## Table of Contents

- **Downloading Identity Finder** 1
- **Launching Identity Finder** 1
- **Identity Finder Interface** 1
  - **Identities** 2
  - **Locations** 2
    - **Searching a Specific Location** 2
  - **Tools** 4
  - **Selecting/Deselecting tabs** 5
- **Scanning with Identity Finder** 5
  - **Actions** 6
    - **Shred** 7
    - **Quarantine** 7
    - **Ignore** 7
- **Additional Features** 8
  - **Pause or Stop Scan** 8
  - **Filter Results** 8
  - **Managing Ignore List** 9
  - **Help Features** 10
  - **Updates** 10
Identity Finder Local Scanning Instructions

Downloading Identity Finder
The software can be downloaded from the Technology Resource’s Website: http://www.tr.txstate.edu/software/download.html

Texas State NetID and password is required for the download. The software available here is only intended for installation on Faculty and Staff computers owned by Texas State.

Launching Identity Finder
Start -> All Programs -> Identity Finder (or double-click on the Identity Finder icon)

Identity Finder Interface
Identities
Identities Searched by Default: **Social Security Numbers, Credit Card Numbers, and Passwords**

Locations
- Search Locations by Default: **Files, E-Mails, Browsers, and Registry**
- Default File Location: **My Documents**

Searching a Specific Location
- To search a specific location, click **Custom Folders** and then click **Enable Custom Folder Search**
- Click on the **Browse button** for the Folder field and choose the location you want to scan.

- Once the selected location displays in the Folder field, click **Add**.

- The location will be copied to the **Folder Location**.

- Click **Apply** and **OK**.
Tools

There are two **Digital Shredders** available under this tab:

- **File Shredder**: can be used to shred any file/folder on your computer
  - Double-click on **File Shredder**
  - **Browse** for the files and folders you want to shred and then click **Add**
  - Click **Shred**
  - Click **OK** to confirm that you want to shred the file/folder

- **System Cleanup**: allows you to shred all of the Browser Data stored Internet Explorer and Firefox as well as Recycle Bins on your computer even if no Identity Match is found there.
  - Double-click on **System Cleanup**
  - **Select** data you want to shred by checking the appropriate boxes
  - Click **Shred**
  - Click **OK** to confirm that you want to shred the selected data

**Remember**: Once shredded Files/Folders **cannot** be recovered
Selecting/Deselecting tabs

- Click on a tab to Select or Deselect it
  - Selected tabs are highlighted
  - Deselected tabs are not highlighted

Scanning with Identity Finder

- Click on the **Start button** to begin the scan (the Start button is located under the **Main** tab)
- Once the search is completed, Identity Finder Search Summary is displayed
- Click **Advanced**
If a file containing an Identity Match is located after a scan, the results specifying the location of the file and the match that was found are displayed.

**Actions**

There are three options available for users to choose what action they want to take on the file with an identity match: **Shred**, **Quarantine**, and **Ignore** (located under the Main tab).

**Official University Records**: If you think that the file reported by Identity Finder may be a University Official Record perform the following: 1) Contact the Data Owner (usually your department head) to determine if it is the only copy of an Official Record. 2) If it is the only copy, move it to a shared network drive (ask your TSP if you need assistance) and Shred the copy on your local system. It is recommended that University Official Records should only reside on a network drive/server which has additional security protections that a workstation will not have.

Please refer to **UPPS 03-01-05** for Payment Card information retention: ([http://www.txstate.edu/effective/upps/upps-03-01-05.html](http://www.txstate.edu/effective/upps/upps-03-01-05.html)) and the **Records Retention Schedule** available at [http://www.library.txstate.edu/about/departments/records/records-management.html](http://www.library.txstate.edu/about/departments/records/records-management.html)
Shred
This will completely deletes the file form your computer

**Remember:** Once shredded Files/Folders cannot be recovered

Quarantine
Moves file to a selected location

Default quarantine location: the file is moved to the Identity Finder program folder

When a file is Quarantined, ID Finder leaves a text file in place of the original with the following message:

“The original file, (file name), contained unsecured, personally identifiable information. It has been quarantined to: (Quarantine location).”

Ignore
If you want to leave the file as it is, select Ignore

- Select **This Item Location** if the file has multiple identity matches
- Select either **This Item Location** or **This Identity Match** if file has a single identity match

**NOTE:** If you select Ignore, Identity Finder will not scan this document again. If you decide you want to scan this document again, see [Managing Ignore List](#) in this document under the **Additional Features** section (Pg. 9).
Additional Features

Pause or Stop Scan
Search can be paused or stopped by clicking the Pause or Stop button under the Main tab.

Filter Results
Results can be filtered by Identity type or Location type.
Managing Ignore List

- Managing the Ignore list: Identity Finder allows users to create a list of locations and items they want to ignore during search
  - Click on the **Configuration** tab and then click on **Settings**
  - **Ignore Identity**: Select identity type and click **Add**
  - **Ignore Location**: Select location and click **Add**
  - Click **OK** once finished
Help Features
- Hover cursor over a tab/button to get additional information
- Click the icon 🔄 to open Help

Updates
- Click on **Check for Updates** located under the **Configuration** tab
- You will be able to download current updates for the application, if available