

University of Texas at Arlington

Identity Finder

User Guide

(Windows)

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.

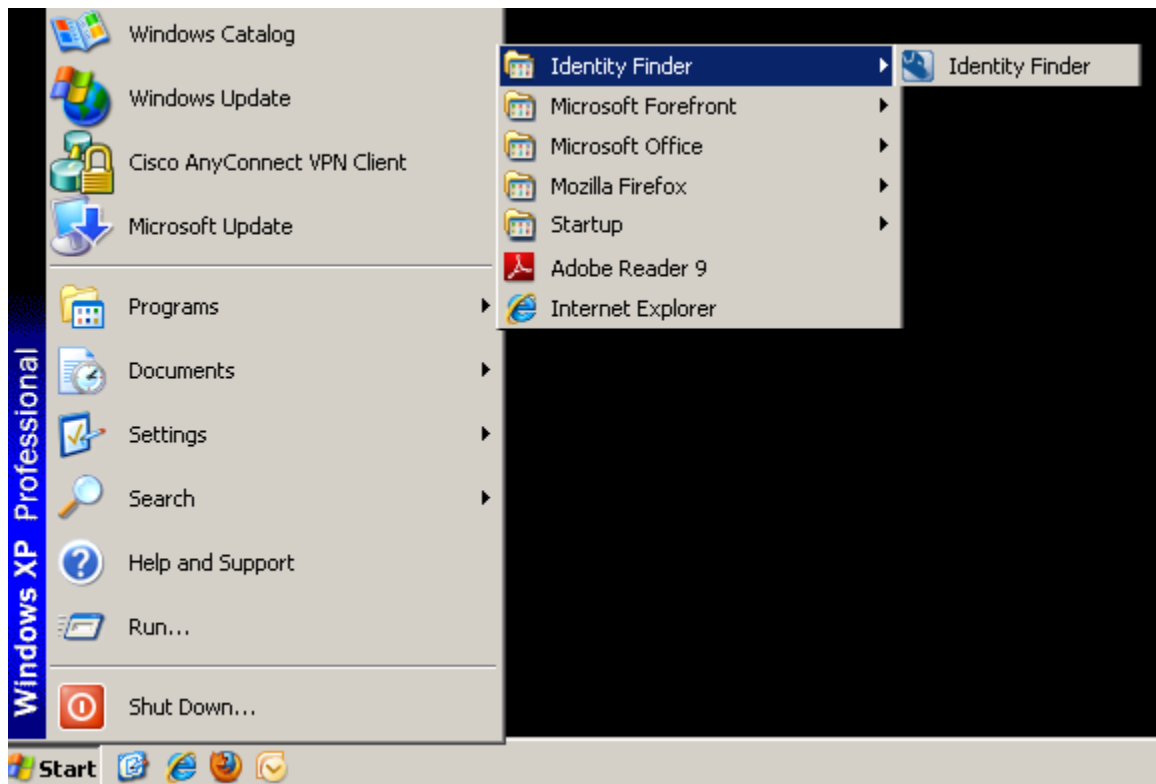
Installing Identity Finder

Computers that are members of the UTA domain should already have Identity Finder installed. If your computer does not have the software and you are on the domain, please contact the Helpdesk at helpdesk@uta.edu or 817-272-2281. If your computer is not a member of the UTA domain, follow these installation steps:

- Download the Windows client from [OIT Client Services](#) and save it to your Desktop or somewhere that is easy for you to remember.
- Double click the downloaded file to start the installation process.
- If you have any problems downloading or installing the client, contact the UTA Helpdesk at helpdesk@uta.edu or 817-272-2281.

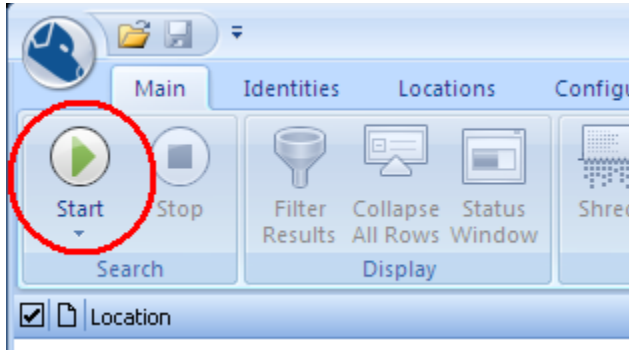
Running Identity Finder

Start Identity Finder by clicking on the Start Menu, select Programs, select the Identity Finder folder and click on Identity Finder.

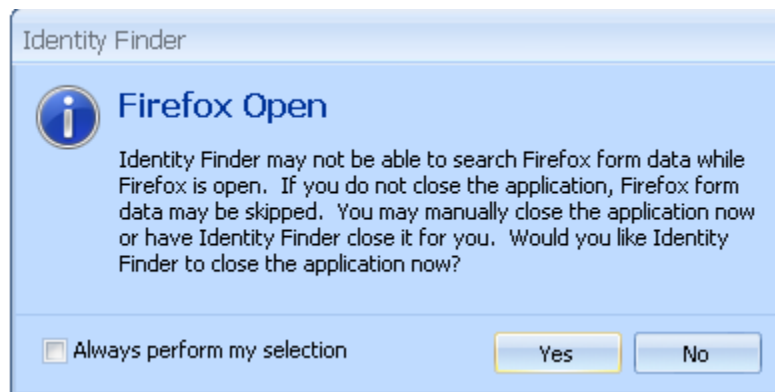


Identity Finder is configured to scan for sensitive information (Social Security Numbers, passwords and credit card numbers) in commonly accessed areas of your computer as well as your J: drive.

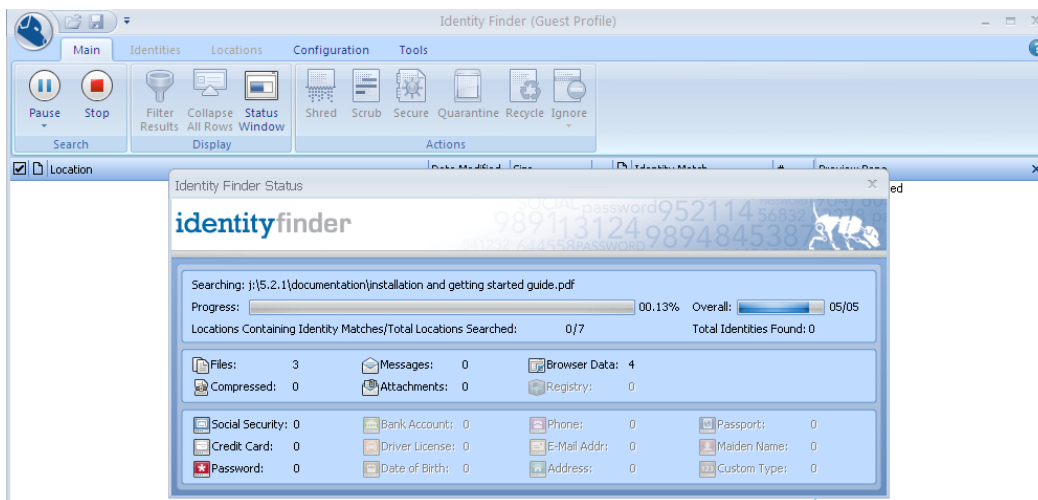
To begin a scan, simply click on Start.



Note – If you have Firefox open, you will receive the following message. You do not have to close Firefox to run Identity Finder, so you can safely click No. Clicking on Yes will close Firefox.

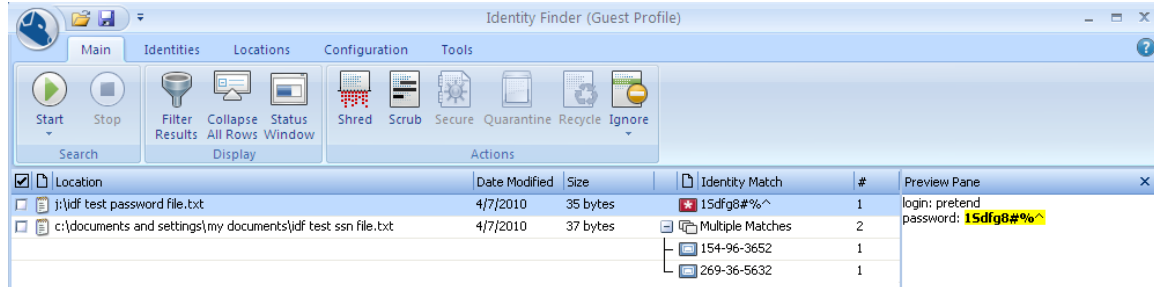


Identity Finder will begin searching for sensitive information. You may continue to work while the program runs.

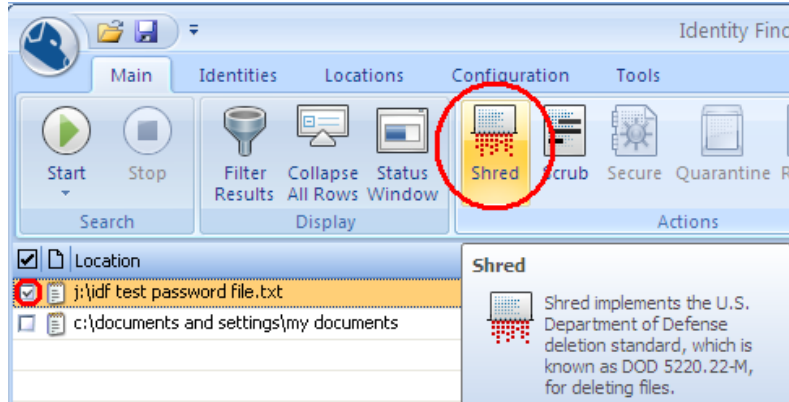


Remediating Match Data

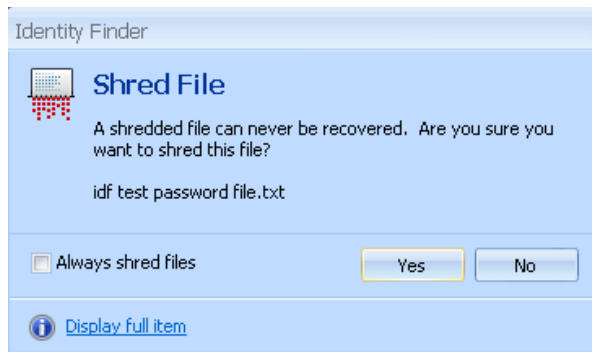
When Identity Finder has completed the search for sensitive information, you will be alerted. If any sensitive data is found, it will be listed in the left pane with a preview of the data in the right pane.



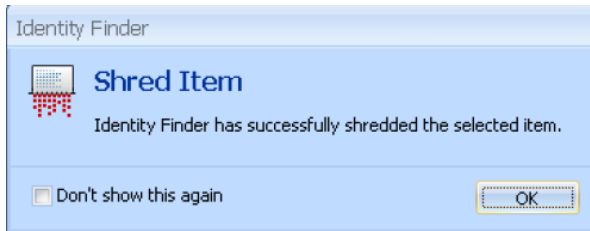
If you determine that a file is no longer needed, select the appropriate checkbox and then click on Shred.



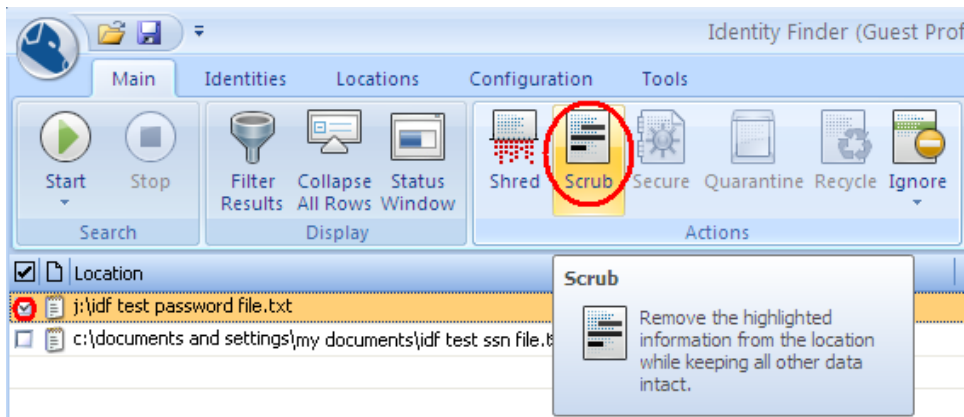
Confirm that you want to shred the file – **shredded files cannot be recovered under any circumstance.**



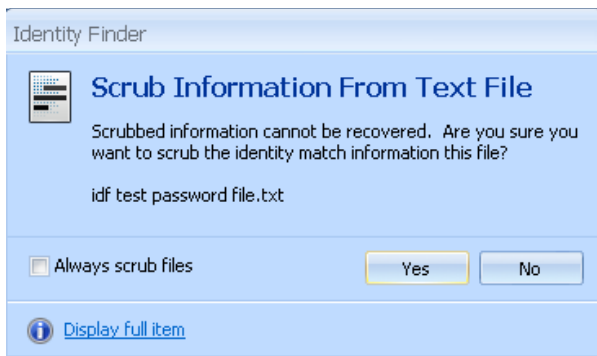
You will receive confirmation that the file was successfully shredded.



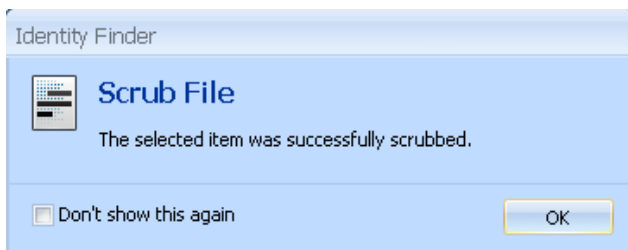
If you determine that the file needs to be saved but that the sensitive information in the file is not needed, you can Scrub the sensitive information from the file. Select the appropriate checkbox and click Scrub. You can only Scrub Microsoft Office 2007 and 2010 files (.docx, .xlsx, .pptx) and Notepad/Wordpad files.



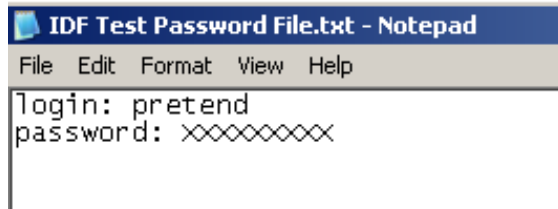
Confirm that you want to scrub the information – **once it is scrubbed, it cannot be recovered.**



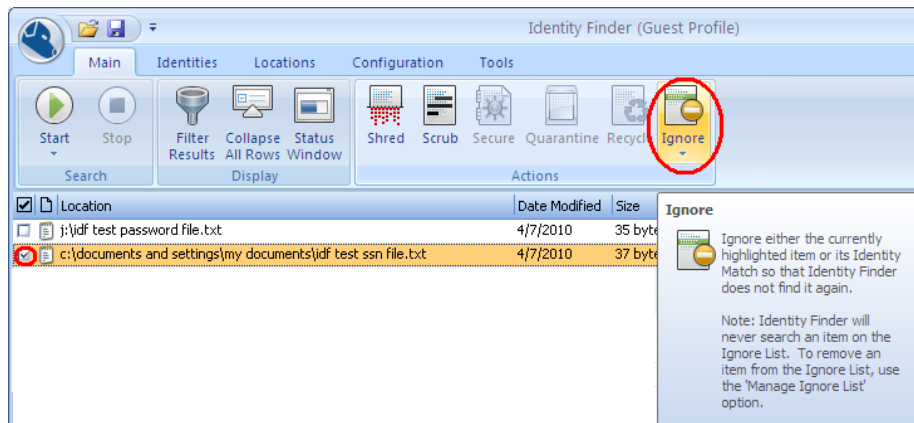
You will receive confirmation that the file has been successfully scrubbed.



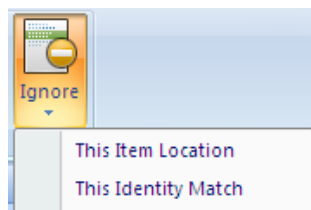
In our example, this is what the file that has been scrubbed looks like:



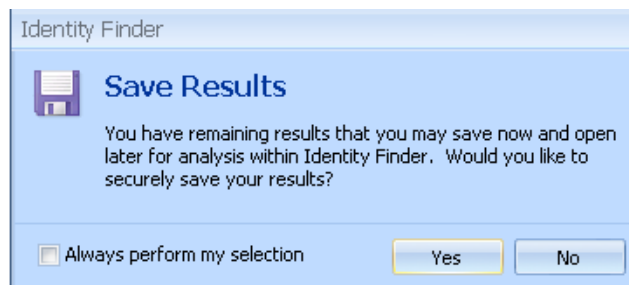
Occasionally, Identity Finder will flag information as sensitive when it is not. Should this occur, you may ignore the data so that it does not show up in following searches. To ignore data, select the appropriate checkbox and click Ignore.



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.

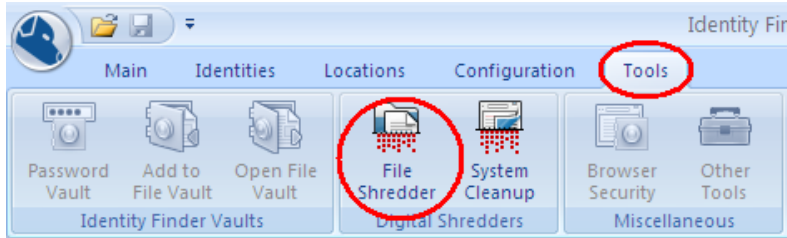


If you close Identity Finder before you have remediated all of your matches, you will be asked if you would like to save your results. If you choose to save your results, you will be asked to create a password – **this password is unique to Identity Finder and cannot be recovered if you forget it.**

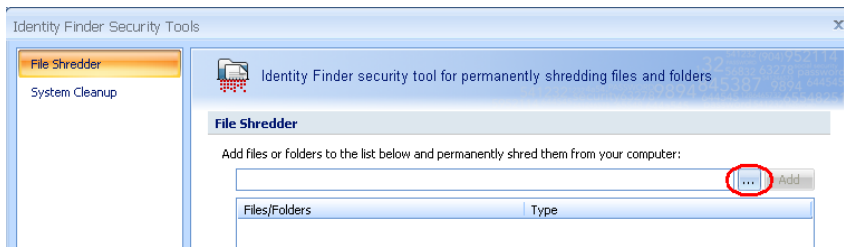


Additional Features

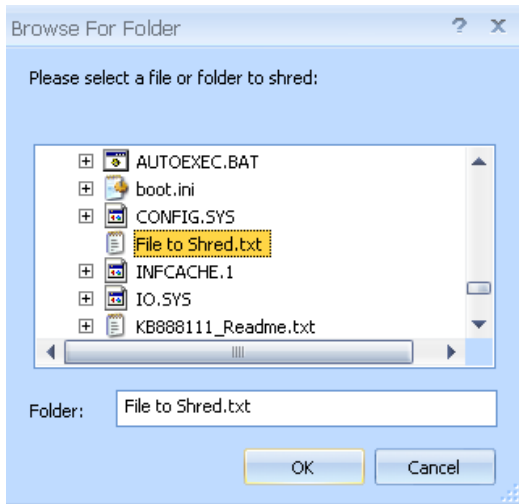
Identity Finder provides the ability to shred any file, even if it does not have any sensitive information in it. To shred a file, select the Tools tab and click File Shredder.



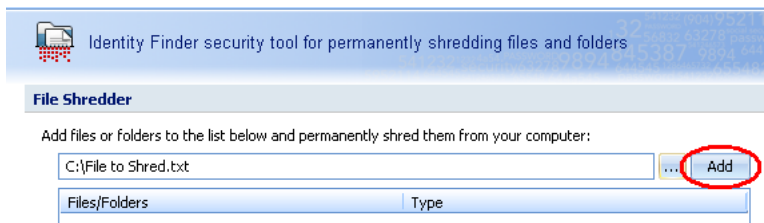
Click on the ellipsis to browse for the file to shred.



Navigate to the file you want to shred, select the file and click OK.



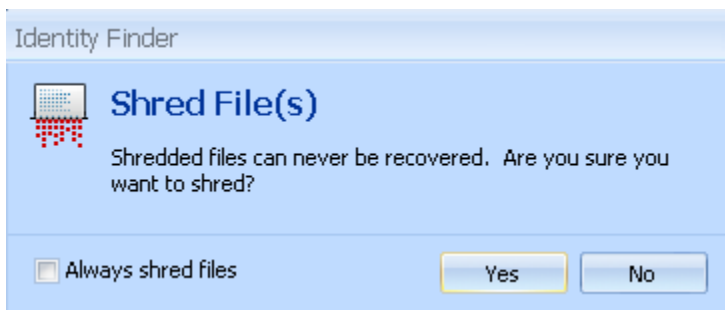
Click the Add button to add the file to the file shredder list. You may continue to add files to shred in the same manner.



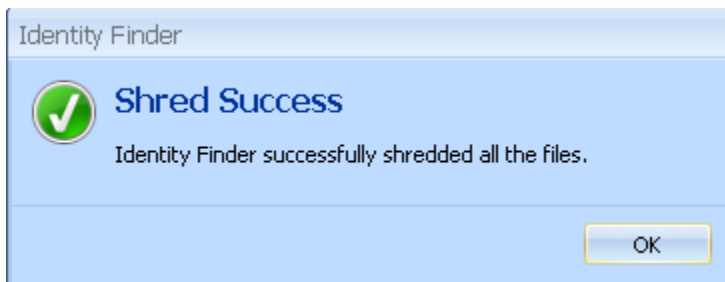
To Shred the selected file(s) click Shred.



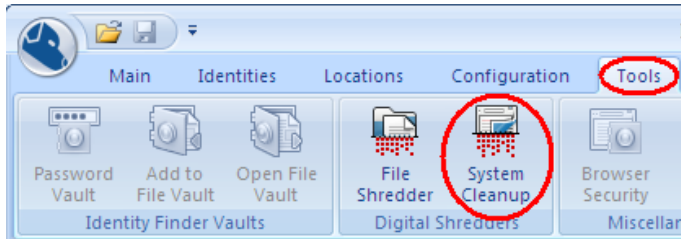
Confirm that you want to shred the file – **shredded files cannot be recovered under any circumstance.**



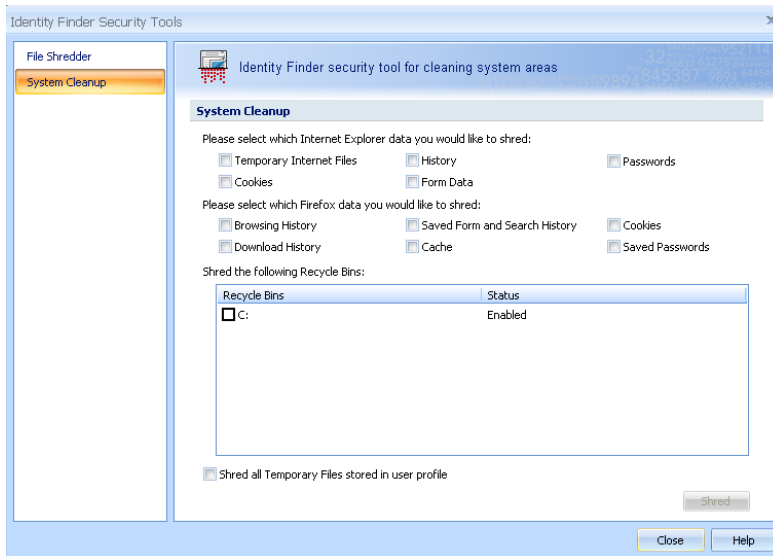
You will receive confirmation that the Shred operation was successful.



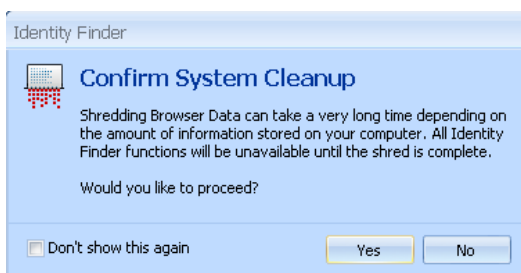
Identity Finder also provides the ability to clean system areas (System Cleanup). Select the Tools tab and click System Cleanup.



Select any areas you would like to clean by checking the appropriate box. Click on Shred to perform the cleanup.



You will be prompted to confirm your cleanup choices.



You will receive confirmation that your cleanup was successful.

