Identity Finder User Guide



This document is intended to assist with the installation and use of Identity Finder at Montana State University. If you have questions not answered by this document please either visit <u>http://www.identityfinder.com</u> or e-mail identityfinder@montana.edu.

# **Table of Contents**

Installation	4
Creating a Profile Password	4
Scanning a Computer	6
Viewing Results	7
Protecting Discovered Sensitive Data	8

### Background

Identity Finder is the Data Loss Prevention product that was purchased by Montana State University to aid in the identification and remediation of unsecured sensitive data on desktop and laptop computers and servers. The implementation involves a client installed on each computer that will automatically run monthly scans and retrieve any potentially sensitive data for the user to delegate to secure locations. Identity Finder assists in the legal and ethical protection of sensitive data of students, faculty, and staff at MSU.

Identity Finder User Guide and Identity Finder FAQ are available as informational resources. For further assistance, please contact <u>identityfinder@montana.edu</u>.

### Installation

- 1. Navigate to http://www.montana.edu/itcenter/identityfinder/downloads
- 2. Follow instructions to download the appropriate file for the user's department.

### **Creating a Profile Password**

#### What is a profile password?

A profile password is required to access saved results and to save settings, new results, reports or locations.

The first time a user opens Identity Finder, a pop-up window will appear and give the option to create a profile password. It is highly recommended users create a password.

#### What if I forget my profile password?

Passwords can be reset, however any results saved under a previous password will no longer be accessible to the individual user without the original profile password. Results will still be stored in a central server and remain available to the designated Identity Finder admins.

#### What if I choose to change my password or set it after the initial install?

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Identity Finder Profile Password	ş	33
	Change Identity Finder Profile Password Your Profile allows you to save your settings and automatically use your Profile Password when securing results or saving reports. You will be asked for this password when Identity Finder starts and when opening secure results and reports. Current Password: New Password: Corfirm Password:	3. Set password/change current password, click OK
identityfinder		
	OK Cancel Help	]

Last revised 7/30/13

## **Scanning a Computer**

Identity Finder is pre-set to automatically scan computers for unsecured potentially sensitive data each month. The user may manually initiate a scan separate from the automated scan for specific information at any time.

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## **Viewing Results**

After a scan is complete, Identity Finder shows the data found by file name and location, what the identity match is, and how many matches within the file were found.

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3. Use the text box and/or drop			
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file name, Identity Types or			
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## **Protecting Discovered Sensitive Data**

Once sensitive data has been retrieved, users can choose to move the data to the secure network, Knox, delete the data, or keep the data stored as it is.

**To secure data**, move the files to Knox. If a folder is not already in place for users to secure sensitive data or for questions on how to move files from an unsecure location to Knox, visit <u>http://www.montana.edu/knox</u>

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