

Spirion Identity Finder

Performing a Scan

Introduction

Because data breaches are so prevalent and can be costly to the University, TU has made Spirion Identify Finder available to all faculty and staff. Spirion is a software program that scans both laptops and desktop computers for the purpose of identifying personally identifiable information (PII). This may include information like social security, credit card, driver's license, passport or an individual's bank account numbers.

This self-help document will step you through how to run a self-scan.

Conducting a Scan

1. Double-click the **Spirion** icon on your desktop.



Figure 1

2. The first time using this application, the **Spirion Profile Password** dialog box appear. You will be prompted to create a Profile password that will be used to login from this day forward. Use a memorable password that is not your Towson login password. This password is used to save the scan results so that you can come back to them later and to speed up subsequent scans. The software will not re-scan anything that has been previously scanned and has not been modified.

Note: The profile password is not stored anywhere and therefore if it is lost or forgotten, all the information in the profile will be lost. For further information on how to reset a profile password, please refer to the Identity Finder's FAQ.

3. **Enter** and **Confirm** your password in the designated boxes and click **Next**.

Note: Never use your Towson password for any login other than NetID.



Figure 2

Spirion Identity Finder Performing a Scan

4. A **Spirion Profile Password Set** window will appear. Click the **OK** button.

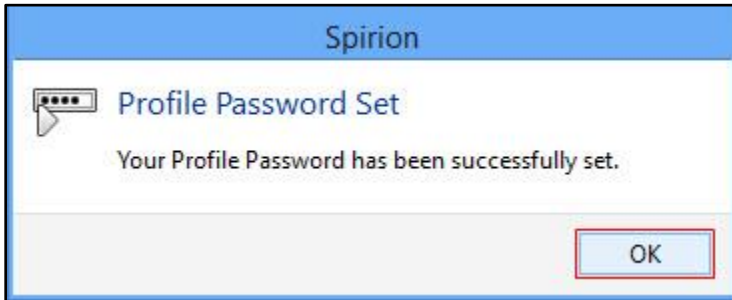


Figure 3

5. The **Spirion Search Wizard** box will appear. Click the **Continue Search Wizard** button.



Figure 4

6. In the following screen, click the **Configure Search** button.



Figure 5

Spirion Identity Finder Performing a Scan

- The **Automatic Search Using AnyFind** box will appear. Make sure to select **Social Security Numbers, Credit Card Numbers, Bank Account Numbers, Driver Licenses, and Passport Numbers**.
- Click the **Next** button.

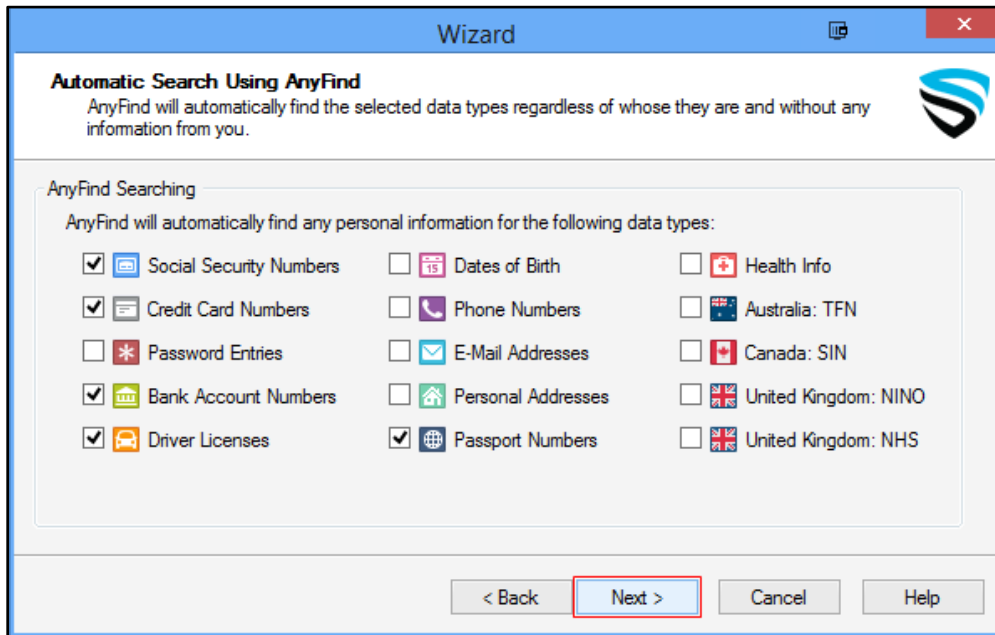


Figure 6

- The **Locations** box will appear. Make sure **Files and Compressed Files, Browsers** and **E-Mails and Attachments** are chosen under **Locations**. By default, **My Computer** is chosen under **File Locations**. This will scan your hard drive, CD's, DVD's; and any USB that is connected to your machine (this is the recommended setting).
- Click the **Next** button.

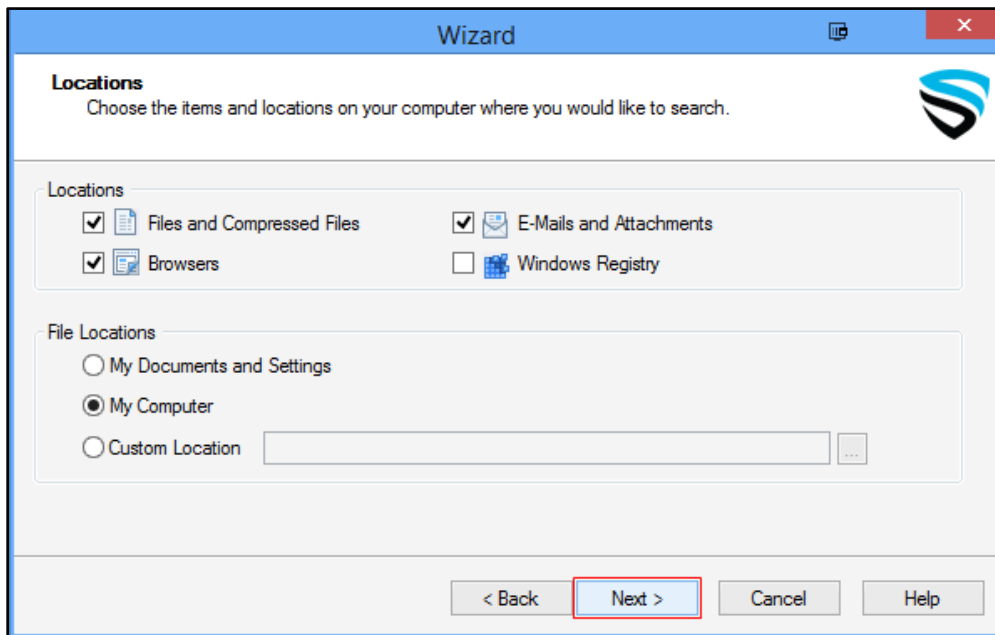


Figure 7

Spirion Identity Finder Performing a Scan

11. The **Confirmation** box will appear with a summary of your search selections. Click the **Finish** button.

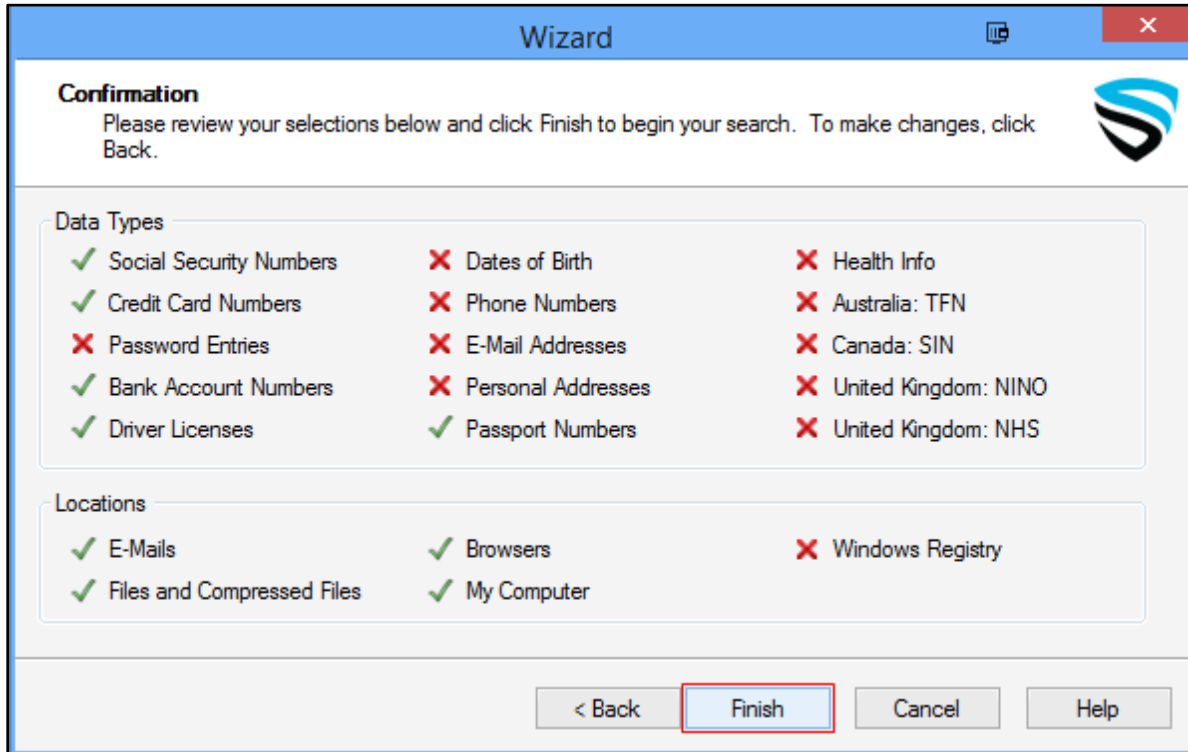


Figure 8

12. The scan will begin. A **Status** box will appear which will track the progress.

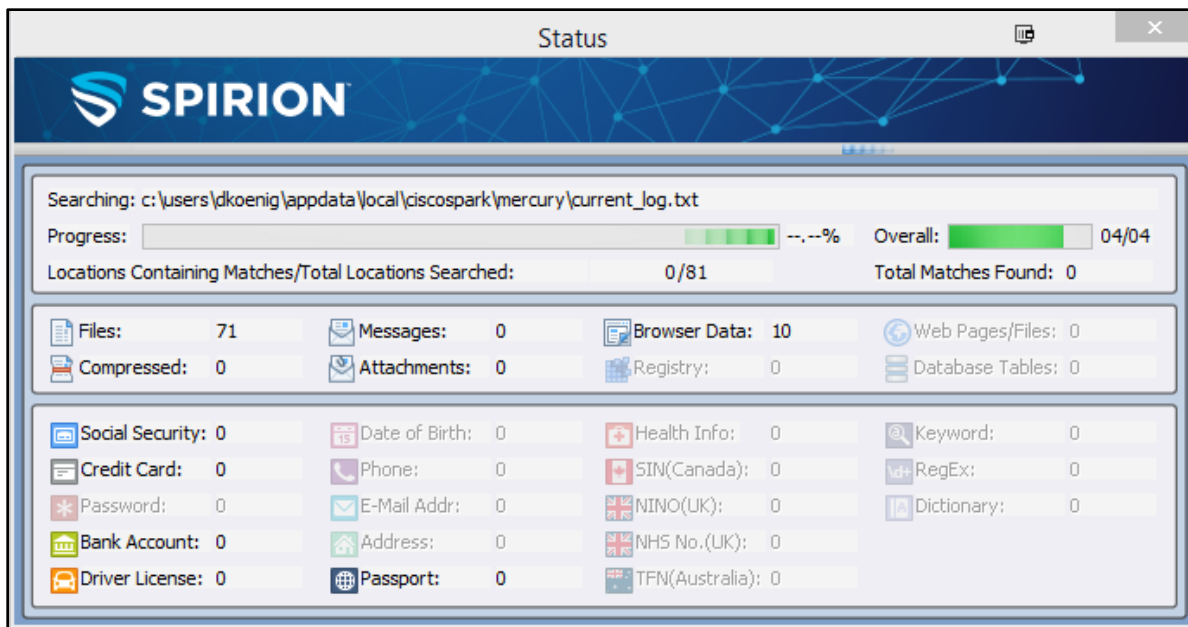


Figure 9

Note: Spirion can take an extended period of time to complete a scan. This has potential to affect your computer's normal performance. We advise performing scans with this in mind.

Scan Results

After running the security scan, the **Search Summary** dialog box will appear. You must now decide what to do with the files found to be a security risk.

1. From the **Search Summary** box, click the **Wizard** icon to walk you through the search summary results.

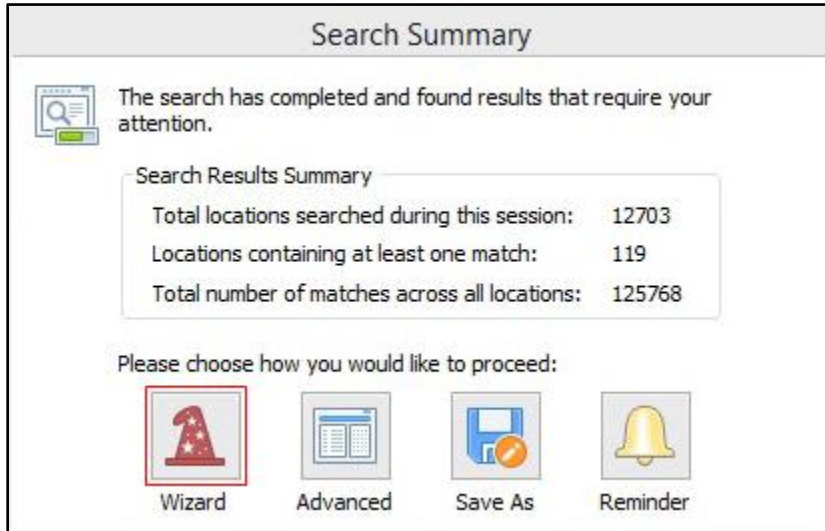


Figure 10

2. The next screen will explain how identified files will be displayed. As you move from page to page, Identify Finder will display files in different locations on the computer that are a security risk. Identity Finder will show you files found in E-mail first and then in Folders.
3. Click **Next**.

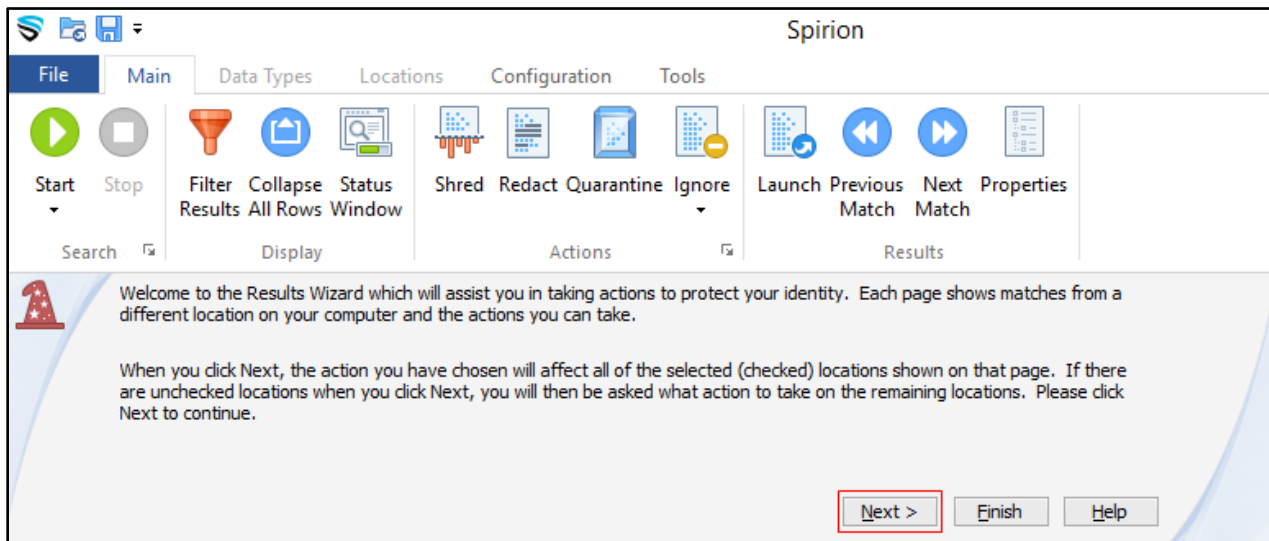


Figure 11

E-Mail

1. First, E-mail files are shown. The Wizard gives you the option to **Shred** or **Ignore** the results. If the Wizard did find PII than you need to remove them from your computer. If no E-Mail files were found, skip to the **Folders** section on page 7.
2. Select the files by clicking in the check box beside the file and click **Shred Selected**.
3. Click **Next**.

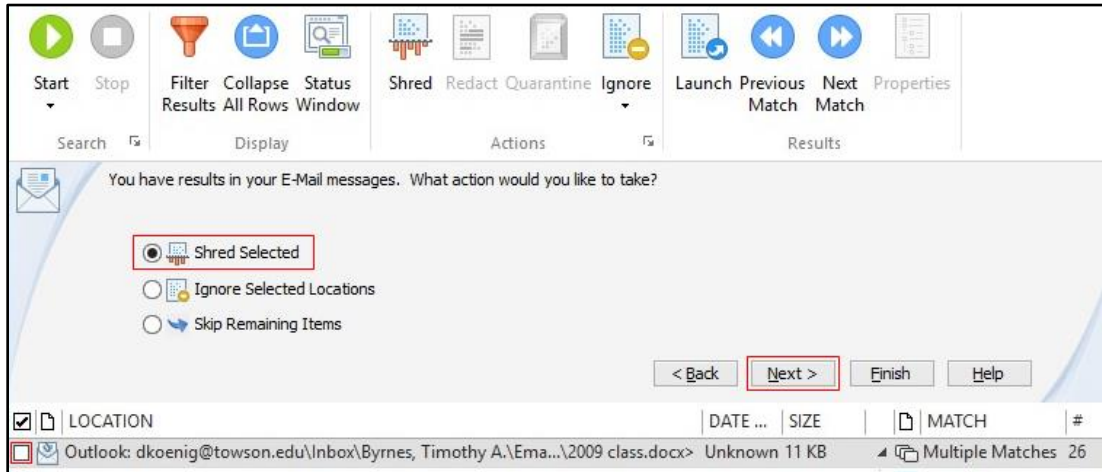


Figure 12

4. The **Spirion** dialog box will appear to let you know that this item will be disposed of properly. The example below is the identity matches found in Outlook email. Click **Yes**.

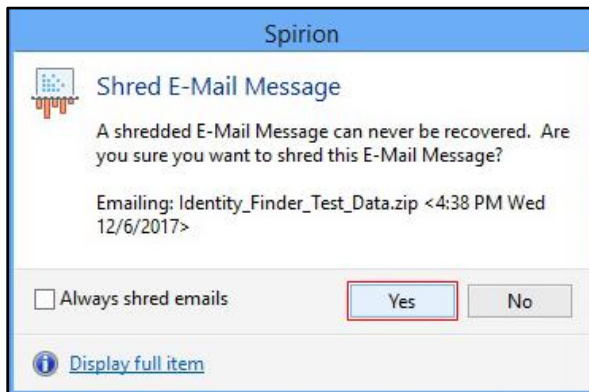


Figure 13

Note: Spirion searches email bodies and attachments. If PII is found as an attachment, the entire body of the email will be shredded.

5. A message will appear confirming the item was shredded. The email will be removed from Outlook.
6. Click **OK**.

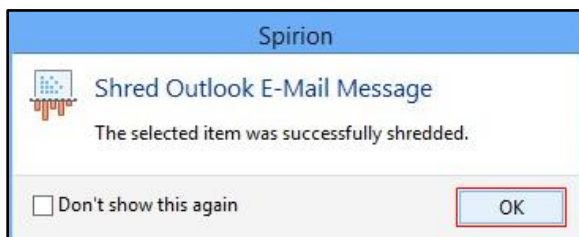


Figure 14

Folders

1. Second, folders are evaluated. If PII is found in folders, you have an additional option to **Quarantine Selected**. This option is only recommended if you are currently a secure share owner. If you do not have a secure share, skip to step 6 on page 8.
2. Select the files by clicking in the check box beside the file and click **Quarantine Selected**.
3. Click **Next** and you will be prompted to either enter a location for the quarantined file or shred the file.

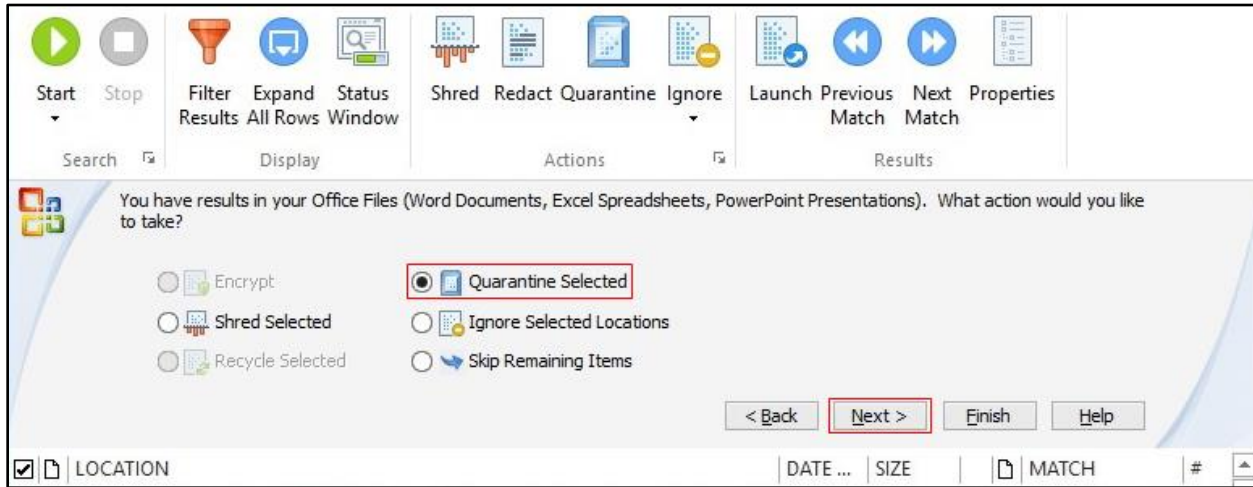


Figure 15

4. In the **Quarantine** window, click the **more (...)** button to select a secure share (this is the only secure location for a PII). The **Browse for Folder** window will appear. If you have been given access to a secure share, its location will appear here.

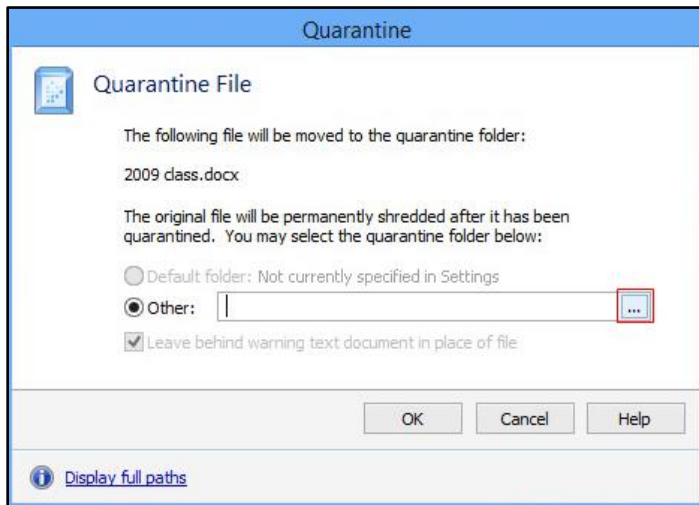


Figure 16

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5. Choose the location and click the **OK** button. The file has been quarantined.

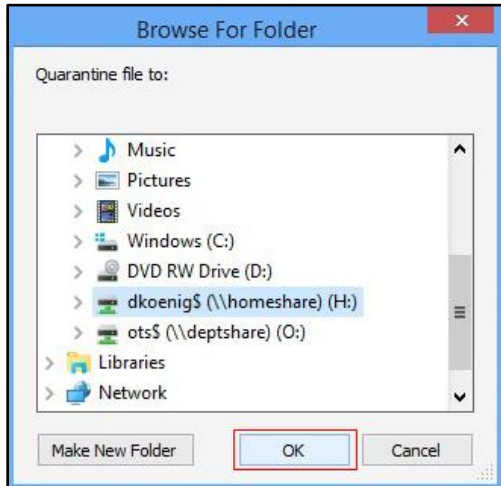


Figure 17

6. If you do not have a secure share and you have PII that you need to remove, you should choose the **Shred Selected** option, select the files and then click the **Next** button.

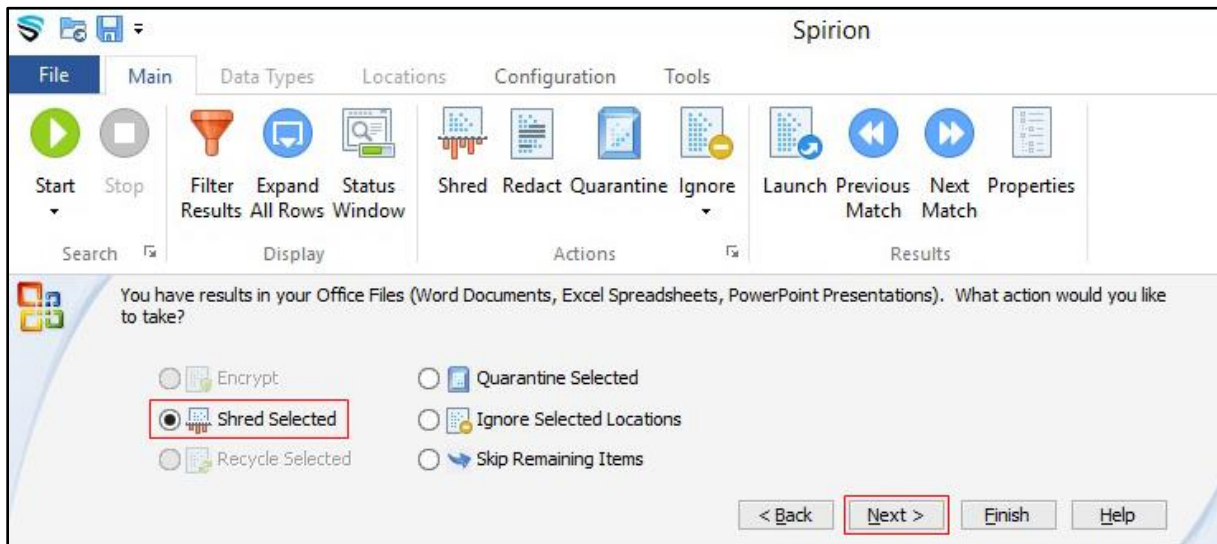


Figure 18

7. A warning will populate to allow you a second chance to review what is about to be shredded. Click the **Yes** button.

Spirion Identity Finder Performing a Scan

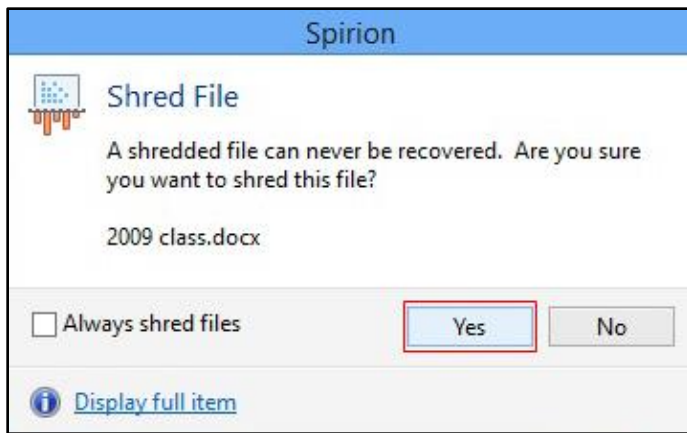


Figure 19

8. A message will appear confirming the item was shredded. Click the **OK** button.

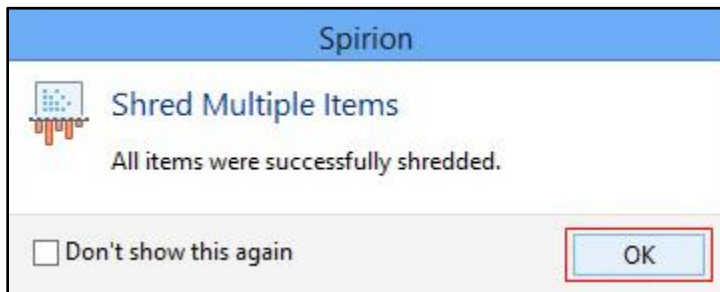


Figure 20

9. A box will appear with instructions about scheduling periodic searches. If you would like to perform future searches manually instead of automatically, uncheck the box beside **Schedule a weekly search** and then click the **Finish** button.

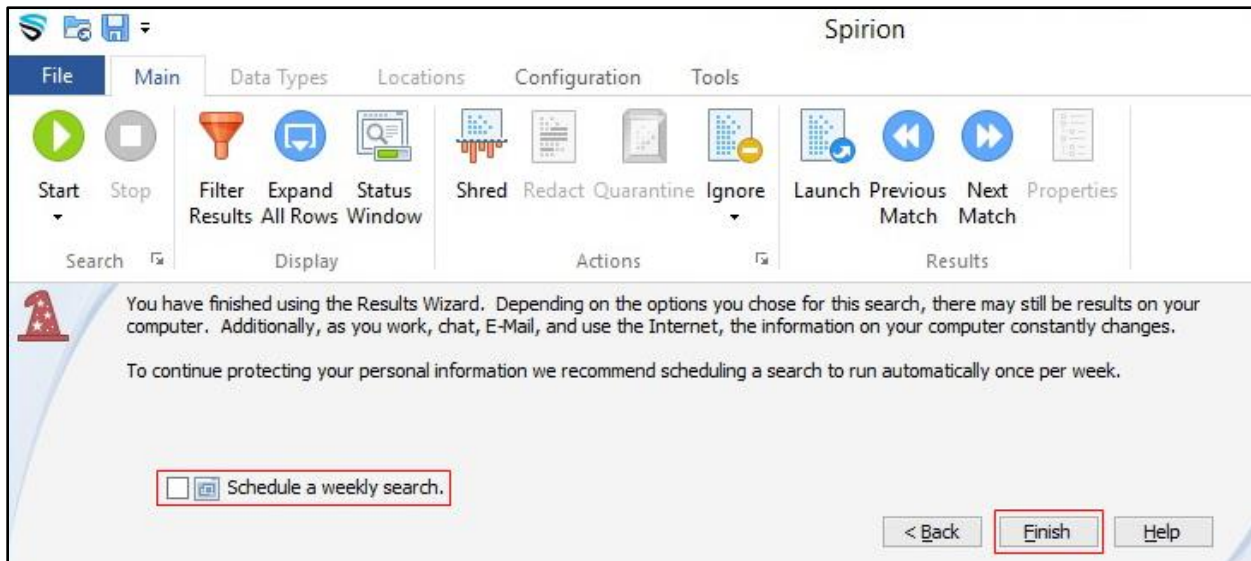


Figure 21