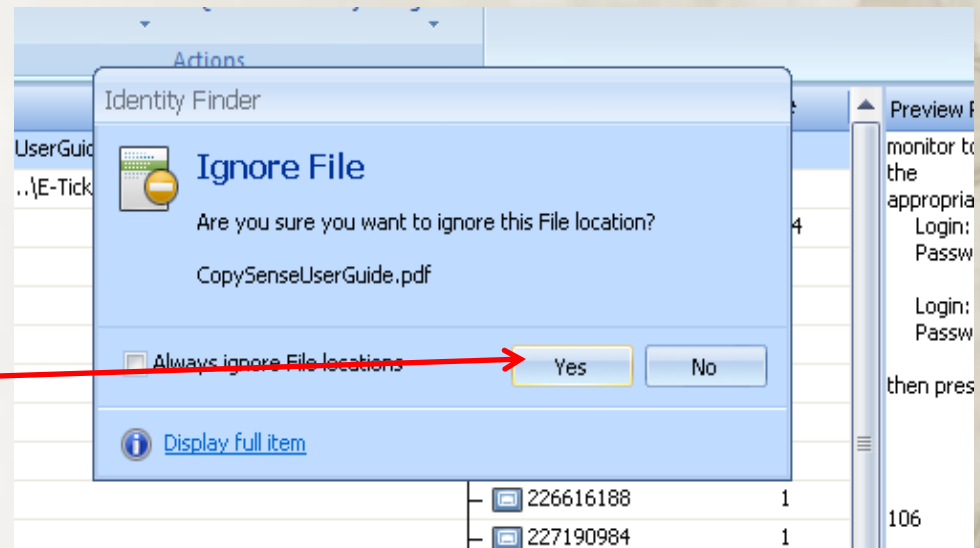
Removing sensitive information

- In this case, the password (Support) is an example in a user guide, it can be ignored.
- Highlight the line and Click 'Ignore', then 'This Item Location'.

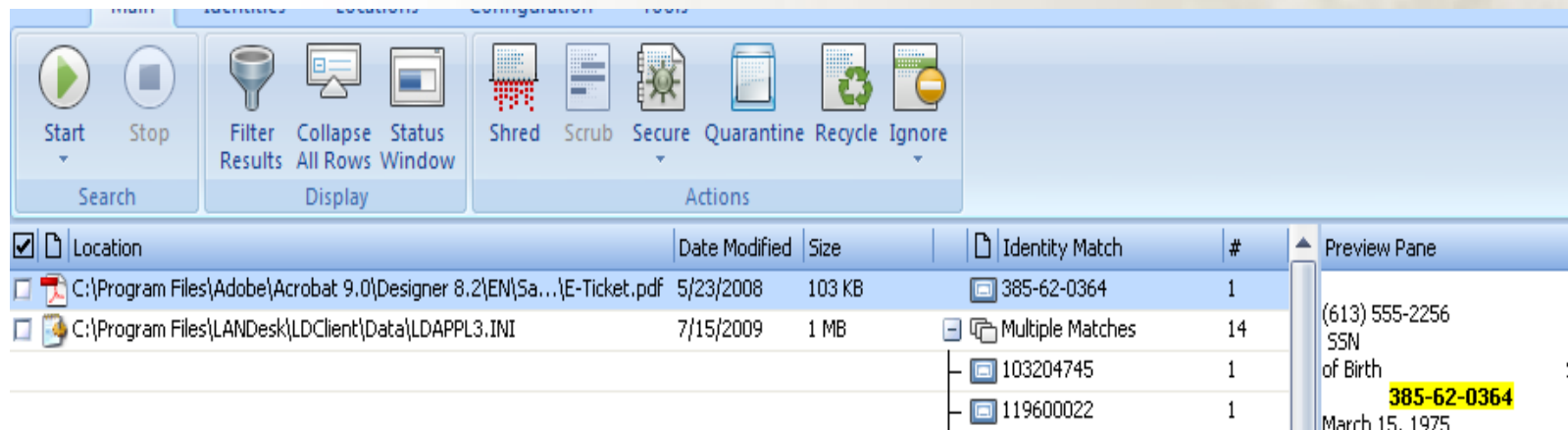


Removing sensitive information

- Verify that you want to ignore this location.
- Click Yes.



Removing sensitive information

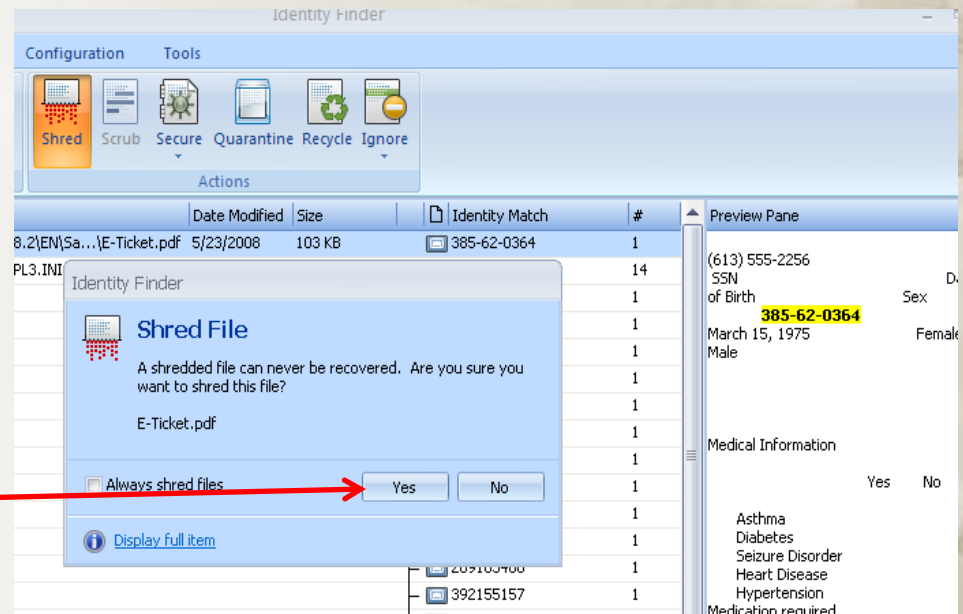


- The file will be removed from the list and the next match will be shown in the preview pane and highlighted.



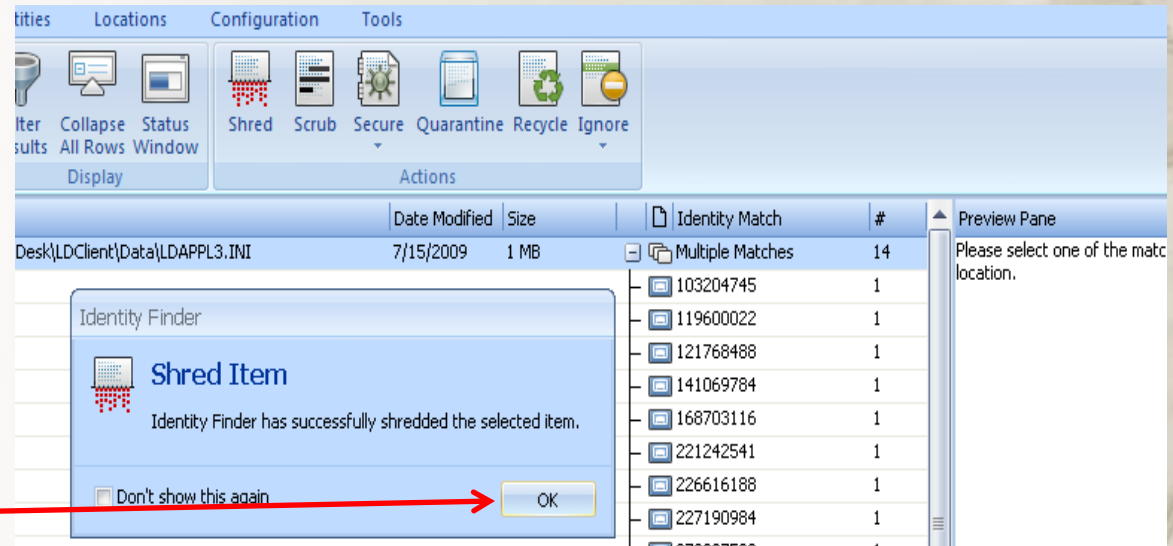
Removing sensitive information

- If Shred is chosen a verification box also pops up, choose Yes to shred the document.



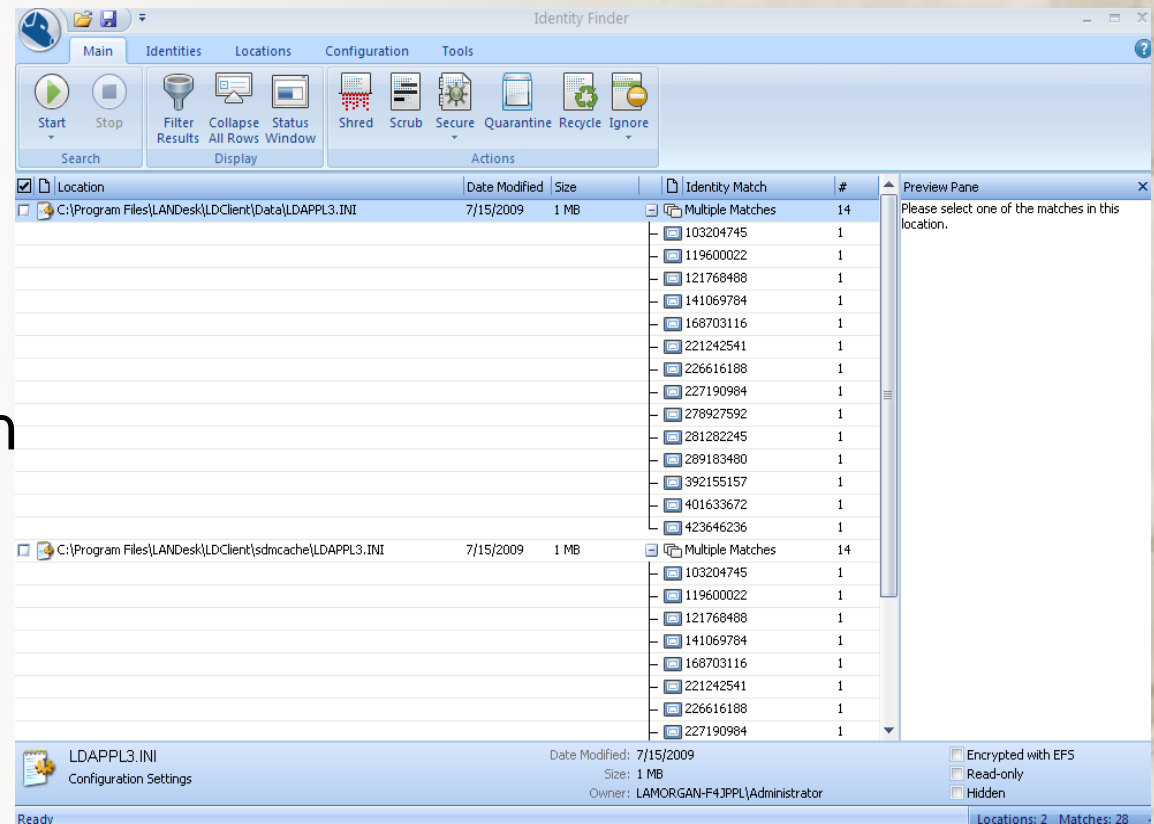
Removing sensitive information

- You will get verification that the selected item was shredded.
- Click OK.



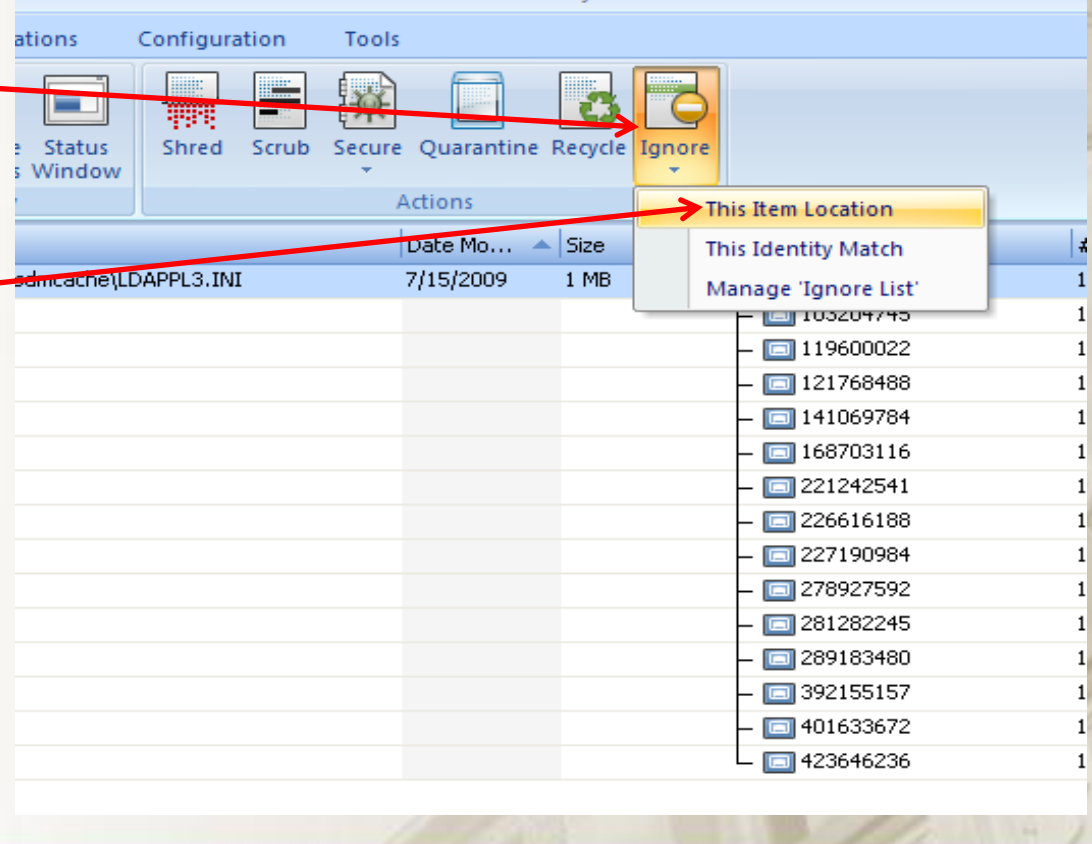
Removing sensitive information

- The next two documents contain multiple matches.
- Further examination reveals that they are not real SSNs and all can be ignored.



Removing sensitive information

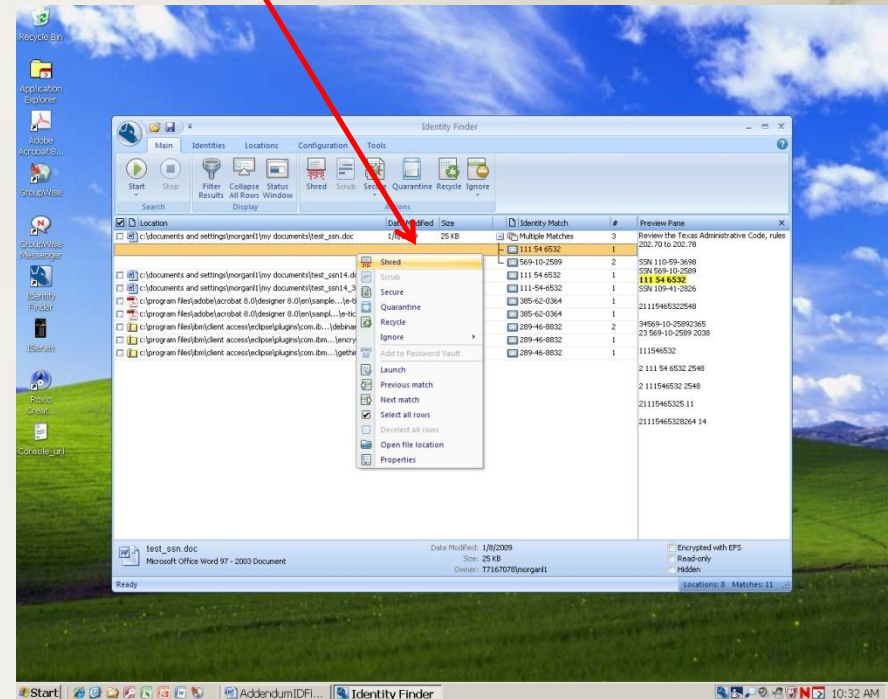
- So select Ignore.
- Then 'This Item Location'.
- These files will be ignored in future scans.



Removing sensitive information (continued)

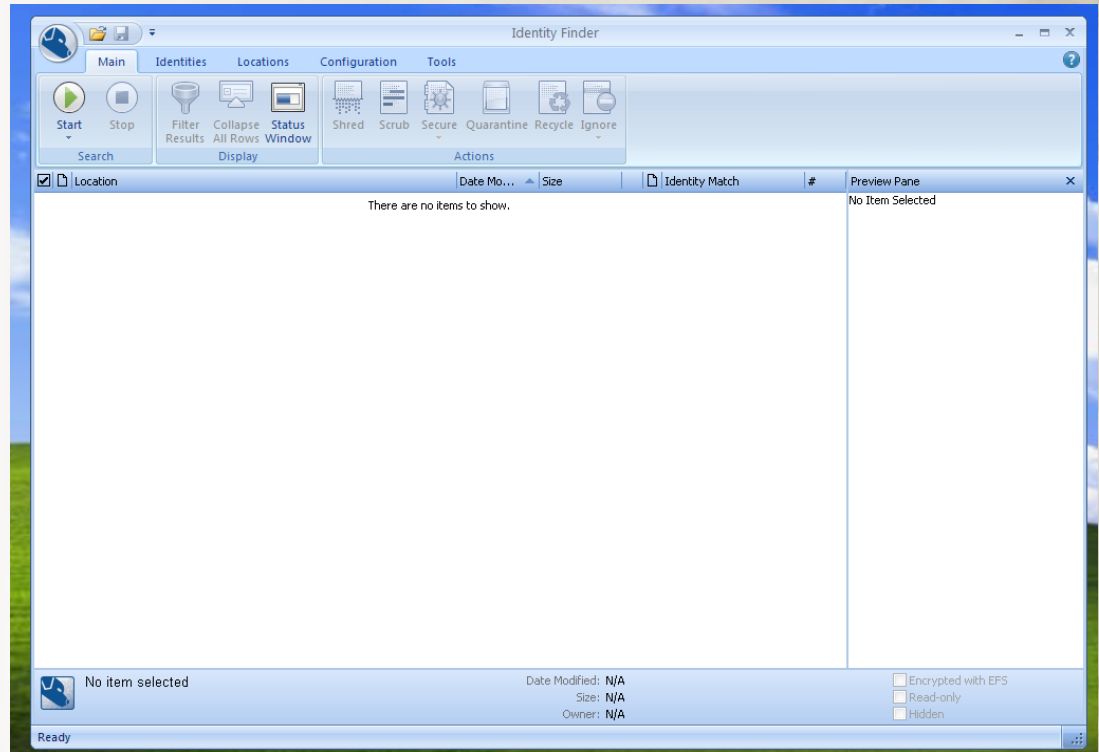
- You are to select shred, scrub, secure, quarantine, recycle or ignore for each item found.
- If you do not select one of the above, your scan is incomplete.

You can also right-click on the match to resolve it



Removing sensitive information

- In the end after all items are reconciled, Identity Finder should have no Items to show.
- Close the program.



Removing sensitive information (continued)

- If you have questions or need help please email lamorgan@pvamu.edu
- Or call (936) 261-2126

