Identity Finder In Depth

Overview

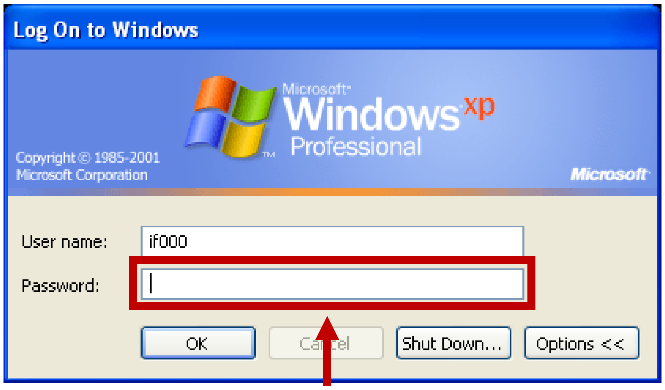
Log In to the Exercise Computer

Your instructor has assigned you a temporary account for use in class. Please write that username and password here:

Username: ________________
Password: ________________

Log in to the exercise computer now using your temporary account:

1. Your Username should automatically appear in the **User name** field. Click twice in the **Password** field.



Log On to Windows

User name: if000

Password:

Microsoft Windows xp Professional
Copyright © 1985-2001 Microsoft Corporation
Microsoft
OK
Cancel
Shut Down...
Options <<

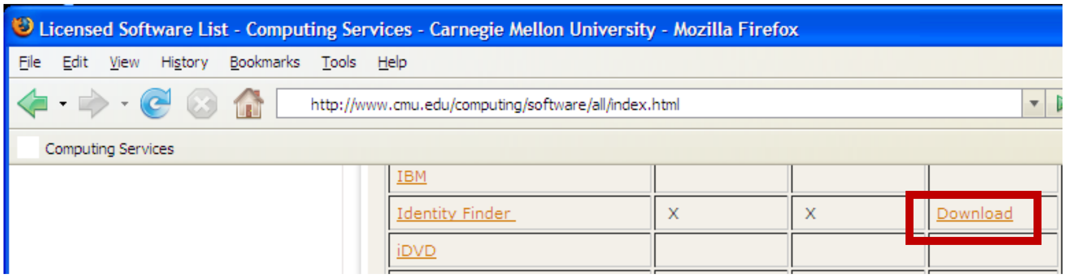
Click Twice

2. Type the assigned password in the **Password** field and click **OK**.

Installing Identity Finder

1. Launch

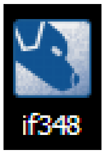
2. Go to http://www.cmu.edu/computing .
3. Click **Software** on the left.
4. Click **Licensed Software List** on the left.
5. Scroll down until you see **Identity Finder** and then click the **Download** link.

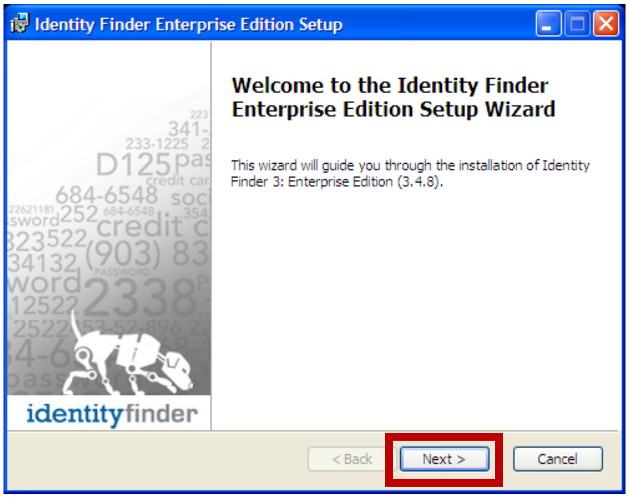


Licensed Software List - Computing Services - Carnegie Mellon University - Mozilla Firefox

http://www.cmu.edu/computing/software/all/index.html

IBM			
Identity Finder	X	X	Download
iDVD			

6. Scroll down and click the **Download** button.
7. Login with your Andrew username and password.
8. Read the software license, scroll to the bottom and click Agree.
9. When prompted, click **Save File**.
10. Once the download completes, close all Firefox windows.
11. Double click  on the desktop.
12. Click **Next**.

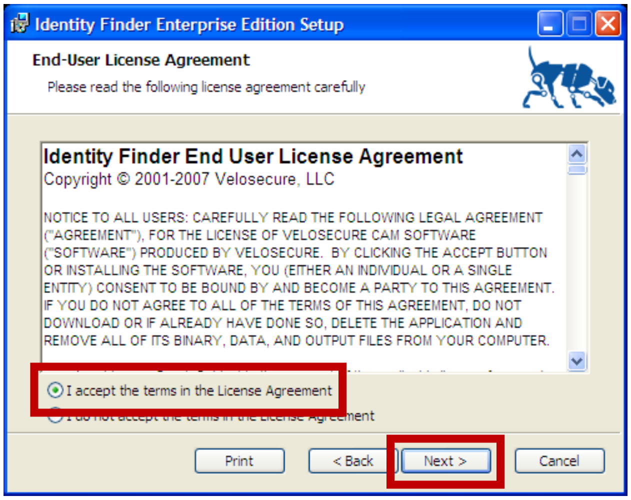


Identity Finder Enterprise Edition Setup

Welcome to the Identity Finder Enterprise Edition Setup Wizard

This wizard will guide you through the installation of Identity Finder 3: Enterprise Edition (3.4.8).

13. Read the license agreement, select **I accept the terms in the License Agreement** and click **Next**.



Identity Finder Enterprise Edition Setup

End-User License Agreement

Please read the following license agreement carefully

Identity Finder End User License Agreement

Copyright © 2001-2007 Velosecure, LLC

NOTICE TO ALL USERS: CAREFULLY READ THE FOLLOWING LEGAL AGREEMENT ("AGREEMENT"), FOR THE LICENSE OF VELOSECURE CAM SOFTWARE ("SOFTWARE") PRODUCED BY VELOSECURE. BY CLICKING THE ACCEPT BUTTON OR INSTALLING THE SOFTWARE, YOU (EITHER AN INDIVIDUAL OR A SINGLE ENTITY) CONSENT TO BE BOUND BY AND BECOME A PARTY TO THIS AGREEMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, DO NOT DOWNLOAD OR IF ALREADY HAVE DONE SO, DELETE THE APPLICATION AND REMOVE ALL OF ITS BINARY, DATA, AND OUTPUT FILES FROM YOUR COMPUTER.

● I accept the terms in the License Agreement

○ I do not accept the terms in the License Agreement

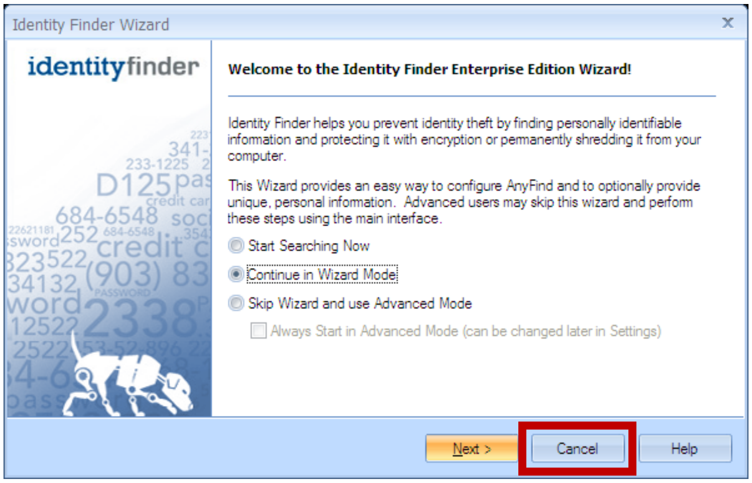
14. On the **Custom Setup** screen, click **Next**.
15. On the **Ready to install Identity Finder Enterprise Edition** screen, click **Install**.
16. Click **Finish**.

17. The *Computing Services Identity Finder* documentation appears in **Internet Explorer** and a link to it is placed on your desktop.
18. Quit **Internet Explorer**.
19. Delete the **if348** installer file on your desktop.

Setting Your Personal Information File Password

Not only does Identity Finder help you find and clean up personally identifiable information (PII) on your computer, it can also securely store your password list. Furthermore, you can improve on Identity Finder's generic searching capabilities by entering personal information about yourself or telling it to ignore information that is falsely detected as PII. When you use these features, Identity Finder will store your information inside your Personal Information File (PIF) and require a password to protect it. Follow these steps to set your Personal Information File password:

1. Launch **Identity Finder** by choosing **Start** > **All Programs** > **Identity Finder** > **Identity Finder Enterprise Edition**.
2. When the **Identity Finder Wizard** appears, click **Cancel**.



Identity Finder Wizard

identityfinder

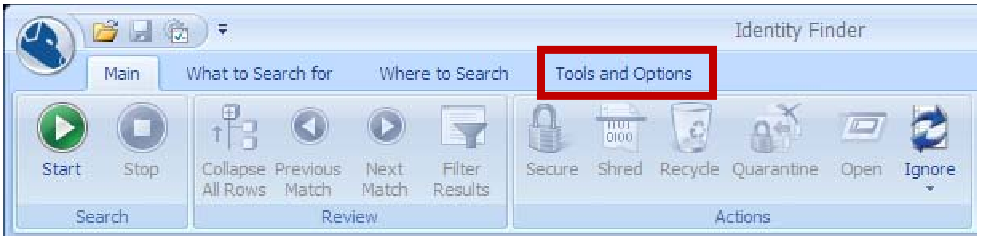
Welcome to the Identity Finder Enterprise Edition Wizard!

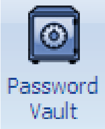
Identity Finder helps you prevent identity theft by finding personally identifiable information and protecting it with encryption or permanently shredding it from your computer.

This Wizard provides an easy way to configure AnyFind and to optionally provide unique, personal information. Advanced users may skip this wizard and perform these steps using the main interface.

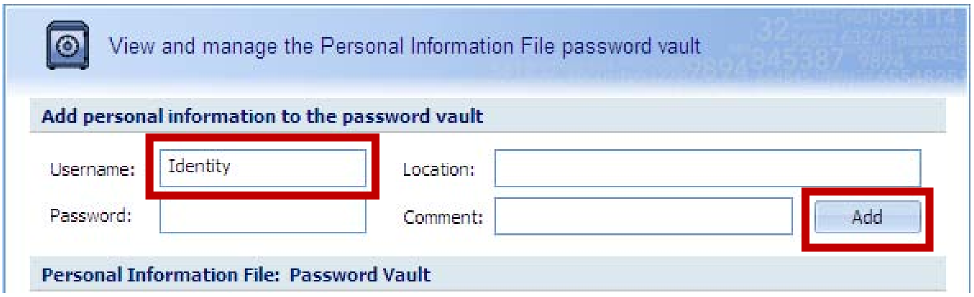
○ Start Searching Now
● Continue in Wizard Mode
○ Skip Wizard and use Advanced Mode
□ Always Start in Advanced Mode (can be changed later in Settings)

3. Click on **Tools & Options**.



4. Click on  on the left.

5. Enter your first name in the **Username** field and click **Add**.



View and manage the Personal Information File password vault

Add personal information to the password vault

Username: Identity

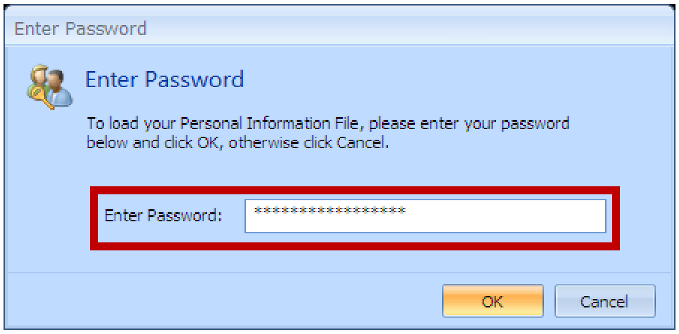
Password:

Location:

Comment:

Personal Information File: Password Vault

6. Click **Save PIF** to bring up the password prompt.
7. Enter a strong password***.
8. Write down the password and lock it up in a safe place. The PIF uses strong encryption. If you forget the PIF password, the contents of the PIF *cannot* be recovered.
9. If you plan to use Identity Finder to store passwords for work files, store a written copy of the password in a locked location in your office and make your supervisor aware of the location for business continuity.
10. Click **OK** and then quit **Identity Finder**.
11. Launch **Identity Finder** again and you will be prompted for the PIF password.
12. Enter the selected password.



Enter Password

Enter Password

To load your Personal Information File, please enter your password below and click OK, otherwise click Cancel.

Enter Password: ********************

*** For more information on choosing a strong password, see:

Managing Your Password: Selecting a Strong Password
http://www.cmu.edu/computing/doc/accounts/passwords/select.html

Using the Password Vault

The Password Vault is a secure storage location. Think of it like a strong safe or firebox where you can lock up your passwords and other sensitive information. Just keep in mind these points:

- If you lose your PIF password, there is no way to recover items stored in your Password Vault.

- The Password Vault cannot verify your passwords. Any typos made while entering information will be stored as-is.

Scanning Limitations & Precautions

Although Identity Finder's scanning capabilities are quite robust, it does have limitations:

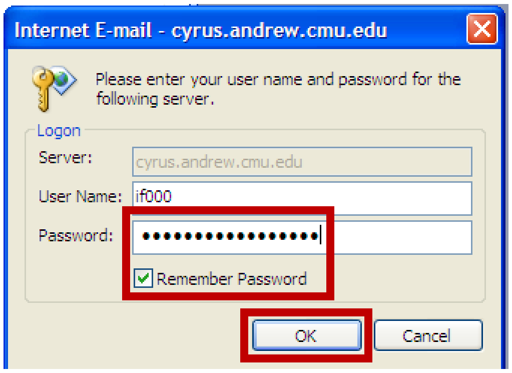
- Will not scan photo image files, screenshots or scans
- Only searches files smaller than 32MB by default (see *Identity Finder In-program Help* in the *Getting More Help* section for steps to change the default)

In order for Identity Finder to fully scan the locations it is designed to, you should do the following:

- Quit Firefox prior to running the scan - you may restart it after the Firefox portion of the scan is complete (auto-complete form data can ONLY be scanned when Firefox is not running)
- Cyrus e-mail accounts can ONLY be scanned if the account password is saved in Outlook (see below)
- Quit Outlook prior to running the scan - you may restart it after the Outlook portion of the scan is complete
- Map the network shares you wish to scan and un-map shares you do NOT want to scan (ask your departmental computing admin or DSP consultant for instructions)

Save the email account password in Outlook now using these steps:

1. Launch Microsoft Office Outlook 2003
2. When prompted to login, check the **Remember Password** box.
3. Enter the temporary account password assigned earlier and click **OK**.



Internet E-mail - cyrus.andrew.cmu.edu

Please enter your user name and password for the following server.

Logon

Server: cyrus.andrew.cmu.edu

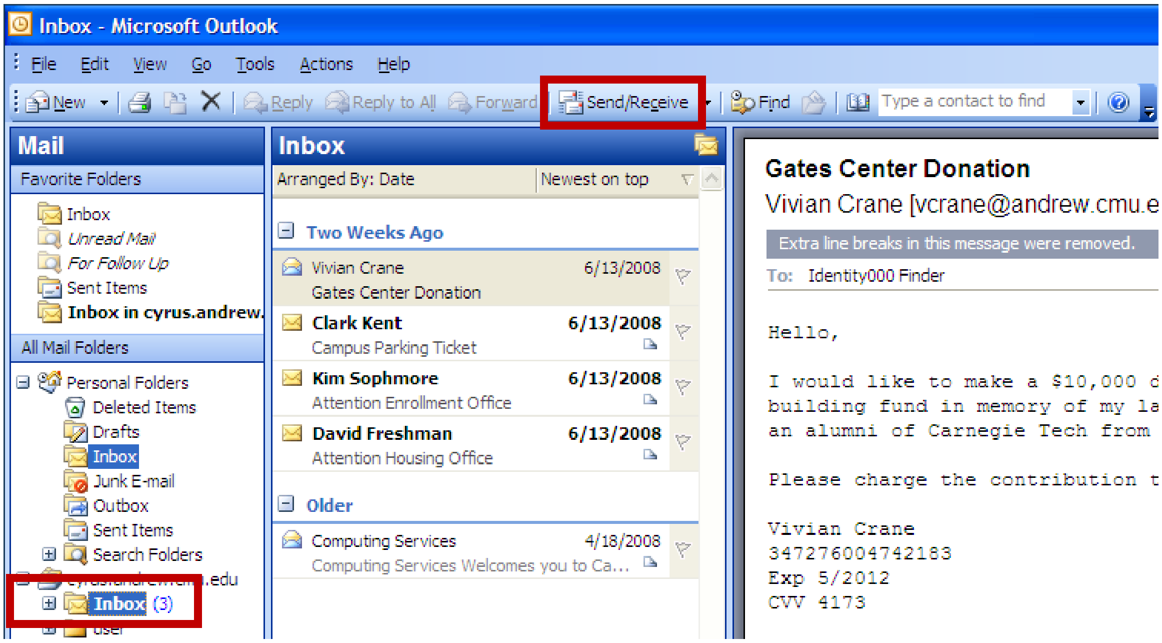
User Name: if000

Password: ●●●●●●●●●●●●●●●●●

☑ Remember Password

4. Enter the temporary account password assigned earlier and click **OK.**

5. Expand the **Cyrus.andrew.cmu.edu** account, click on **Inbox** and then click **Send/Receive** to verify that email messages are in the account.



Vivian Crane 6/13/2008
Gates Center Donation

Clark Kent 6/13/2008
Campus Parking Ticket

Kim Sophmore 6/13/2008
Attention Enrollment Office

David Freshman 6/13/2008
Attention Housing Office

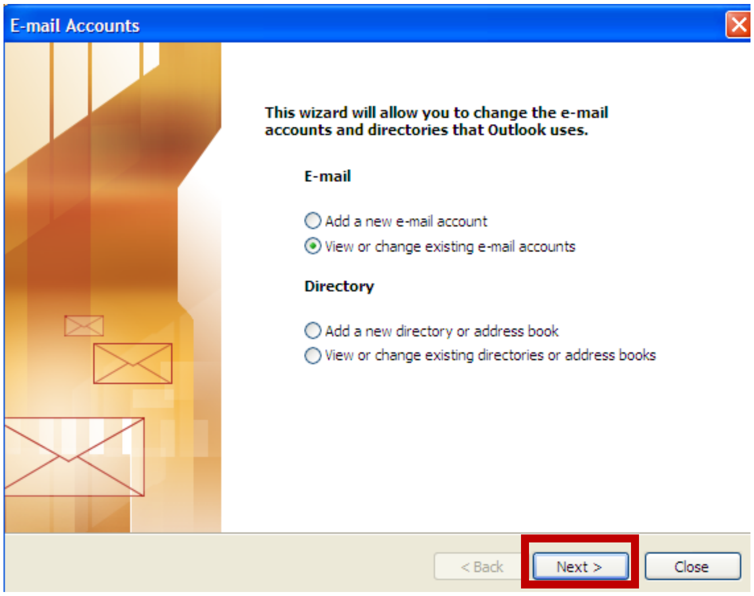
Computing Services 4/18/2008
Computing Services Welcomes you to Ca...

Gates Center Donation
Vivian Crane [vcrane@andrew.cmu.e
Extra line breaks in this message were removed.
To: Identity000 Finder

```
Hello,

I would like to make a $10,000 d
building fund in memory of my la
an alumni of Carnegie Tech from

Please charge the contribution t

Vivian Crane
347276004742183
Exp 5/2012
CVV 4173
```

After using Identity Finder, you should remove your password from Outlook using these steps:

1. Launch **Outlook**.
2. Choose **Tools** > **E-mail accounts…**
3. Click **Next**.



This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

E-mail

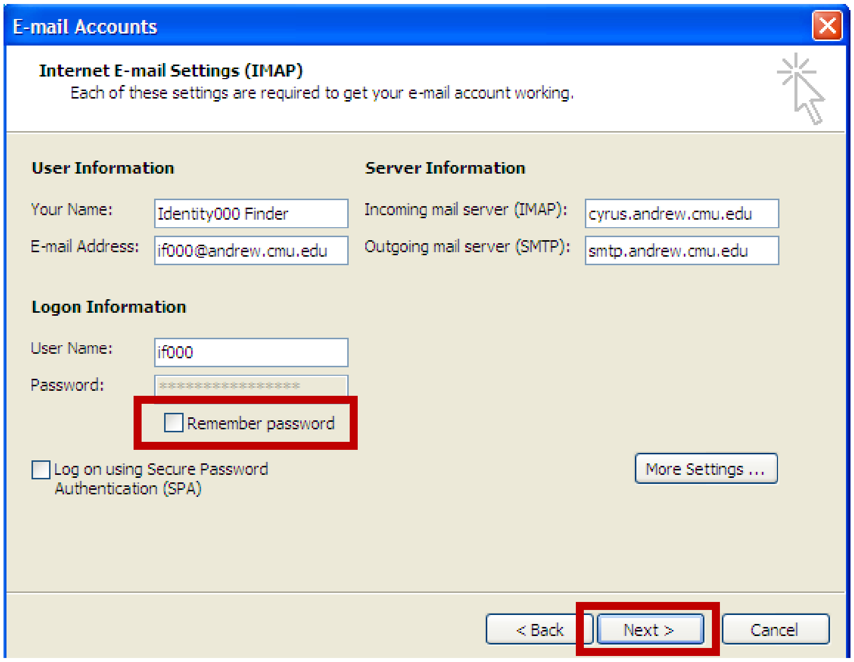
○ Add a new e-mail account
● View or change existing e-mail accounts

Directory

○ Add a new directory or address book
○ View or change existing directories or address books

4. Click **Change** at the next screen.

5. Uncheck **Remember password** and click **Next >**.



E-mail Accounts

Internet E-mail Settings (IMAP)
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Identity000 Finder
E-mail Address: if000@andrew.cmu.edu

Server Information

Incoming mail server (IMAP): cyrus.andrew.cmu.edu
Outgoing mail server (SMTP): smtp.andrew.cmu.edu

Logon Information

User Name: if000
Password: ****************

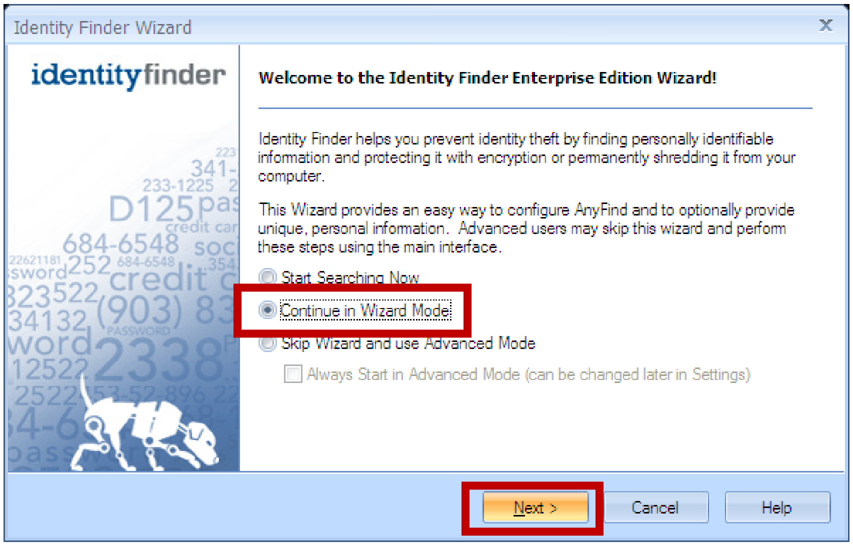
□ Remember password

□ Log on using Secure Password Authentication (SPA)

6. On the next screen, click **Finish**.

Performing a Scan with the Startup Wizard

1. Quit Outlook and Firefox if running.
2. Map or un-map network drives as appropriate.
3. Launch **Identity Finder**.
4. When prompted, enter the PIF password.
5. Choose **Continue in Wizard Mode** and click **Next >**.



Identity Finder Wizard

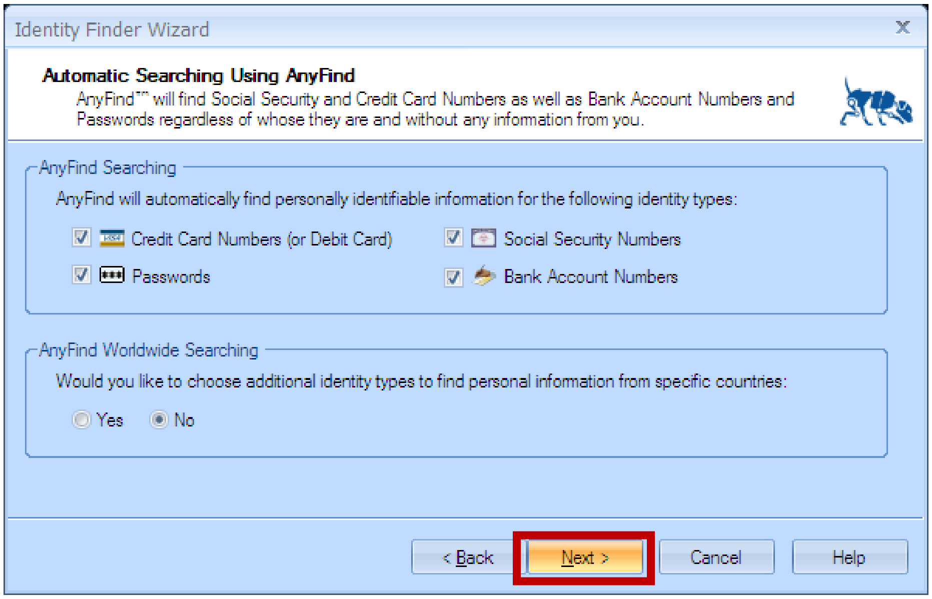
Welcome to the Identity Finder Enterprise Edition Wizard!

Identity Finder helps you prevent identity theft by finding personally identifiable information and protecting it with encryption or permanently shredding it from your computer.

This Wizard provides an easy way to configure AnyFind and to optionally provide unique, personal information. Advanced users may skip this wizard and perform these steps using the main interface.

○ Start Searching Now
● Continue in Wizard Mode
○ Skip Wizard and use Advanced Mode
□ Always Start in Advanced Mode (can be changed later in Settings)

6. Checkmark the types of data you wish to search for and click **Next**. (For the exercise, we want to leave them all checked.)



Identity Finder Wizard

Automatic Searching Using AnyFind

AnyFind™ will find Social Security and Credit Card Numbers as well as Bank Account Numbers and Passwords regardless of whose they are and without any information from you.

AnyFind Searching

AnyFind will automatically find personally identifiable information for the following identity types:

☑ Credit Card Numbers (or Debit Card) ☑ Social Security Numbers

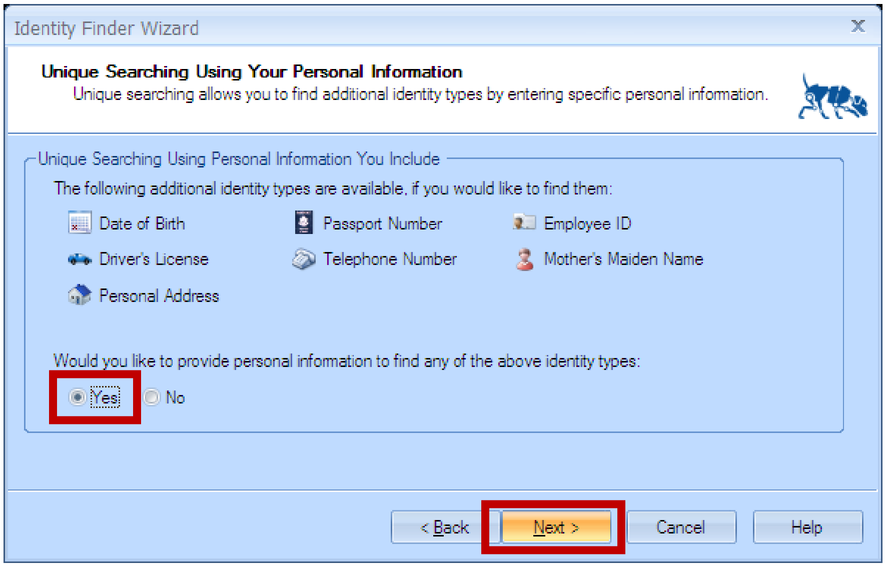
☑ Passwords ☑ Bank Account Numbers

AnyFind Worldwide Searching

Would you like to choose additional identity types to find personal information from specific countries:

○ Yes ● No

7. Choose whether you want to include Unique PII items you enter as part of the search and then click **Next >**. (For the exercise, choose **Yes.**)



Identity Finder Wizard

Unique Searching Using Your Personal Information

Unique searching allows you to find additional identity types by entering specific personal information.

Unique Searching Using Personal Information You Include

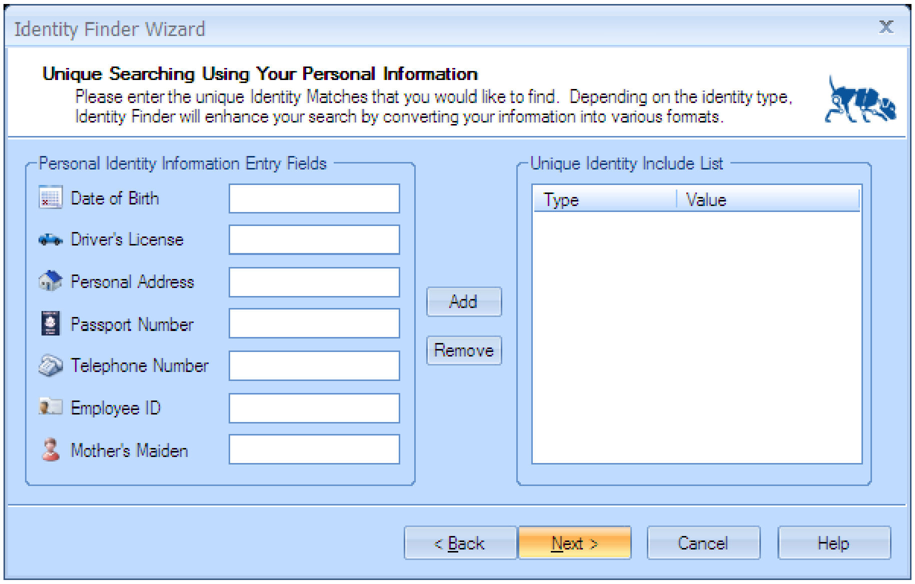
The following additional identity types are available, if you would like to find them:

Date of Birth, Passport Number, Employee ID, Driver's License, Telephone Number, Mother's Maiden Name, Personal Address

Would you like to provide personal information to find any of the above identity types:

● Yes ○ No

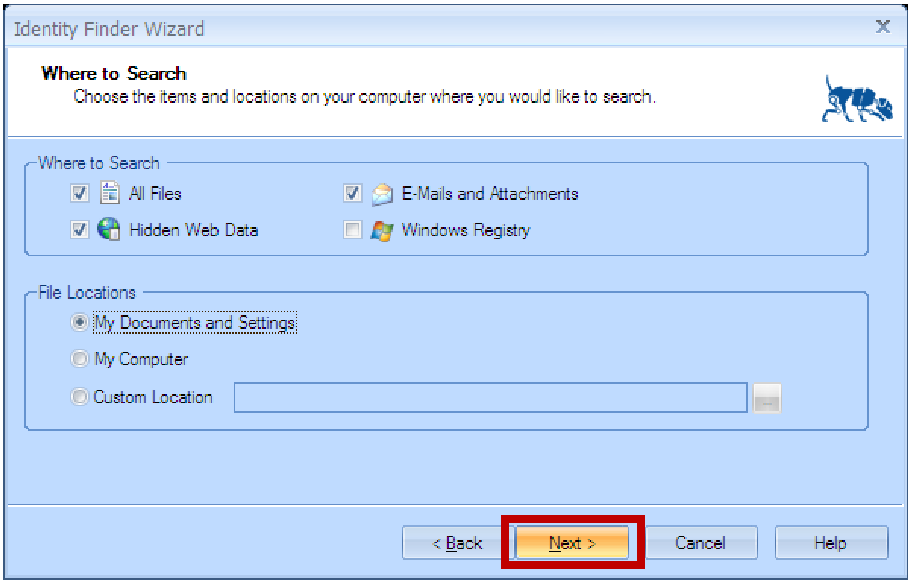
8. Enter unique PII you would like to search for by filling in the fields and click the Add button. (For the exercise, leave these blank.)



Unique Searching Using Your Personal Information

Please enter the unique Identity Matches that you would like to find. Depending on the identity type, Identity Finder will enhance your search by converting your information into various formats.

9. When done adding unique PII, click **Next**.
10. Choose where to search and then click **Next >**. (For the exercises, leave everything as is to speed up the search. When you use Identity Finder for real, checkmark the Windows Registry option and set **File Locations** to **My Computer**.)



Where to Search

Choose the items and locations on your computer where you would like to search.

☑ All Files ☑ E-Mails and Attachments

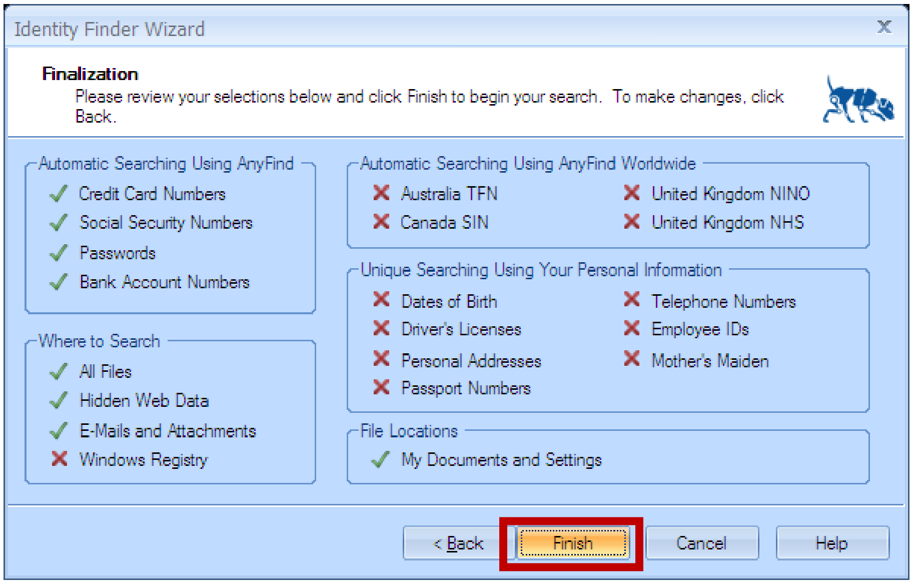
☑ Hidden Web Data □ Windows Registry

● My Documents and Settings

○ My Computer

○ Custom Location

11. Review your choices and then click **Finish** to start the scan.



Finalization
Please review your selections below and click Finish to begin your search. To make changes, click Back.

Automatic Searching Using AnyFind
- ✓ Credit Card Numbers
- ✓ Social Security Numbers
- ✓ Passwords
- ✓ Bank Account Numbers

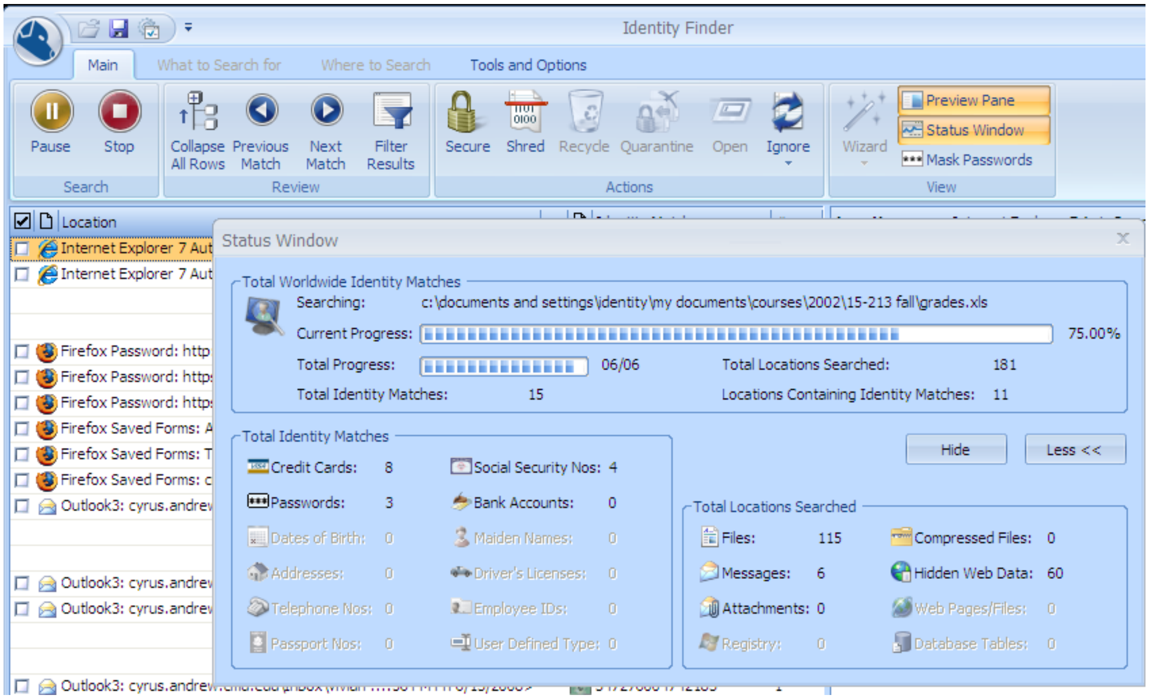
Where to Search
- ✓ All Files
- ✓ Hidden Web Data
- ✓ E-Mails and Attachments
- ✗ Windows Registry

Automatic Searching Using AnyFind Worldwide
- ✗ Australia TFN
- ✗ Canada SIN
- ✗ United Kingdom NINO
- ✗ United Kingdom NHS

Unique Searching Using Your Personal Information
- ✗ Dates of Birth
- ✗ Driver's Licenses
- ✗ Personal Addresses
- ✗ Passport Numbers
- ✗ Telephone Numbers
- ✗ Employee IDs
- ✗ Mother's Maiden

File Locations
- ✓ My Documents and Settings

12. Identity Finder will scan web browser caches and email first. Once it finishes with Outlook, you can safely use web browsers and Outlook while searching normal files continues.



Status Window

Total Worldwide Identity Matches
Searching: c:\documents and settings\identity\my documents\courses\2002\15-213 fall\grades.xls
Current Progress: 75.00%
Total Progress: 06/06
Total Locations Searched: 181
Total Identity Matches: 15
Locations Containing Identity Matches: 11

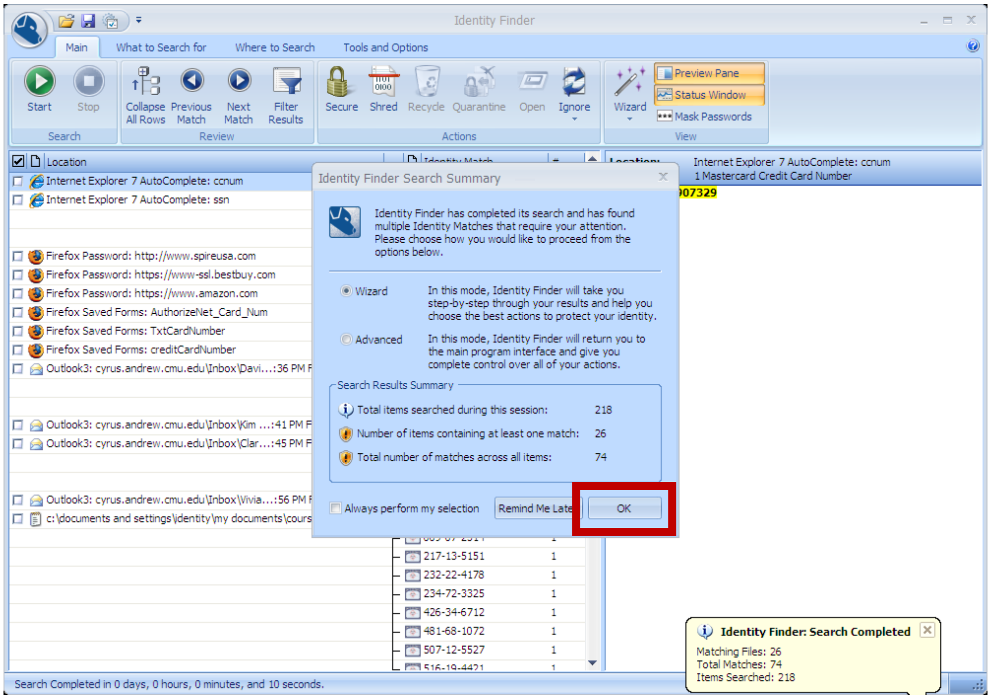
Total Identity Matches

Credit Cards:	8	Social Security Nos:	4
Passwords:	3	Bank Accounts:	0
Dates of Birth:	0	Maiden Names:	0
Addresses:	0	Driver's Licenses:	0
Telephone Nos:	0	Employee IDs:	0
Passport Nos:	0	User Defined Type:	0

Total Locations Searched

Files:	115	Compressed Files:	0
Messages:	6	Hidden Web Data:	60
Attachments:	0	Web Pages/Files:	0
Registry:	0	Database Tables:	0

13. When the scan is complete, click **OK**.



☑ Location
□ Internet Explorer 7 AutoComplete: ccnum
□ Internet Explorer 7 AutoComplete: ssn
□ Firefox Password: http://www.spireusa.com
□ Firefox Password: https://www-ssl.bestbuy.com
□ Firefox Password: https://www.amazon.com
□ Firefox Saved Forms: AuthorizeNet_Card_Num
□ Firefox Saved Forms: TxtCardNumber
□ Firefox Saved Forms: creditCardNumber
□ Outlook3: cyrus.andrew.cmu.edu\Inbox\Davi...:36 PM F
□ Outlook3: cyrus.andrew.cmu.edu\Inbox\Kim ...:41 PM F
□ Outlook3: cyrus.andrew.cmu.edu\Inbox\Clar...:45 PM F
□ Outlook3: cyrus.andrew.cmu.edu\Inbox\Vivia...:56 PM F
□ c:\documents and settings\identity\my documents\cours

Identity Match	#
217-13-5151	1
232-22-4178	1
234-72-3325	1
426-34-6712	1
481-68-1072	1
507-12-5527	1
516-19-4421	1

Location: Internet Explorer 7 AutoComplete: ccnum
1 Mastercard Credit Card Number
907329

Identity Finder Search Summary

Identity Finder has completed its search and has found multiple Identity Matches that require your attention. Please choose how you would like to proceed from the options below.

● Wizard — In this mode, Identity Finder will take you step-by-step through your results and help you choose the best actions to protect your identity.

○ Advanced — In this mode, Identity Finder will return you to the main program interface and give you complete control over all of your actions.

Search Results Summary

Total items searched during this session:	218
Number of items containing at least one match:	26
Total number of matches across all items:	74

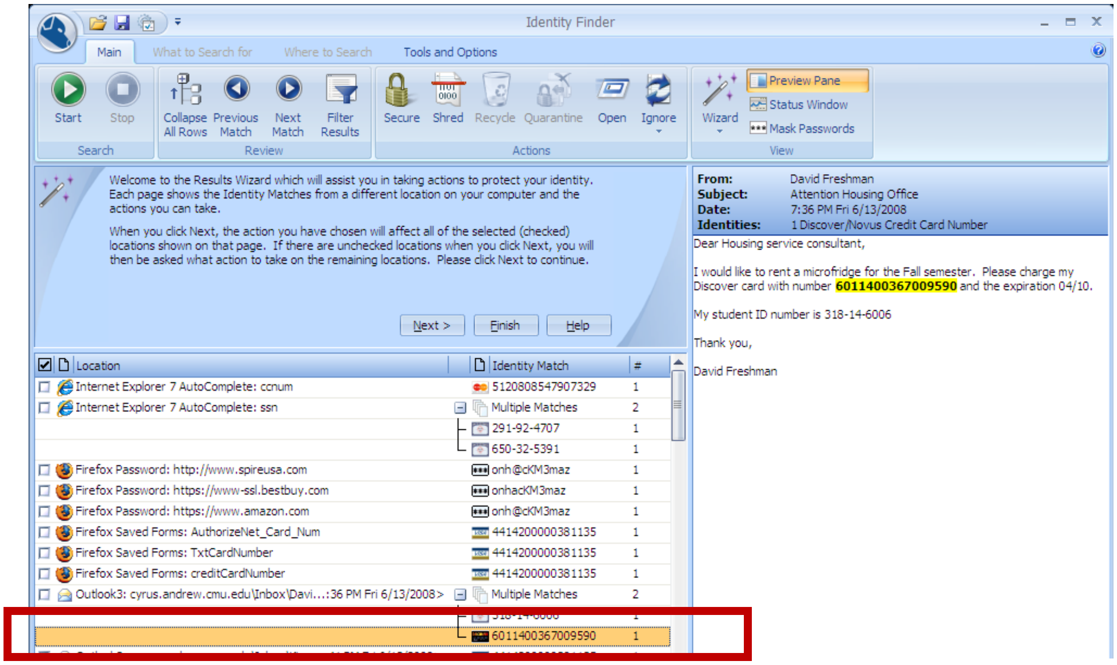
□ Always perform my selection

Identity Finder: Search Completed
Matching Files: 26
Total Matches: 74
Items Searched: 218

Search Completed in 0 days, 0 hours, 0 minutes, and 10 seconds.

Working with Scan Results

When the scan completes, Identity Finder will list the files and data locations that contain PII. When you click on a match item, a preview of the file or location is displayed in the Preview Pane on the right.



Welcome to the Results Wizard which will assist you in taking actions to protect your identity. Each page shows the Identity Matches from a different location on your computer and the actions you can take.

When you click Next, the action you have chosen will affect all of the selected (checked) locations shown on that page. If there are unchecked locations when you click Next, you will then be asked what action to take on the remaining locations. Please click Next to continue.

☑ Location	Identity Match	#
□ Internet Explorer 7 AutoComplete: ccnum	5120808547907329	1
□ Internet Explorer 7 AutoComplete: ssn	Multiple Matches	2
	291-92-4707	1
	650-32-5391	1
□ Firefox Password: http://www.spireusa.com	onh@cKM3maz	1
□ Firefox Password: https://www-ssl.bestbuy.com	onhacKM3maz	1
□ Firefox Password: https://www.amazon.com	onh@cKM3maz	1
□ Firefox Saved Forms: AuthorizeNet_Card_Num	4414200000381135	1
□ Firefox Saved Forms: TxtCardNumber	4414200000381135	1
□ Firefox Saved Forms: creditCardNumber	4414200000381135	1
□ Outlook3: cyrus.andrew.cmu.edu\Inbox\Davi...:36 PM Fri 6/13/2008>	Multiple Matches	2
	318-14-6006	1
	6011400367009590	1

From: David Freshman
Subject: Attention Housing Office
Date: 7:36 PM Fri 6/13/2008
Identities: 1 Discover/Novus Credit Card Number

Dear Housing service consultant,

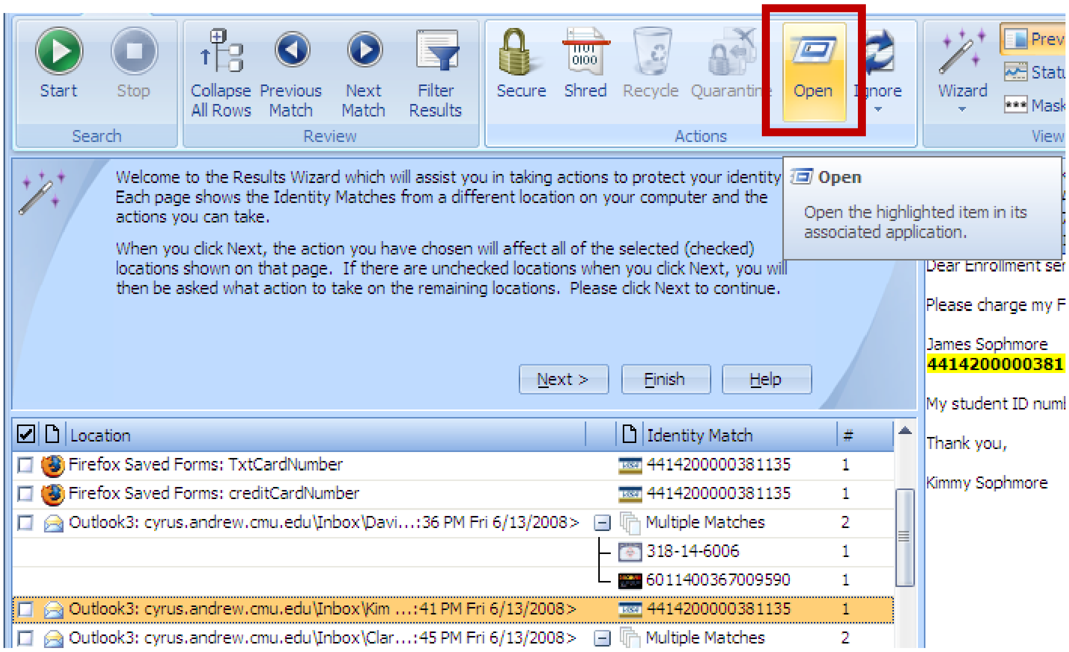
I would like to rent a microfridge for the Fall semester. Please charge my Discover card with number 6011400367009590 and the expiration 04/10.

My student ID number is 318-14-6006

Thank you,

David Freshman

You can also select a match item and click **Open** to view in its associated application.



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Open

Open the highlighted item in its associated application.

☑	Location		Identity Match	#
☐	Firefox Saved Forms: TxtCardNumber		4414200000381135	1
☐	Firefox Saved Forms: creditCardNumber		4414200000381135	1
☐	Outlook3: cyrus.andrew.cmu.edu\Inbox\Davi...:36 PM Fri 6/13/2008>	⊟	Multiple Matches	2
			318-14-6006	1
			6011400367009590	1
☐	Outlook3: cyrus.andrew.cmu.edu\Inbox\Kim ...:41 PM Fri 6/13/2008>		4414200000381135	1
☐	Outlook3: cyrus.andrew.cmu.edu\Inbox\Clar...:45 PM Fri 6/13/2008>	⊟	Multiple Matches	2

Dear Enrollment ser

Please charge my F

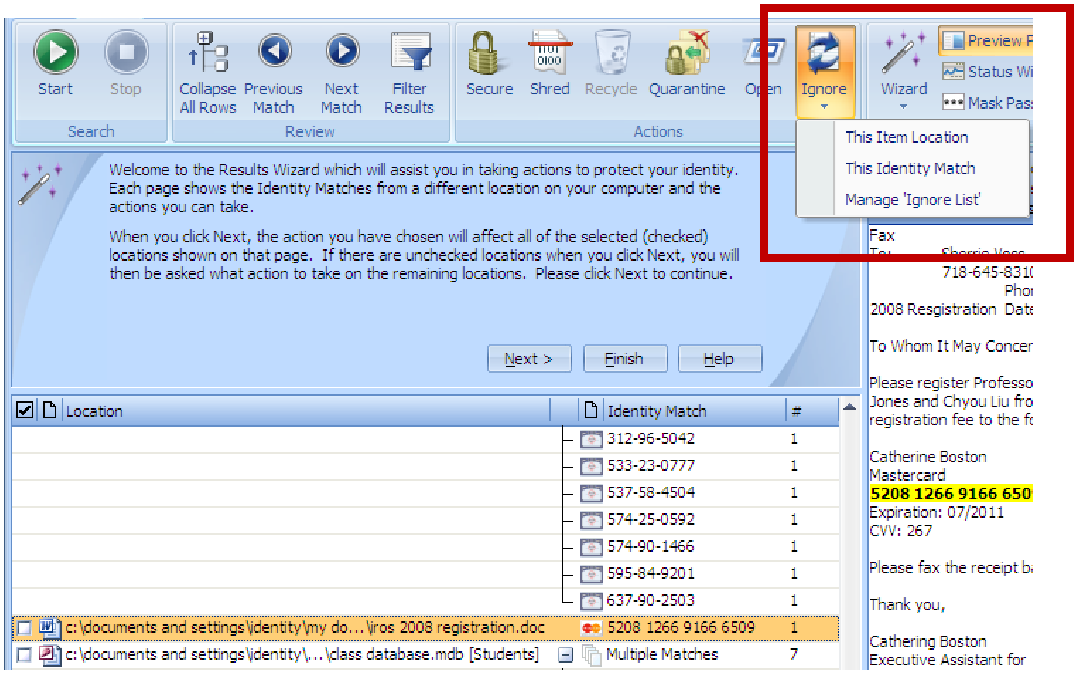
James Sophmore
4414200000381

My student ID numl

Thank you,

Kimmy Sophmore

Although Identity Finder is generally very accurate, occasionally it will detect false positives - matches that look like PII but really are not. For instance you may have mistyped a phone number leaving off one digit so that it appears to be a Social Security Number. Or maybe you have an example form that contains a dummy credit card number. For these cases, you can tell Identity Finder to **Ignore This Item Location** (e.g. never detect the file again) or **Ignore This Identity Match** (e.g. never detect this number again regardless of how many locations it may appear.)



Welcome to the Results Wizard which will assist you in taking actions to protect your identity. Each page shows the Identity Matches from a different location on your computer and the actions you can take.

When you click Next, the action you have chosen will affect all of the selected (checked) locations shown on that page. If there are unchecked locations when you click Next, you will then be asked what action to take on the remaining locations. Please click Next to continue.

☑	Location		Identity Match	#
			312-96-5042	1
			533-23-0777	1
			537-58-4504	1
			574-25-0592	1
			574-90-1466	1
			595-84-9201	1
			637-90-2503	1
☐	c:\documents and settings\identity\my do...\iros 2008 registration.doc		5208 1266 9166 6509	1
☐	c:\documents and settings\identity\...\class database.mdb [Students]	⊟	Multiple Matches	7

Fax
To: Sherrie Voss
718-645-831(
Phoi
2008 Resgistration Date

To Whom It May Concer

Please register Professo
Jones and Chyou Liu fro
registration fee to the fo

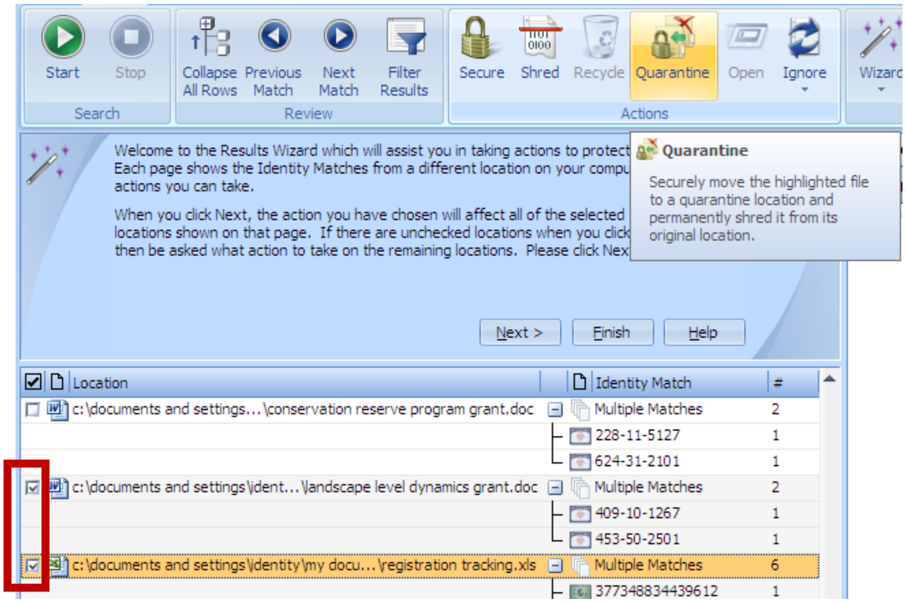
Catherine Boston
Mastercard
5208 1266 9166 650
Expiration: 07/2011
CVV: 267

Please fax the receipt b

Thank you,

Cathering Boston
Executive Assistant for

You can also act on multiple items at once by using the selection checkboxes.



Welcome to the Results Wizard which will assist you in taking actions to protect
Each page shows the Identity Matches from a different location on your compu
actions you can take.

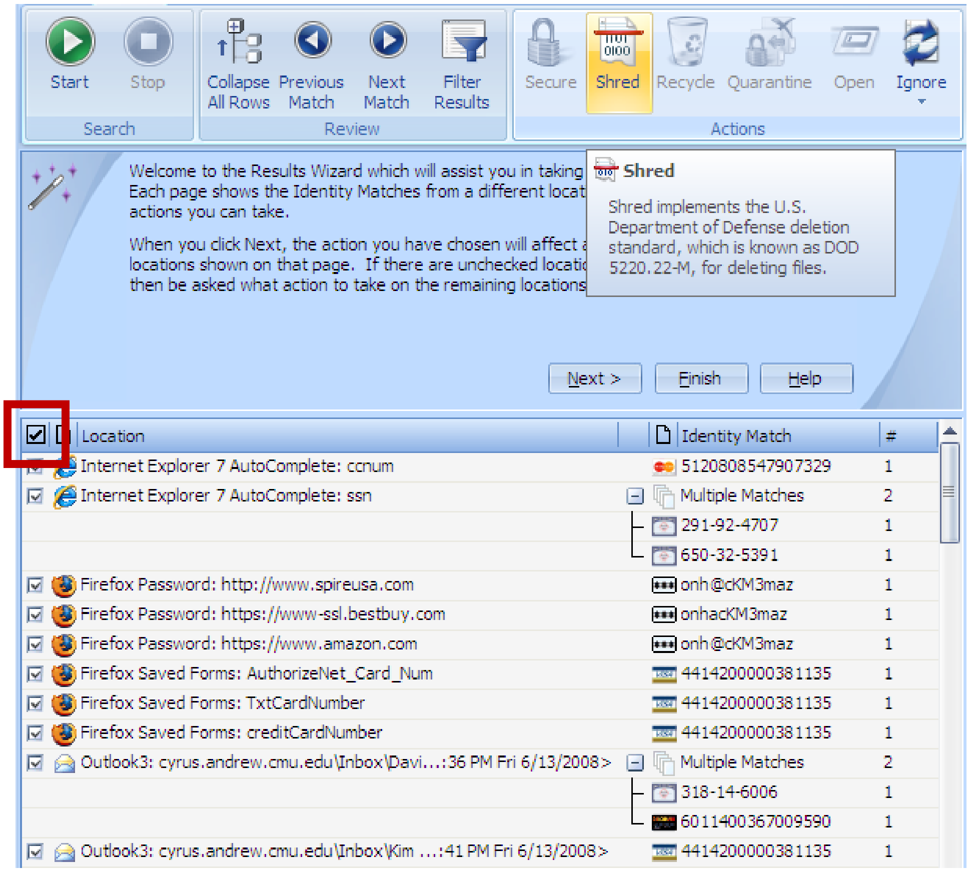
When you click Next, the action you have chosen will affect all of the selected
locations shown on that page. If there are unchecked locations when you click
then be asked what action to take on the remaining locations. Please click Nex

Quarantine

Securely move the highlighted file to a quarantine location and permanently shred it from its original location.

☑	Location	Identity Match	#
☐	c:\documents and settings...\conservation reserve program grant.doc	Multiple Matches	2
		228-11-5127	1
		624-31-2101	1
☑	c:\documents and settings\ident...\landscape level dynamics grant.doc	Multiple Matches	2
		409-10-1267	1
		453-50-2501	1
☑	c:\documents and settings\identity\my docu...\registration tracking.xls	Multiple Matches	6
		377348834439612	1

Finally, clicking the selection checkbox column header once selects all items in the current view. Clicking it a second time will unselect everything in the current view.



Welcome to the Results Wizard which will assist you in taking
Each page shows the Identity Matches from a different locat
actions you can take.

When you click Next, the action you have chosen will affect a
locations shown on that page. If there are unchecked locati
then be asked what action to take on the remaining locations

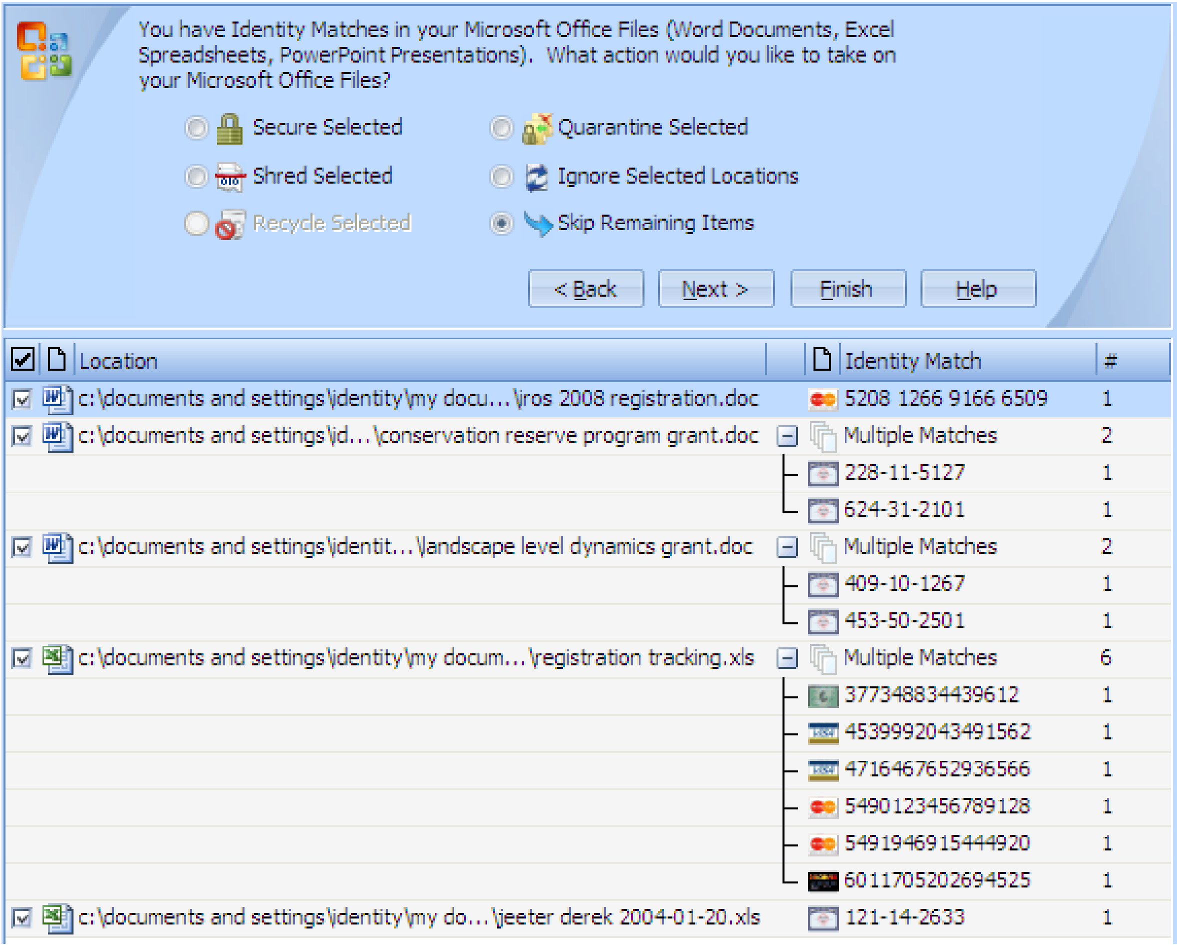
Shred

Shred implements the U.S. Department of Defense deletion standard, which is known as DOD 5220.22-M, for deleting files.

☑	Location	Identity Match	#
☑	Internet Explorer 7 AutoComplete: ccnum	5120808547907329	1
☑	Internet Explorer 7 AutoComplete: ssn	Multiple Matches	2
		291-92-4707	1
		650-32-5391	1
☑	Firefox Password: http://www.spireusa.com	onh@cKM3maz	1
☑	Firefox Password: https://www-ssl.bestbuy.com	onhacKM3maz	1
☑	Firefox Password: https://www.amazon.com	onh@cKM3maz	1
☑	Firefox Saved Forms: AuthorizeNet_Card_Num	4414200000381135	1
☑	Firefox Saved Forms: TxtCardNumber	4414200000381135	1
☑	Firefox Saved Forms: creditCardNumber	4414200000381135	1
☑	Outlook3: cyrus.andrew.cmu.edu\Inbox\Davi...:36 PM Fri 6/13/2008>	Multiple Matches	2
		318-14-6006	1
		6011400367009590	1
☑	Outlook3: cyrus.andrew.cmu.edu\Inbox\Kim ...:41 PM Fri 6/13/2008>	4414200000381135	1

Using the Results Wizard & Clean Up Actions

Chances are you have quite a bit of PII stored on your computer and the total list of scan results will seem daunting at first. To help, Identity Finder provides a Results Wizard that will walk you through selecting clean up actions one location type at a time. This way you can deal with the total list in smaller bite sized chunks.



You have Identity Matches in your Microsoft Office Files (Word Documents, Excel Spreadsheets, PowerPoint Presentations). What action would you like to take on your Microsoft Office Files?

○ Secure Selected ○ Quarantine Selected
○ Shred Selected ○ Ignore Selected Locations
○ Recycle Selected ● Skip Remaining Items

☑	Location	Identity Match	#
☑	c:\documents and settings\identity\my docu...\iros 2008 registration.doc	5208 1266 9166 6509	1
☑	c:\documents and settings\id...\conservation reserve program grant.doc	Multiple Matches	2
		228-11-5127	1
		624-31-2101	1
☑	c:\documents and settings\identit...\landscape level dynamics grant.doc	Multiple Matches	2
		409-10-1267	1
		453-50-2501	1
☑	c:\documents and settings\identity\my docum...\registration tracking.xls	Multiple Matches	6
		377348834439612	1
		4539992043491562	1
		4716467652936566	1
		5490123456789128	1
		5491946915444920	1
		6011705202694525	1
☑	c:\documents and settings\identity\my do...\jeeter derek 2004-01-20.xls	121-14-2633	1

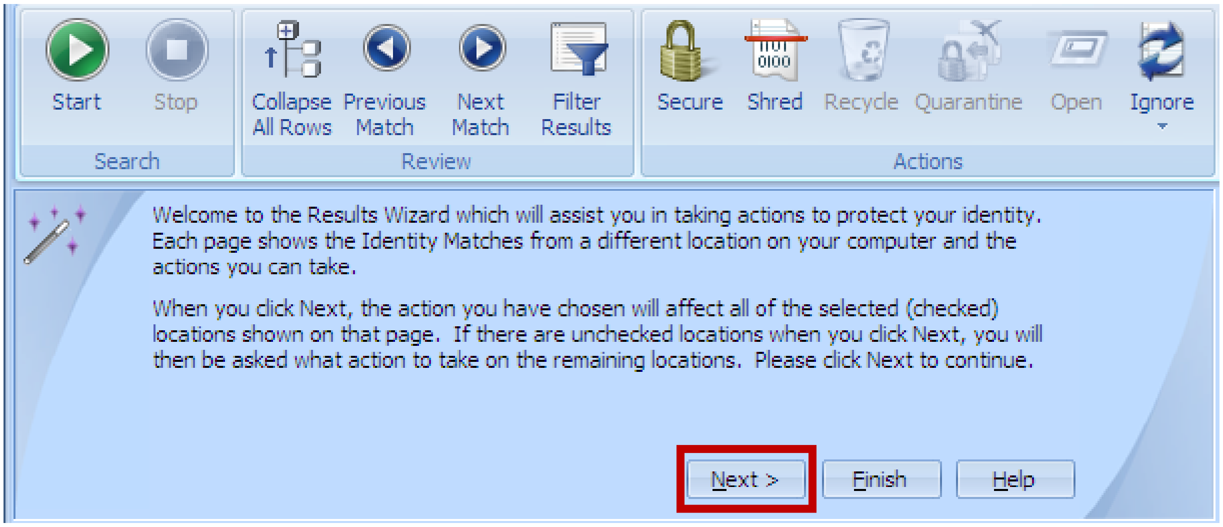
The three main clean up actions are:

How each action works varies based on the location type. In the next sections, we will step through the Results Wizard and you can try each clean up action on each location type.

Handling Internet Explorer Items

Internet Explorer by default is set to offer to remember web site passwords and information used to fill in online forms. Unfortunately, this information can be easily decoded using free tools downloaded from the Internet. If you have ever shopped online, chances are at least one of your credit card numbers is being saved in Internet Explorer to auto-complete future checkout forms. Identity Finder will walk you through disabling these features and removing previously collected form PII:

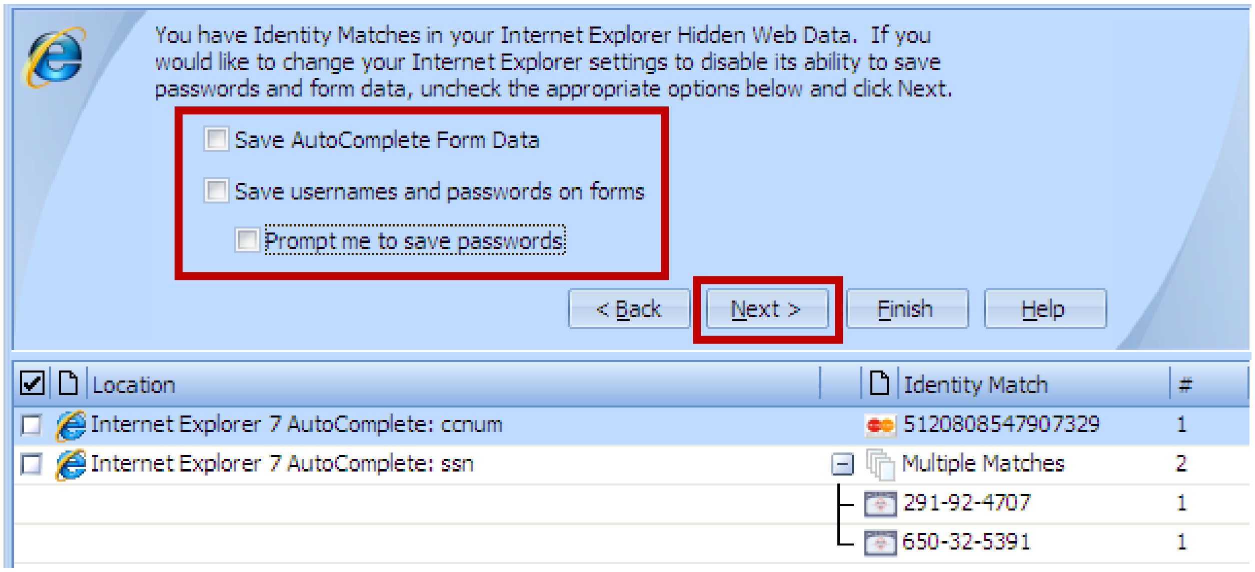
1. Click **Next** to begin the Results Wizard.



Welcome to the Results Wizard which will assist you in taking actions to protect your identity. Each page shows the Identity Matches from a different location on your computer and the actions you can take.

When you click Next, the action you have chosen will affect all of the selected (checked) locations shown on that page. If there are unchecked locations when you click Next, you will then be asked what action to take on the remaining locations. Please click Next to continue.

2. Reconfigure Internet Explorer to prevent saving passwords and online form auto-fill data by un-checking **Save AutoComplete Form Data**, **Save usernames and passwords on forms** and **Prompt me to save passwords** then click **Next >**. (This step is equivalent to the **Secure** clean up action.)



You have Identity Matches in your Internet Explorer Hidden Web Data. If you would like to change your Internet Explorer settings to disable its ability to save passwords and form data, uncheck the appropriate options below and click Next.

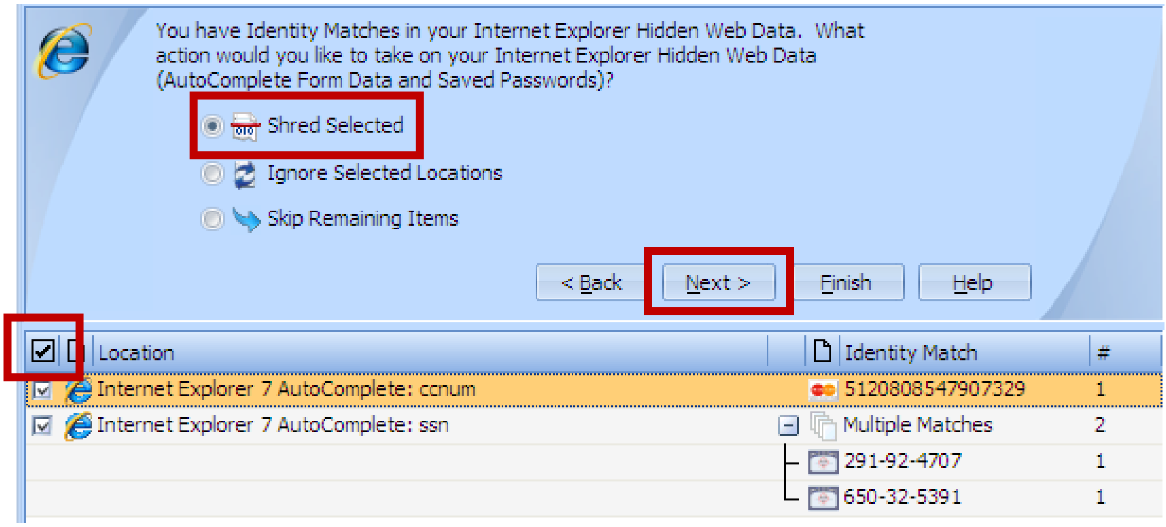
☐ Save AutoComplete Form Data

☐ Save usernames and passwords on forms

☐ Prompt me to save passwords

☑ Location	Identity Match	#
☐ Internet Explorer 7 AutoComplete: ccnum	5120808547907329	1
☐ Internet Explorer 7 AutoComplete: ssn	Multiple Matches	2
	291-92-4707	1
	650-32-5391	1

3. Click the select box column header to select all Internet Explorer 7 AutoComplete matches.
4. Click **Shred Selected** and then click **Next >** to erase existing stored credit card and Social Security numbers in Internet Explorer.



You have Identity Matches in your Internet Explorer Hidden Web Data. What action would you like to take on your Internet Explorer Hidden Web Data (AutoComplete Form Data and Saved Passwords)?

● Shred Selected

○ Ignore Selected Locations

○ Skip Remaining Items

☑	Location	Identity Match	#
☑	Internet Explorer 7 AutoComplete: ccnum	5120808547907329	1
☑	Internet Explorer 7 AutoComplete: ssn	Multiple Matches	2
		291-92-4707	1
		650-32-5391	1

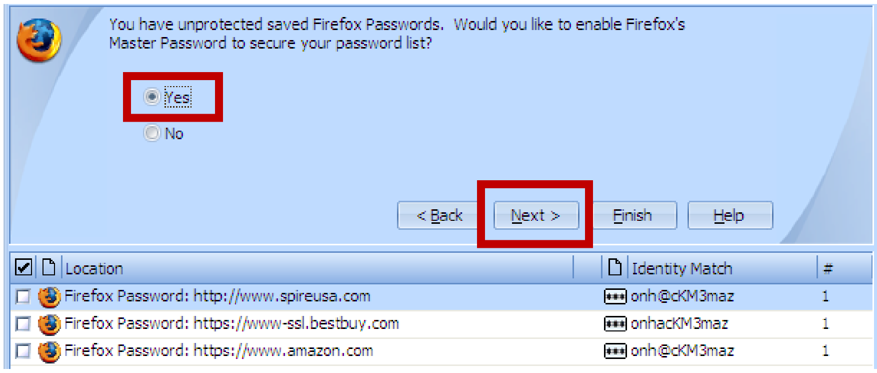
5. When **Shred Multiple Items** confirmation prompt appears, click **Yes**.
6. When **All items were successfully shredded.** appears, click **OK**.

When shredding saved password entries, Identity Finder will offer to automatically copy the password to your Password Vault. The **Quarantine** clean up action is not available for Internet Explorer match items.

Handling Firefox Items

Like Internet Explorer, Firefox also offers to store web site passwords and auto-complete online form data. However, Firefox web site password storage can be secured with a Master Password (very similar to Identity Finder's Password Vault.) Identity Finder will walk you through setting Firefox's Master Password and shredding any previously collected form PII:

1. When prompted to enable Firefox's Master Password, choose **Yes** and click **Next >**.



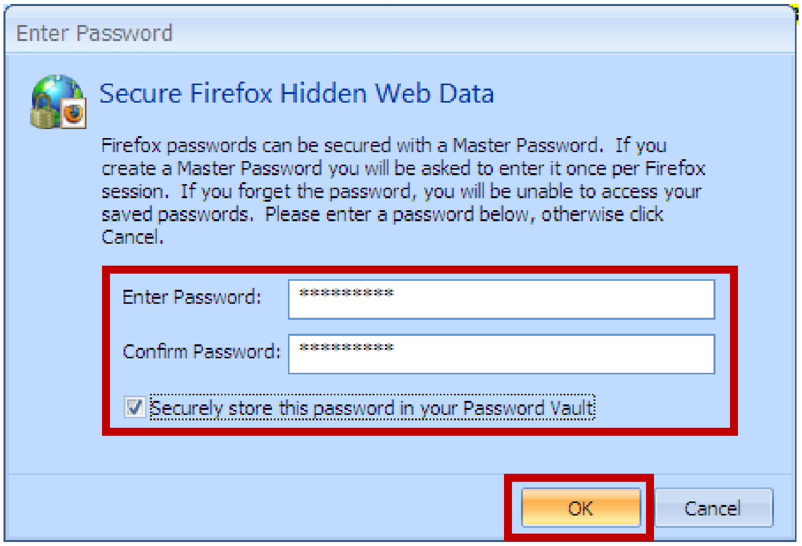
You have unprotected saved Firefox Passwords. Would you like to enable Firefox's Master Password to secure your password list?

● Yes

○ No

☑	Location	Identity Match	#
□	Firefox Password: http://www.spireusa.com	onh@cKM3maz	1
□	Firefox Password: https://www-ssl.bestbuy.com	onhacKM3maz	1
□	Firefox Password: https://www.amazon.com	onh@cKM3maz	1

2. Enter a strong password for Firefox in the **Enter Password** and **Confirm Password** fields, check the **Securely store the password in your Password Vault** and click **OK**. (This is equivalent to the Secure clean up action.)



Enter Password

Secure Firefox Hidden Web Data

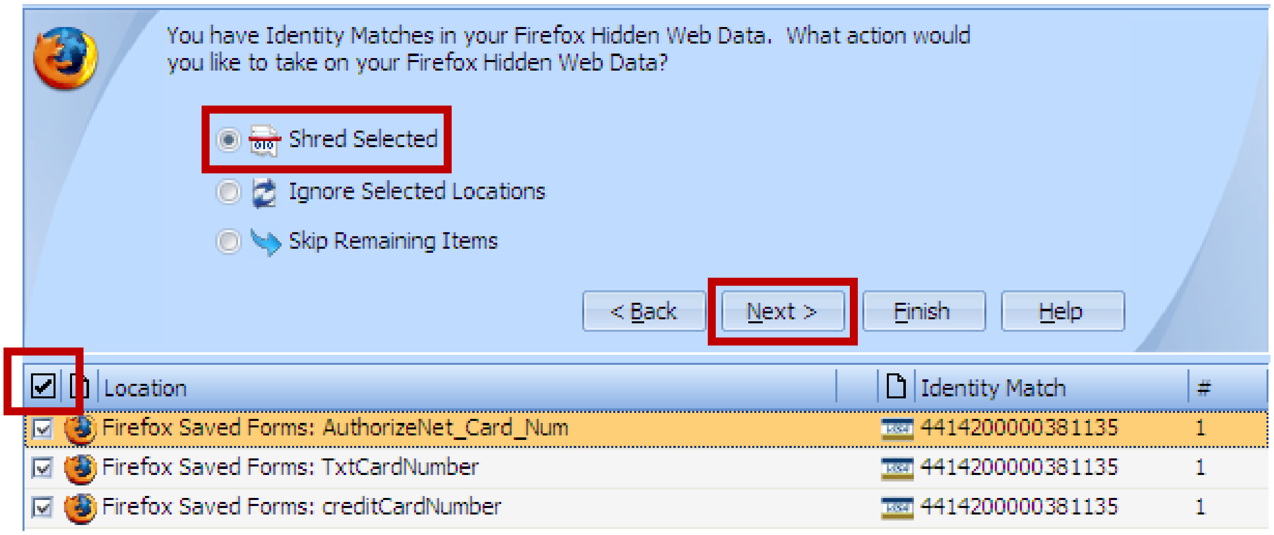
Firefox passwords can be secured with a Master Password. If you create a Master Password you will be asked to enter it once per Firefox session. If you forget the password, you will be unable to access your saved passwords. Please enter a password below, otherwise click Cancel.

Enter Password: **********

Confirm Password: **********

☑ Securely store this password in your Password Vault

3. Click the select box column header to select the Firefox Saved Forms matches.
4. Click **Shred Selected** and then **Next >**.



You have Identity Matches in your Firefox Hidden Web Data. What action would you like to take on your Firefox Hidden Web Data?

● Shred Selected

○ Ignore Selected Locations

○ Skip Remaining Items

☑	Location	Identity Match	#
☑	Firefox Saved Forms: AuthorizeNet_Card_Num	4414200000381135	1
☑	Firefox Saved Forms: TxtCardNumber	4414200000381135	1
☑	Firefox Saved Forms: creditCardNumber	4414200000381135	1

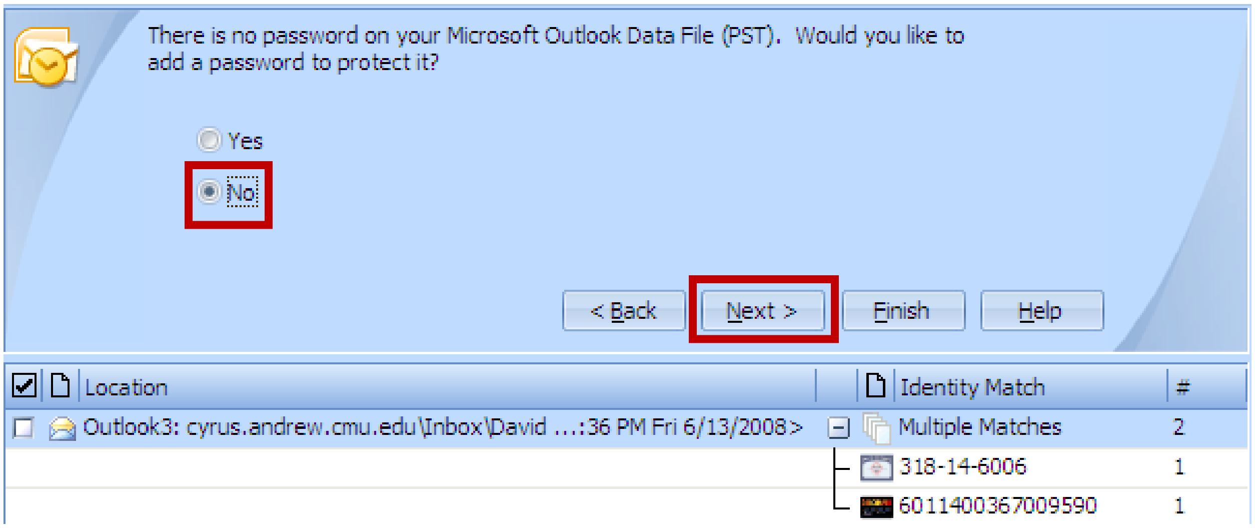
5. When **Shred Multiple Items** confirmation prompt appears, click **Yes**.
6. When **All items were successfully shredded.** appears, click **OK**.

The **Quarantine** clean up action is not available for Firefox match items.

Handling Outlook Email Items

Identity Finder will find PII stored in your Cyrus email if you are using Outlook. It also works for POP3 and Exchange accounts. Although Identity Finder offers to set a password for your Outlook Data File, we do not recommend doing so. Follow these steps to deal with the Outlook results:

1. When prompted to set an Outlook Data File password, choose **No** and click **Next >**.

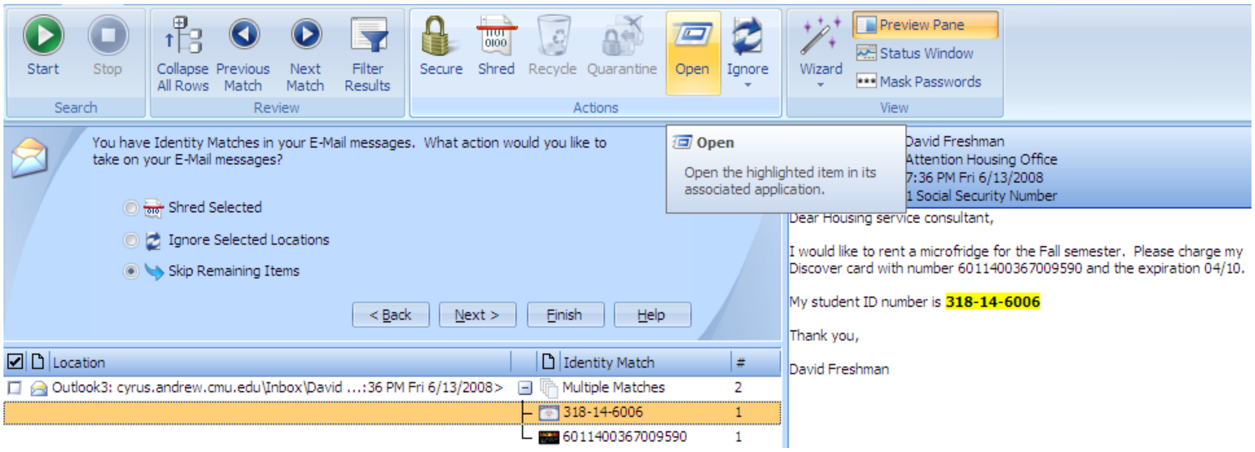


There is no password on your Microsoft Outlook Data File (PST). Would you like to add a password to protect it?

○ Yes
● No

☑	Location		Identity Match	#
□	Outlook3: cyrus.andrew.cmu.edu\Inbox\David ...:36 PM Fri 6/13/2008>	⊟	Multiple Matches	2
			318-14-6006	1
			6011400367009590	1

2. Inspect the email message matches by selecting them and looking at the Preview Pane or using the **Open** action.



Open
Open the highlighted item in its associated application.

You have Identity Matches in your E-Mail messages. What action would you like to take on your E-Mail messages?

○ Shred Selected
○ Ignore Selected Locations
● Skip Remaining Items

☑	Location		Identity Match	#
□	Outlook3: cyrus.andrew.cmu.edu\Inbox\David ...:36 PM Fri 6/13/2008>	⊟	Multiple Matches	2
			318-14-6006	1
			6011400367009590	1

David Freshman
Attention Housing Office
7:36 PM Fri 6/13/2008
1 Social Security Number

Dear Housing service consultant,

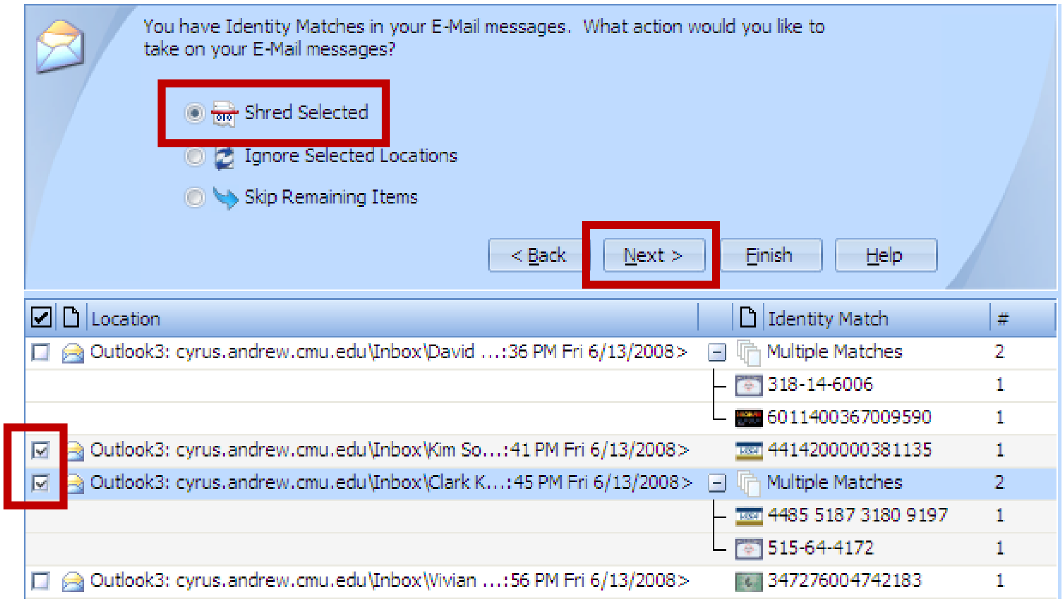
I would like to rent a microfridge for the Fall semester. Please charge my Discover card with number 6011400367009590 and the expiration 04/10.

My student ID number is **318-14-6006**

Thank you,

David Freshman

3. Check the select box for messages you would like to delete, choose **Shred Selected** and click **Next >**.



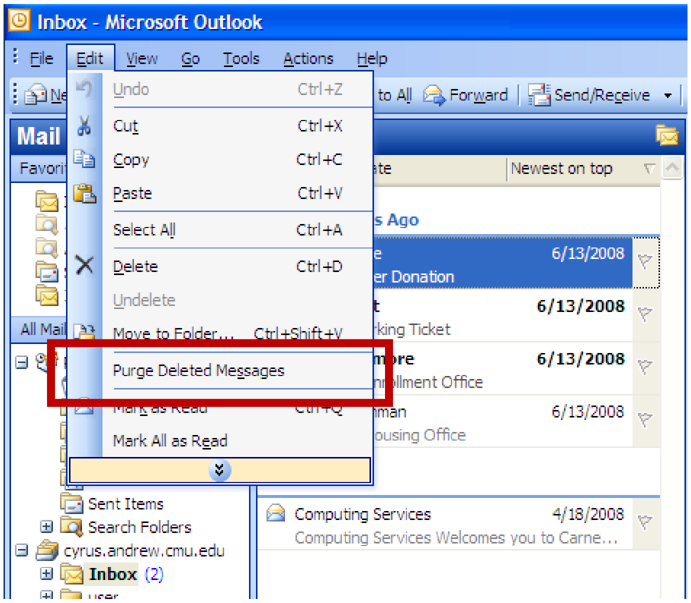
You have Identity Matches in your E-Mail messages. What action would you like to take on your E-Mail messages?

● Shred Selected
○ Ignore Selected Locations
○ Skip Remaining Items

< Back | Next > | Finish | Help

☑	Location	Identity Match	#
☐	Outlook3: cyrus.andrew.cmu.edu\Inbox\David ...:36 PM Fri 6/13/2008>	⊟ Multiple Matches	2
		318-14-6006	1
		6011400367009590	1
☑	Outlook3: cyrus.andrew.cmu.edu\Inbox\Kim So...:41 PM Fri 6/13/2008>	4414200000381135	1
☑	Outlook3: cyrus.andrew.cmu.edu\Inbox\Clark K...:45 PM Fri 6/13/2008>	⊟ Multiple Matches	2
		4485 5187 3180 9197	1
		515-64-4172	1
☐	Outlook3: cyrus.andrew.cmu.edu\Inbox\Vivian ...:56 PM Fri 6/13/2008>	347276004742183	1

4. If the messages you are shredding are from a Cyrus account, then the messages will be marked for deletion, but not erased. Launch **Outlook**, select your **Cyrus Inbox** and then choose **Edit** > **Purge Deleted Messages**.



If you need to retain the content of emails that contain PII, we suggest you save the Outlook message as a text file or a MS Word document and use Identity Finder's Secure File option. See the *Using Secure and Shred on Any File* section below.

The **Quarantine** clean up action is not available for Outlook email messages.

Handling Microsoft Office File Items

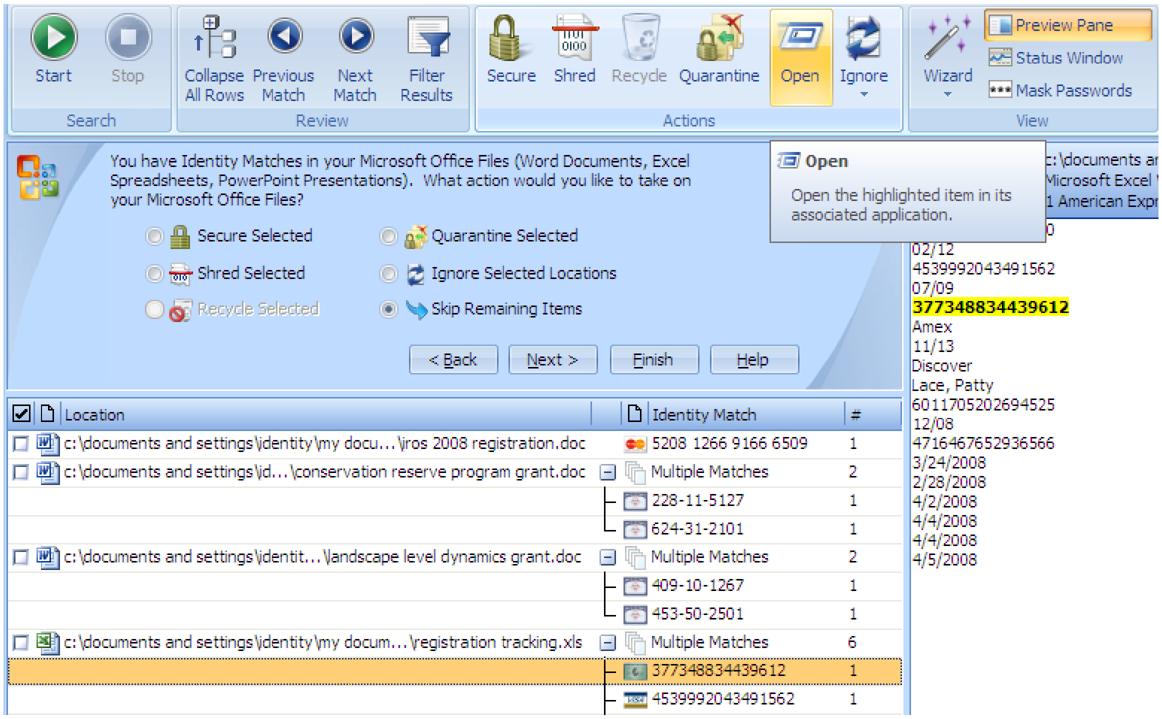
In addition to the standard **Shred** clean up action, Identity Finder allows both **Secure** and **Quarantine** actions for Microsoft Office Word documents, Excel Spreadsheets and Access databases. The **Secure** action applies Office's built-in *password to open* password and the **Quarantine** action moves files to a storage location you designate as *safe* while shredding the original copy. **Quarantine** can optionally leave behind a marker file indicating where the file was moved to.

Identity Finder does *not* protect your quarantine safe storage location in any way. You are responsible for the security of your designated safe location whether it be a departmental file server, your desktop computer as opposed to your laptop computer or an external hard drive you keep physically secured.

The Results Wizard groups Word and Excel files together, but puts Access files in a group by themselves even though the **Secure** and **Quarantine** actions are identical for all three file types.

To clean up MS Office files, use the following steps:

1. Inspect the Office files by selecting them and looking at the Preview Pane or using the **Open** action.



You have Identity Matches in your Microsoft Office Files (Word Documents, Excel Spreadsheets, PowerPoint Presentations). What action would you like to take on your Microsoft Office Files?

○ Secure Selected
○ Quarantine Selected
○ Shred Selected
○ Ignore Selected Locations
○ Recycle Selected
● Skip Remaining Items

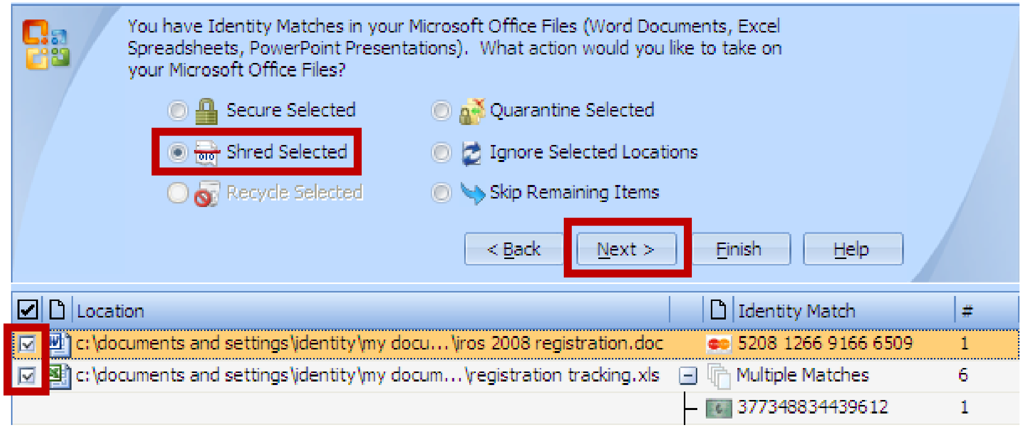
Open

Open the highlighted item in its associated application.

☑	Location		Identity Match	#
□	c:\documents and settings\identity\my docu...\iros 2008 registration.doc		5208 1266 9166 6509	1
□	c:\documents and settings\id...\conservation reserve program grant.doc	⊟	Multiple Matches	2
			228-11-5127	1
			624-31-2101	1
□	c:\documents and settings\identit...\landscape level dynamics grant.doc	⊟	Multiple Matches	2
			409-10-1267	1
			453-50-2501	1
□	c:\documents and settings\identity\my docum...\registration tracking.xls	⊟	Multiple Matches	6
			377348834439612	1
			4539992043491562	1

c:\documents ar
Microsoft Excel
1 American Expr
0
02/12
4539992043491562
07/09
377348834439612
Amex
11/13
Discover
Lace, Patty
6011705202694525
12/08
4716467652936566
3/24/2008
2/28/2008
4/2/2008
4/4/2008
4/4/2008
4/5/2008

2. Check the select boxes for the files you wish to **Shred**, choose **Shred Selected** and click **Next >**.



You have Identity Matches in your Microsoft Office Files (Word Documents, Excel Spreadsheets, PowerPoint Presentations). What action would you like to take on your Microsoft Office Files?

○ Secure Selected

● Shred Selected

○ Recycle Selected

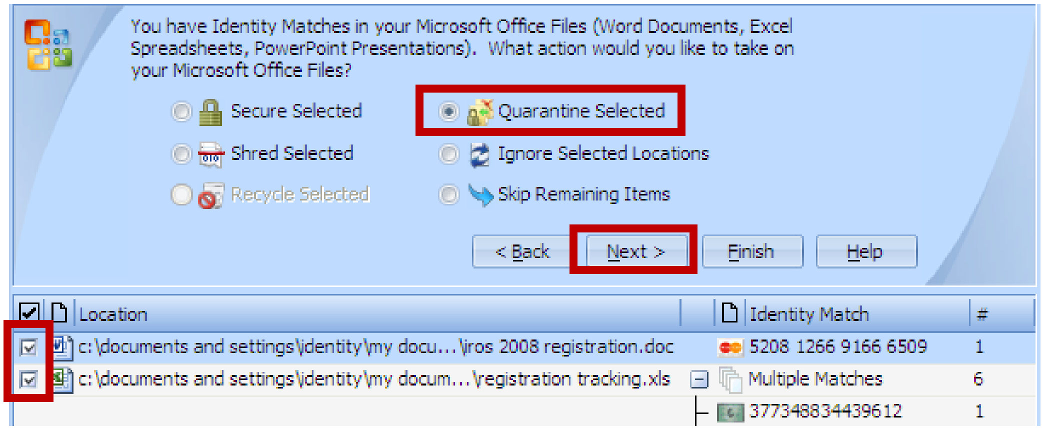
○ Quarantine Selected

○ Ignore Selected Locations

○ Skip Remaining Items

☑	Location	Identity Match	#
☑	c:\documents and settings\identity\my docu...\iros 2008 registration.doc	5208 1266 9166 6509	1
☑	c:\documents and settings\identity\my docum...\registration tracking.xls	Multiple Matches	6
		377348834439612	1

3. When asked to confirm the multiple delete, click **Yes**.
4. When success is reported, click **OK**.
5. Check the select boxes for the files you wish to **Quarantine**, choose **Quarantine Selected** and click **Next >**.



You have Identity Matches in your Microsoft Office Files (Word Documents, Excel Spreadsheets, PowerPoint Presentations). What action would you like to take on your Microsoft Office Files?

○ Secure Selected

○ Shred Selected

○ Recycle Selected

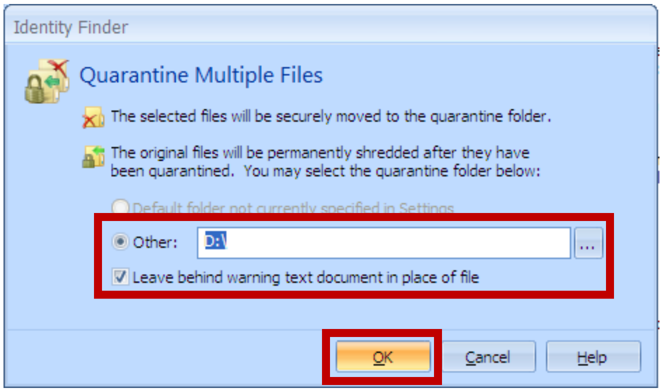
● Quarantine Selected

○ Ignore Selected Locations

○ Skip Remaining Items

☑	Location	Identity Match	#
☑	c:\documents and settings\identity\my docu...\iros 2008 registration.doc	5208 1266 9166 6509	1
☑	c:\documents and settings\identity\my docum...\registration tracking.xls	Multiple Matches	6
		377348834439612	1

6. When prompted for a quarantine location, browse for your designated safe location, check **Leave behind warning text document in place of file** and click **OK**.



Identity Finder

Quarantine Multiple Files

The selected files will be securely moved to the quarantine folder.

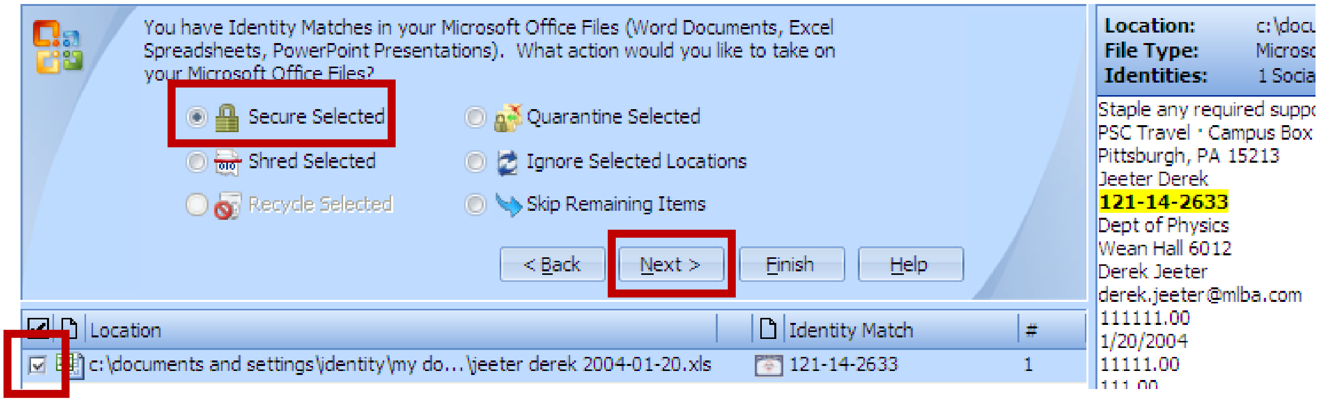
The original files will be permanently shredded after they have been quarantined. You may select the quarantine folder below:

○ Default folder not currently specified in Settings

● Other: D:\

☑ Leave behind warning text document in place of file

7. When the **Quarantine Notification** appears, click **OK**.
8. When success is reported, click **OK**.
9. Check the select boxes for the files you wish to **Secure**, choose **Secure Selected** and click **Next >**.



You have Identity Matches in your Microsoft Office Files (Word Documents, Excel Spreadsheets, PowerPoint Presentations). What action would you like to take on your Microsoft Office Files?

● Secure Selected ○ Quarantine Selected

○ Shred Selected ○ Ignore Selected Locations

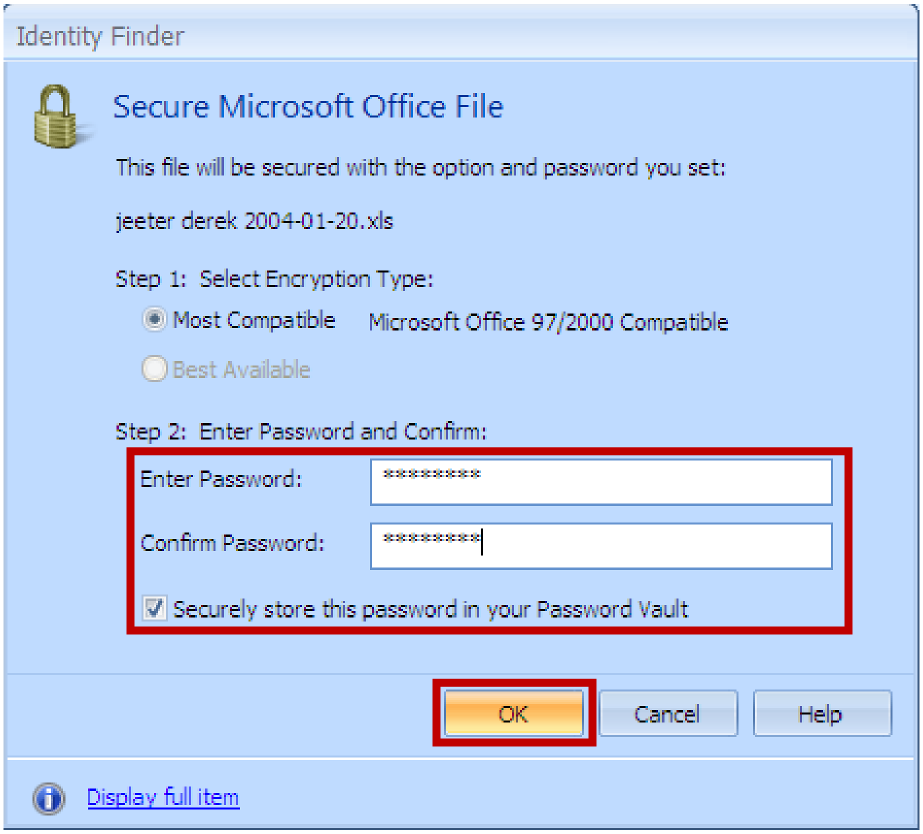
○ Recycle Selected ○ Skip Remaining Items

☑	Location	Identity Match	#
☑	c:\documents and settings\identity\my do...\jeeter derek 2004-01-20.xls	121-14-2633	1

Location: c:\docu
File Type: Microsc
Identities: 1 Socia

Staple any required suppo
PSC Travel · Campus Box
Pittsburgh, PA 15213
Jeeter Derek
121-14-2633
Dept of Physics
Wean Hall 6012
Derek Jeeter
derek.jeeter@mlba.com
111111.00
1/20/2004
11111.00
111.00

10. When prompted for the password, enter one in the **Enter Password** and **Confirm Password** fields, check the **Securely store this password in your Password Vault** and click **OK**.



Identity Finder

Secure Microsoft Office File

This file will be secured with the option and password you set:

jeeter derek 2004-01-20.xls

Step 1: Select Encryption Type:

● Most Compatible Microsoft Office 97/2000 Compatible

○ Best Available

Step 2: Enter Password and Confirm:

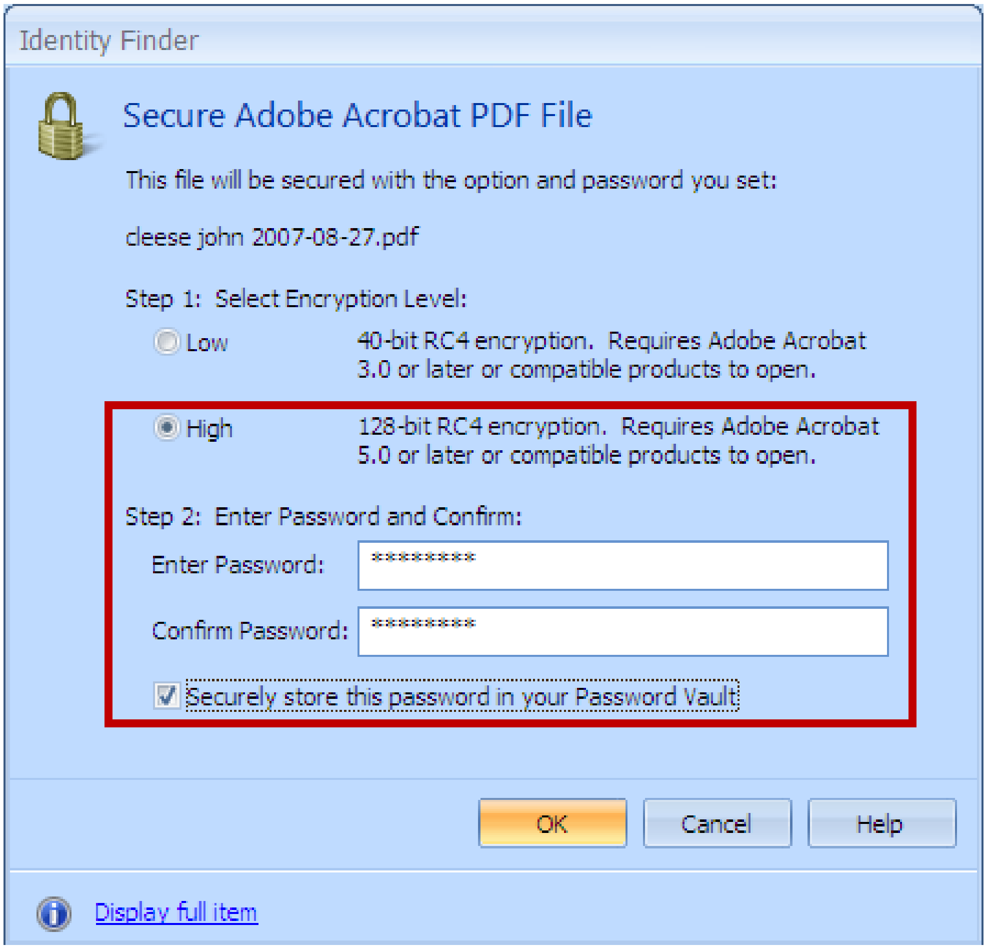
Enter Password: *********

Confirm Password: *********

☑ Securely store this password in your Password Vault

Handling PDF File Items

Identity Finder essentially treats Adobe PDF files the same way as MS Office documents, the **Shred**, **Secure** and **Quarantine** clean up actions are all available. The only difference is that Secure for PDF uses PDF's built-in RC4 encryption to password protect the file. Two levels of encryption are provided and you should always choose the stronger 128 bit RC encryption.



Identity Finder

Secure Adobe Acrobat PDF File

This file will be secured with the option and password you set:

cleese john 2007-08-27.pdf

Step 1: Select Encryption Level:

○ Low 40-bit RC4 encryption. Requires Adobe Acrobat 3.0 or later or compatible products to open.

● High 128-bit RC4 encryption. Requires Adobe Acrobat 5.0 or later or compatible products to open.

Step 2: Enter Password and Confirm:

Enter Password: *********

Confirm Password: *********

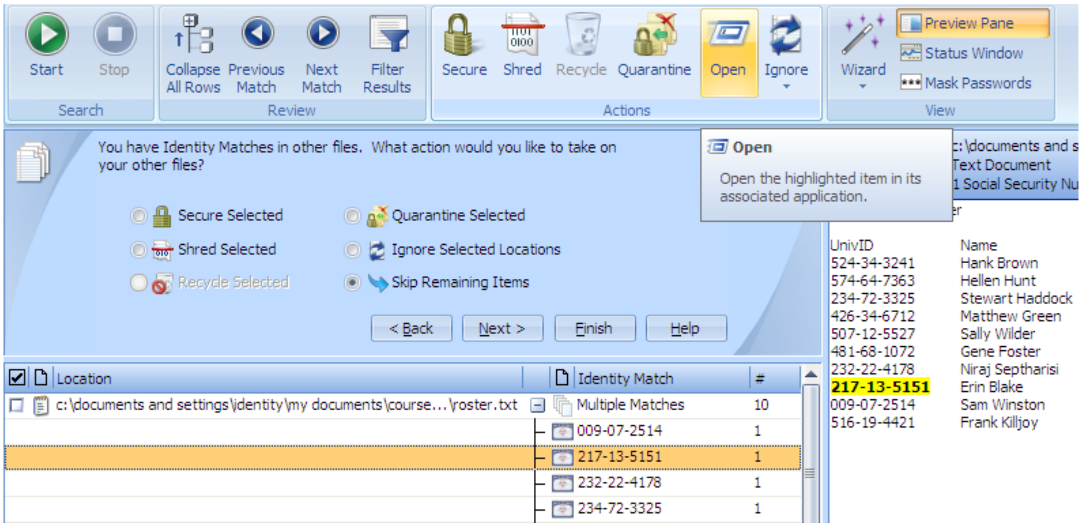
☑ Securely store this password in your Password Vault

Handling Text File Items

Identity Finder's **Shred** and **Quarantine** clean up actions for text files including CSV and HTML files work identically to MS Office and Adobe PDF files. For text based files, Identity Finder's **Secure** action enables you to redact PII (replace the PII portions with all XXX and leave the rest of the file as-is.) The **Secure** action also supports encrypted zip files, but that is an advanced topic that will not be covered in this class.

To redact text based files, use the following steps:

1. Inspect the text files by selecting them and looking at the Preview Pane or using the **Open** action.



You have Identity Matches in other files. What action would you like to take on your other files?

○ Secure Selected ○ Quarantine Selected
○ Shred Selected ○ Ignore Selected Locations
○ Recycle Selected ● Skip Remaining Items

< Back Next > Finish Help

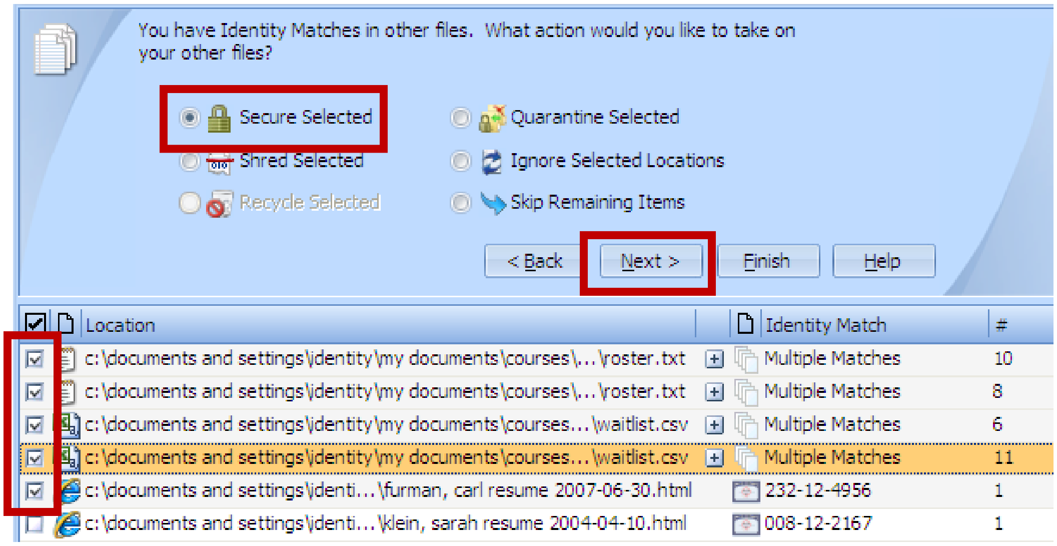
Open
Open the highlighted item in its associated application.

c:\documents and s
Text Document
1 Social Security Nu
r

UnivID	Name
524-34-3241	Hank Brown
574-64-7363	Hellen Hunt
234-72-3325	Stewart Haddock
426-34-6712	Matthew Green
507-12-5527	Sally Wilder
481-68-1072	Gene Foster
232-22-4178	Niraj Septharisi
217-13-5151	Erin Blake
009-07-2514	Sam Winston
516-19-4421	Frank Killjoy

☑	Location	Identity Match	#
□	c:\documents and settings\identity\my documents\course...\roster.txt	Multiple Matches	10
		009-07-2514	1
		217-13-5151	1
		232-22-4178	1
		234-72-3325	1

2. Check the select boxes for the files you wish to redact, click **Secure Selected** and then click **Next >**.



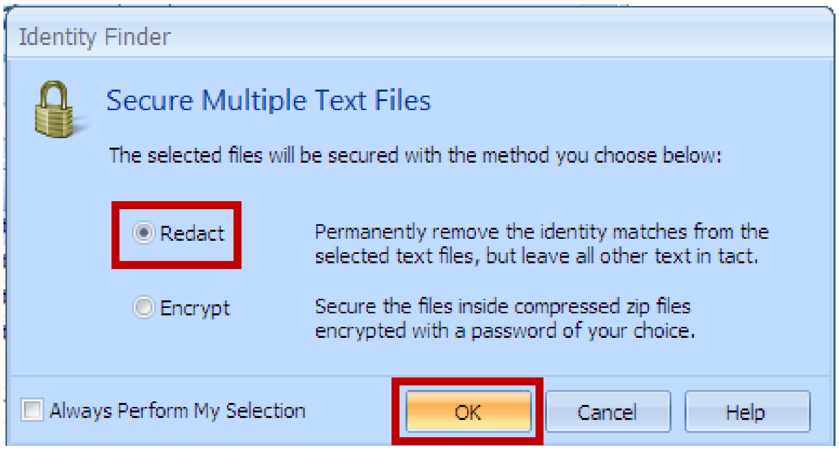
You have Identity Matches in other files. What action would you like to take on your other files?

● Secure Selected ○ Quarantine Selected
○ Shred Selected ○ Ignore Selected Locations
○ Recycle Selected ○ Skip Remaining Items

< Back Next > Finish Help

☑	Location	Identity Match	#
☑	c:\documents and settings\identity\my documents\courses\...\roster.txt	Multiple Matches	10
☑	c:\documents and settings\identity\my documents\courses\...\roster.txt	Multiple Matches	8
☑	c:\documents and settings\identity\my documents\courses...\waitlist.csv	Multiple Matches	6
☑	c:\documents and settings\identity\my documents\courses...\waitlist.csv	Multiple Matches	11
☑	c:\documents and settings\identi...\furman, carl resume 2007-06-30.html	232-12-4956	1
□	c:\documents and settings\identi...\klein, sarah resume 2004-04-10.html	008-12-2167	1

3. When prompted to **Redact** or **Encrypt**, choose **Redact** and click **OK**.



Identity Finder

Secure Multiple Text Files

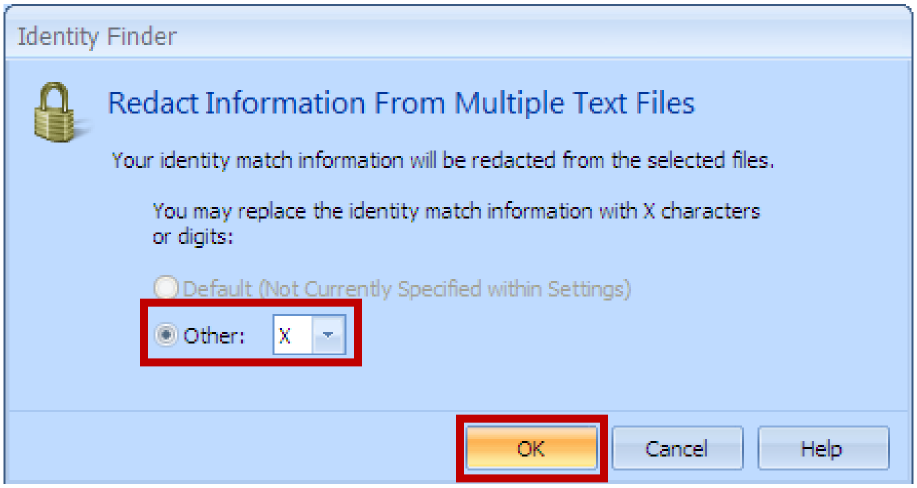
The selected files will be secured with the method you choose below:

● Redact — Permanently remove the identity matches from the selected text files, but leave all other text in tact.

○ Encrypt — Secure the files inside compressed zip files encrypted with a password of your choice.

□ Always Perform My Selection

4. When prompted for what redaction character to use, select from the supplied list and click **OK**.



Identity Finder

Redact Information From Multiple Text Files

Your identity match information will be redacted from the selected files.

You may replace the identity match information with X characters or digits:

○ Default (Not Currently Specified within Settings)

● Other: X

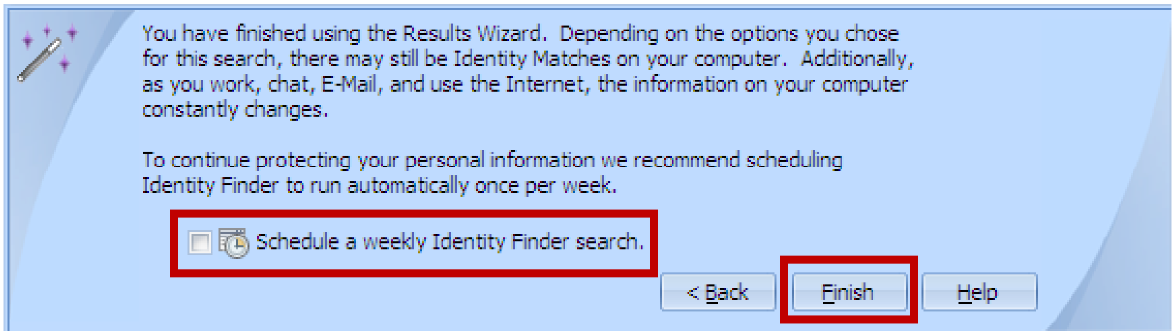
5. When success is reported, click **OK**.

Run Identity Finder Regularly

The simple act of using your computer will accumulate your own PII over time. And if you handle other peoples PII as part of your University job functions, then over time the PII will build up again. Be sure to run Identity Finder regularly to avoid a PII backlog and reduce your and others risk of a data breach and potential identity theft.

Also we suggest running Identity Finder before going on trips for business or pleasure with your equipment.

Unfortunately Identity Finder's built-in scheduled scanning is not very user friendly and should be avoided until further notice. When prompted to schedule a weekly scan, uncheck **Schedule a weekly Identity Finder search.** and click **Finish**.



You have finished using the Results Wizard. Depending on the options you chose for this search, there may still be Identity Matches on your computer. Additionally, as you work, chat, E-Mail, and use the Internet, the information on your computer constantly changes.

To continue protecting your personal information we recommend scheduling Identity Finder to run automatically once per week.

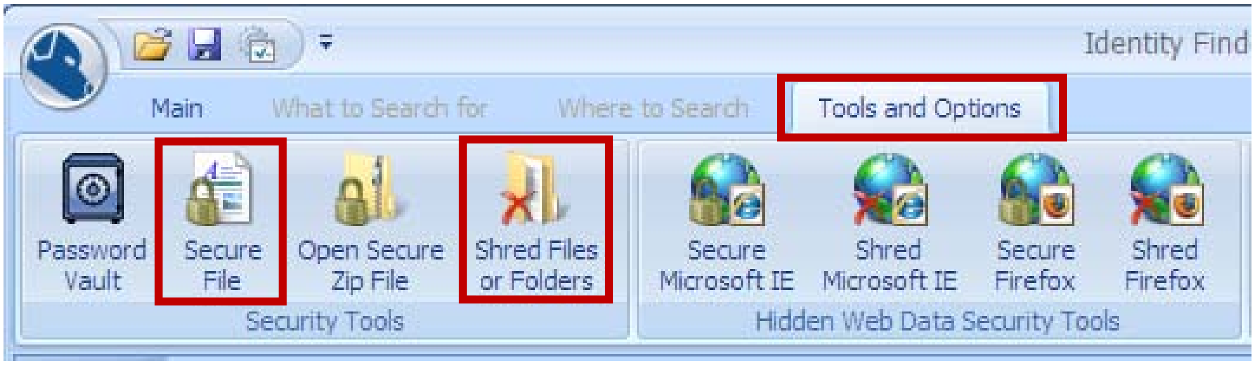
☐ Schedule a weekly Identity Finder search.

Using Secure and Shred on Any File

The **Secure** and **Shred** clean up actions can be used on any file you wish to protect or properly dispose of, not just ones that show up on Identity Finder scans.

To **Secure** or **Shred** any file, follow these steps:

1. Launch **Identity Finder**.
2. When the **Identity Finder Wizard** appears, click **Cancel**.
3. Click the **Tools & Options** tab.
4. To secure a file, click **Secure File** and then browse for the file you wish to secure.
5. To shred a file, click **Shred Files or Folders** and then browse for the file or folder you wish to shred.



Submitting the Identity Finder Worksheet

To help the Information Security Office (ISO) measure the usage and effectiveness of Identity Finder, faculty and staff are requested to complete the *Identity Finder Worksheet* **as they are performing their first scan and clean on each of their computers**. If you have both a laptop and a desktop, please submit a worksheet for each. Your responses are very important as the ISO currently has no other means to track Identity Finder usage. The ISO thanks you in advance for your participation.

Download and review the worksheet from:

http://www.cmu.edu/computing/doc/security/identity/worksheet.html

Getting More Help

Computing Services Identity Finder documentation
http://www.cmu.edu/computing/doc/security/identity/index.html

Identity Finder In-program Help
Start > **All Programs** > **Identity Finder** > **Help**

If you still can't find the answer to your question, you can call the Help Center at 268-4357 or send mail to advisor@andrew.cmu.edu.