

University of Texas at Arlington

Identity Finder

User Guide

(Mac)

University of Texas at Arlington

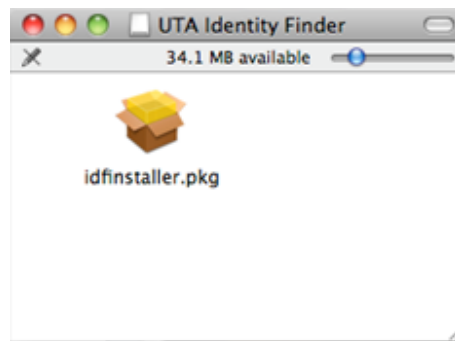
Information Security Office

Identity Finder User Guide

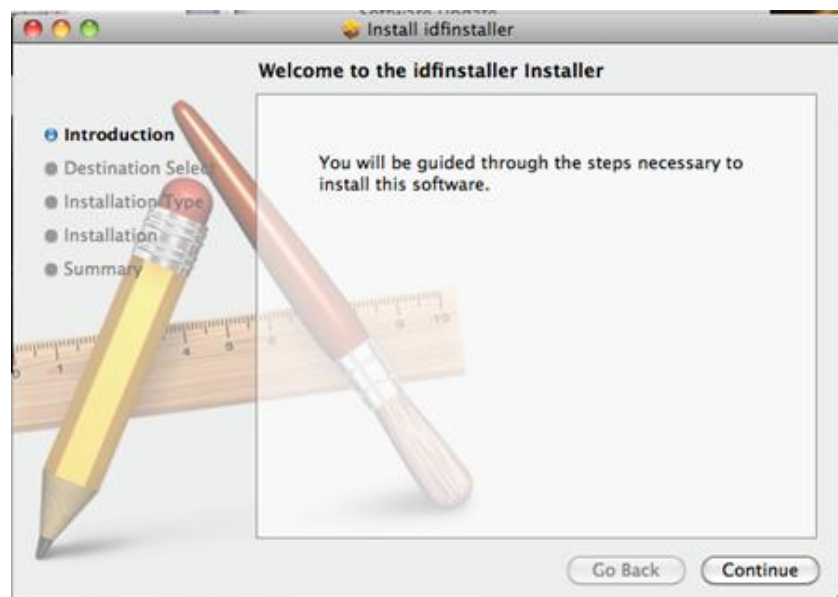
Identity Finder is a program that searches through files, e-mail and web browsers to find sensitive information that is stored on your computer. [UT System Policy 165](#) requires all faculty and staff to protect sensitive information. Identifying sensitive information that is saved on your computer is the first step in protecting data.

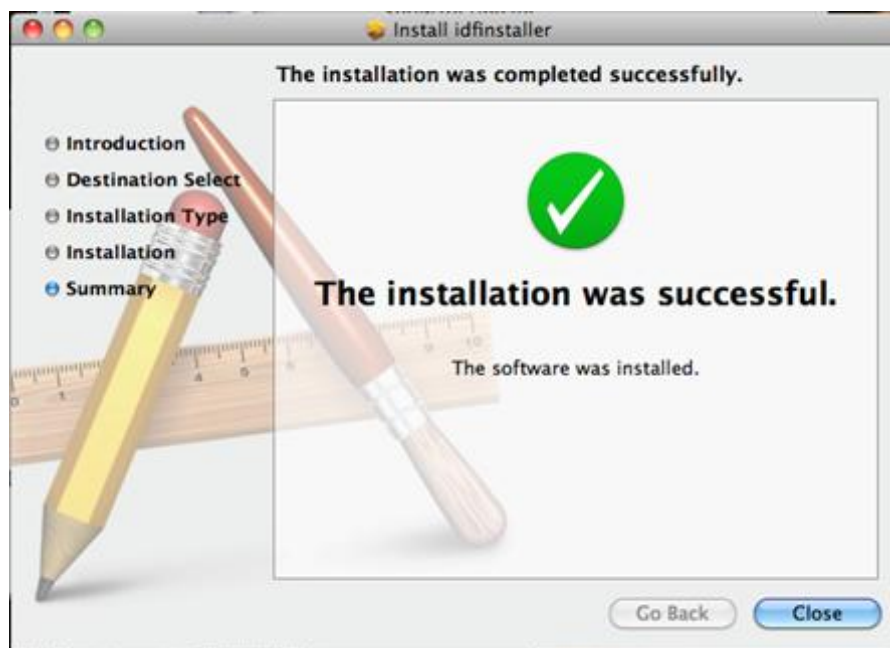
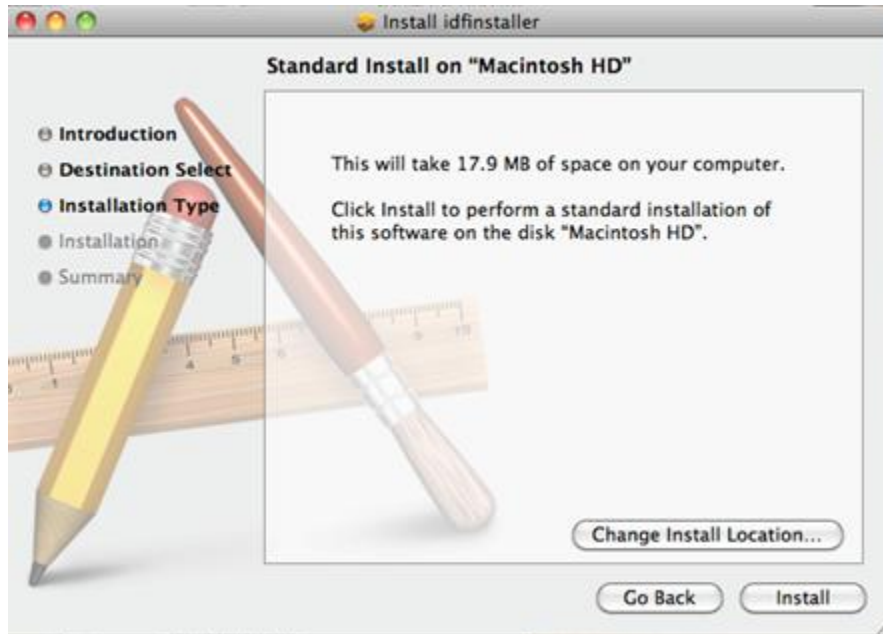
Installing Identity Finder

- Download the Mac client from [OIT Client Services](#) and save it somewhere that is easy for you to remember, like your Desktop.
- Double click the downloaded file to start the installation process.



- Follow the instructions to install Identity Finder.





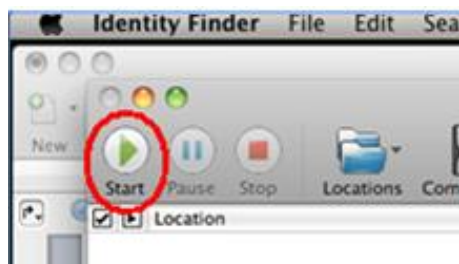
- If you have any problems downloading or installing the client, contact the UTA Helpdesk at helpdesk@uta.edu or 817-272-2281.

Running Identity Finder

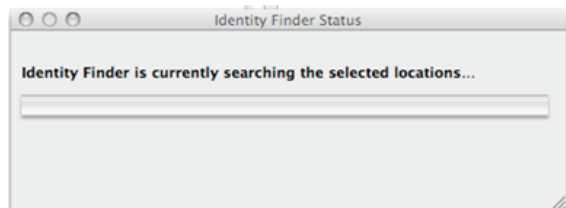
Start Identity Finder by clicking on the Applications folder and selecting Identity Finder.



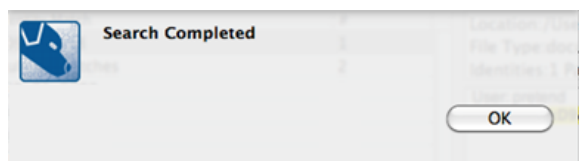
To begin a scan, simply click on Start.



Identity Finder will begin searching for sensitive information. You may continue to work while the program runs.

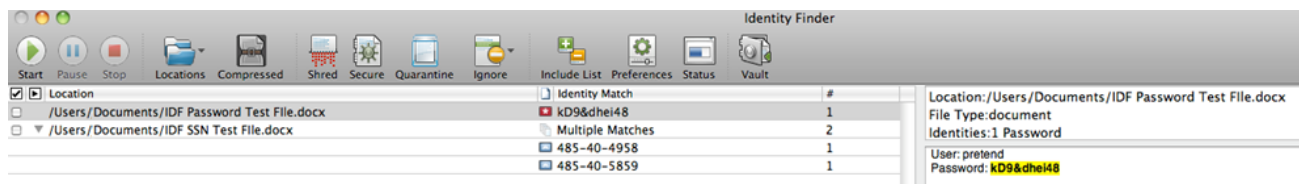


You will be alerted when the program has completed searching your computer.



Remediating Match Data

If Identity Finder locates any sensitive data, it will be listed in the left pane with a preview of the data in the right pane.



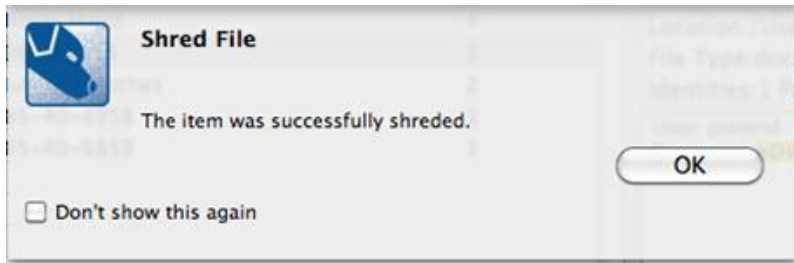
If you determine that a file is no longer needed, select the appropriate checkbox and then click on Shred.



Confirm that you want to shred the file – shredded files cannot be recovered under any circumstance.

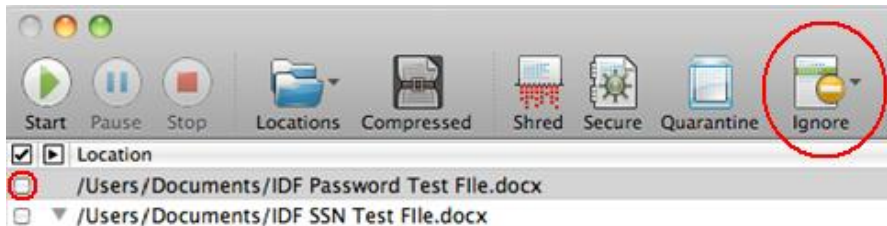


You will receive confirmation that the file was successfully shredded.

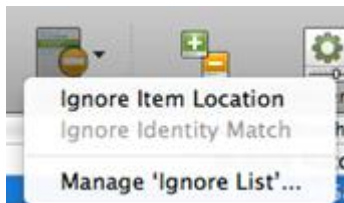


**** It is strongly recommended that you only use the Shred feature of Identity Finder. The Secure option will place a password on a file – this password can never be recovered if forgotten. ****

Occasionally, Identity Finder will flag information as sensitive when it is not. Should this occur, you may ignore the data so that it does not show up in following searches. To ignore data, select the appropriate checkbox and click Ignore.



You can either ignore the location (essentially, you are ignoring the file in that location) or you may ignore the actual match data. Once you ignore a match or location, it will fall off of your results.



If you close Identity Finder before you have remediated all of your matches, you will be asked if you would like to save your results. If you choose to save your results, you will be asked to create a password – this password is unique to Identity Finder and cannot be recovered if you forget it.

