

Spirion

Setting up a Recurring 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.

By default, Spirion is setup to only scan your hard drive, personal share drive (H: drive) and any attached USB storage devices. If you are the sponsor of a custom or departmental share drive, it is recommended that you run a monthly scan in order to identify PII and move it to a secure share drive or secure shred it. This self-help document will guide you through the steps required to setup a recurring scan.

Note: If you do not move the files containing PII to a secure share, the data must be shredded from within Spirion.

Adding Scan Locations

Before setting up a recurring scan, you must define what other drives you wish to scan (again, it is recommended that if you are the owner of a custom or departmental share that you add these drives) by following the steps below. This is a onetime set up.

1. Double click the **Spirion** icon on your desktop. If you have already set a Spirion password, type it in the **Enter Password:** field, click the **Next** button and skip to step 4 of this section.



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**.

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



Figure 2

4. The Spirion **Search Wizard** window will appear, click on the **Open Advanced Interface** button.

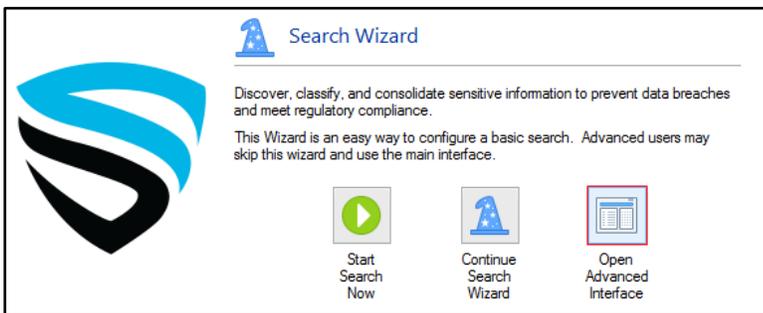


Figure 3

5. A dialog box will appear asking if you would like to always launch to the **Advanced Interface**. Place a check mark beside **Always perform my selection** and then click the **No** button. The **Advanced Interface** window will appear.

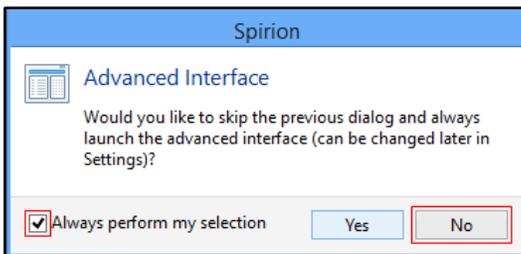


Figure 4

6. In the **Advanced Interface** window, click on the **Locations** tab in the navigation bar.

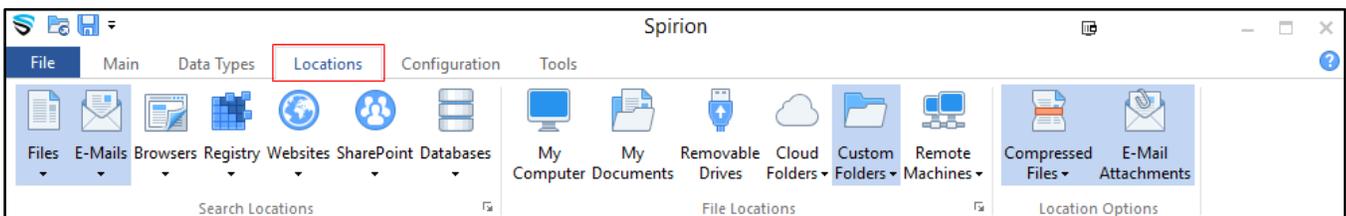


Figure 5

Spirion: Setting up a Recurring Scan

- Click on the **Custom Folders** icon and then choose **Customize Folder List** from the drop-down menu.

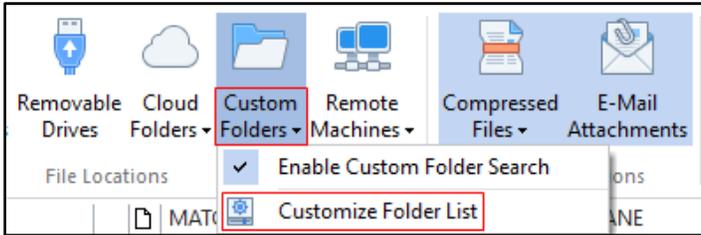


Figure 6

- In the **Custom Folders** section of the **Settings** window, click the **Browse** button (...) beside **Folder**.

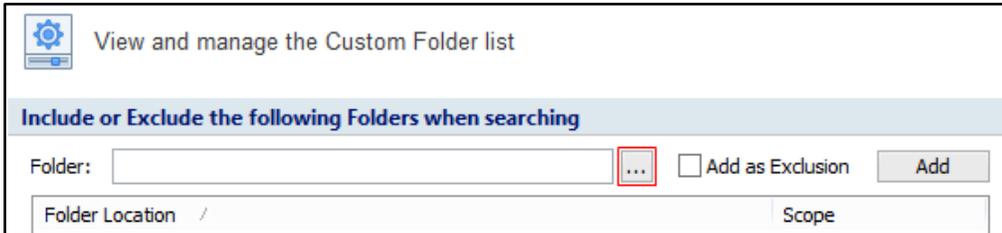


Figure 7

- In the **Browse For Folder** window, navigate to the folder you wish to add to your scan and then click the **OK** button. Examples of folders to add would be your custom share or departmental share drive.

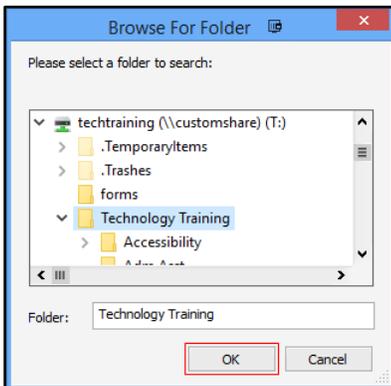


Figure 8

- To include the folder in your scan, click the **Add** button. The drive will be added in the **Folder Location** window.

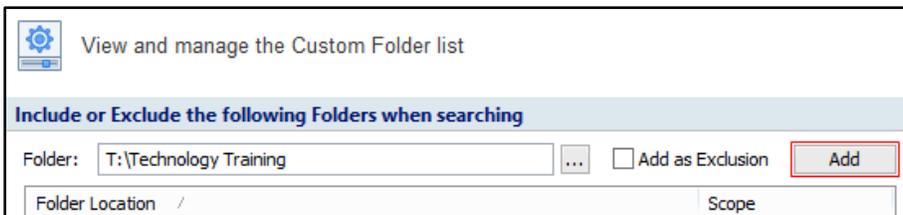


Figure 9

Note: If you wish to exclude a folder from the search, place a check in the box beside **Add as Exclusion**.

- Repeat steps 6 through 10 to add any additional folders to the **Custom Folder list**.
- In the **Settings** window, click the **OK** button.

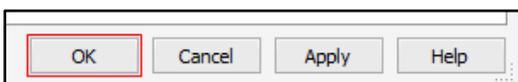


Figure 10

Setting up a Recurring Scan

1. Double click the **Spirion** icon on your desktop. If you have already set a Spirion password, type it in the **Enter Password:** field, click the **Next** button and skip to step 4 of this section.



Figure 11

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

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Figure 12

4. The Spirion **Search Wizard** window will appear, click on the **Open Advanced Interface** button.

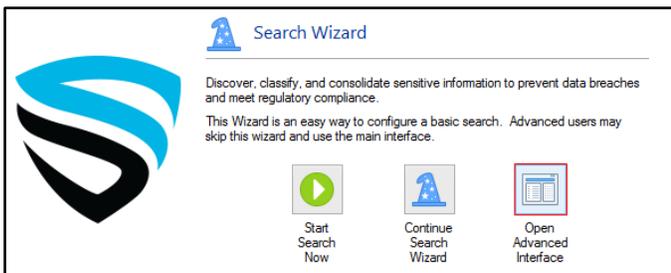


Figure 13

Spirion: Setting up a Recurring Scan

5. A dialog box will appear asking if you would like to always launch to the **Advanced Interface** place a check mark beside **Always perform my selection** and then click the **No** button.

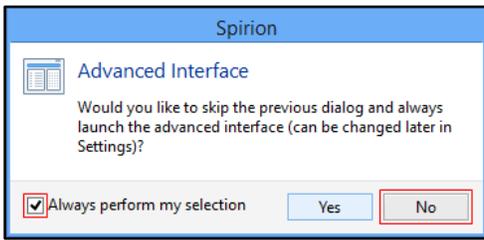


Figure 14

6. The **Advanced Interface** window will appear. Click on the **File** tab and then click on the **Settings** button.

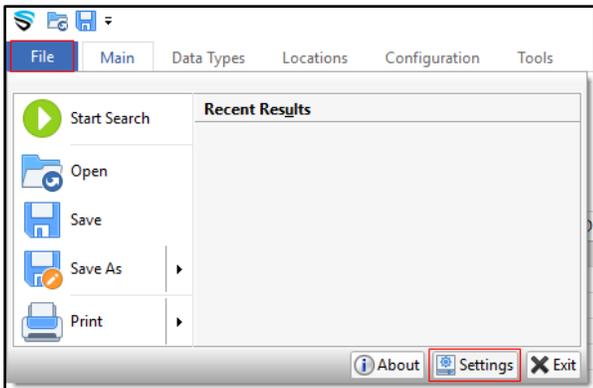


Figure 15

7. In the left navigation of the **Settings** window, select the **Scheduling** option.

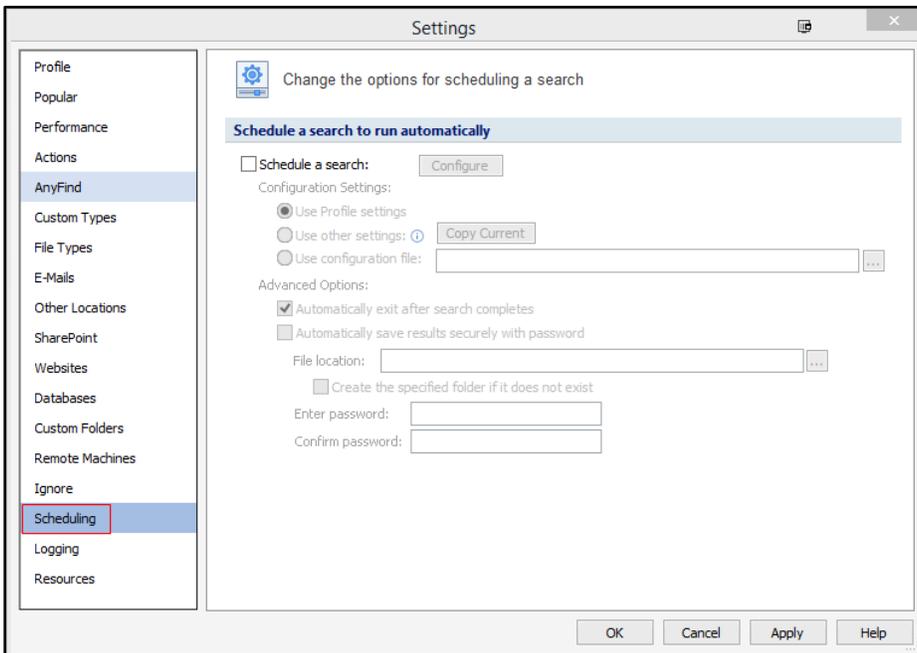


Figure 16

Spirion: Setting up a Recurring Scan

- Place a check mark in the box beside **Schedule a search:** and then click the **Configure** button.

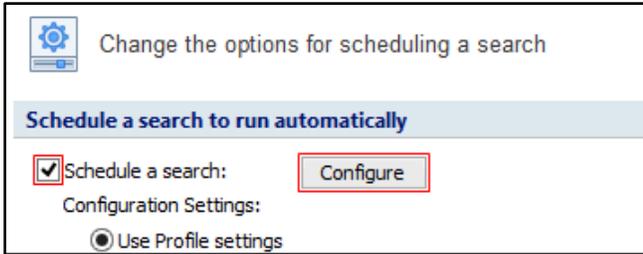


Figure 17

- In the **Task Schedule** window, select the scheduling options that best suit your needs. It is recommended for departmental and custom share drive owners to run a monthly scan during your lunch time.
- Click the **OK** button.

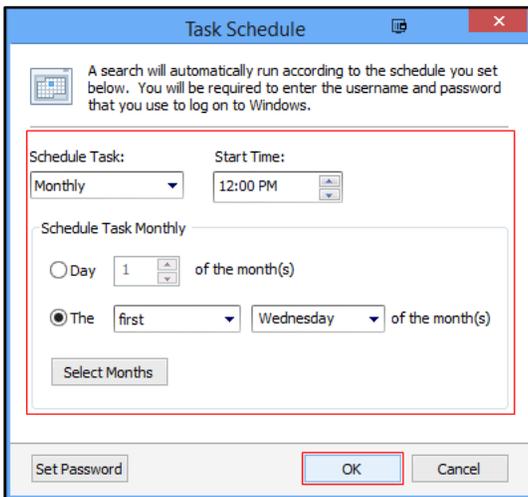


Figure 18

- Click the **OK** button in the **Settings** window.

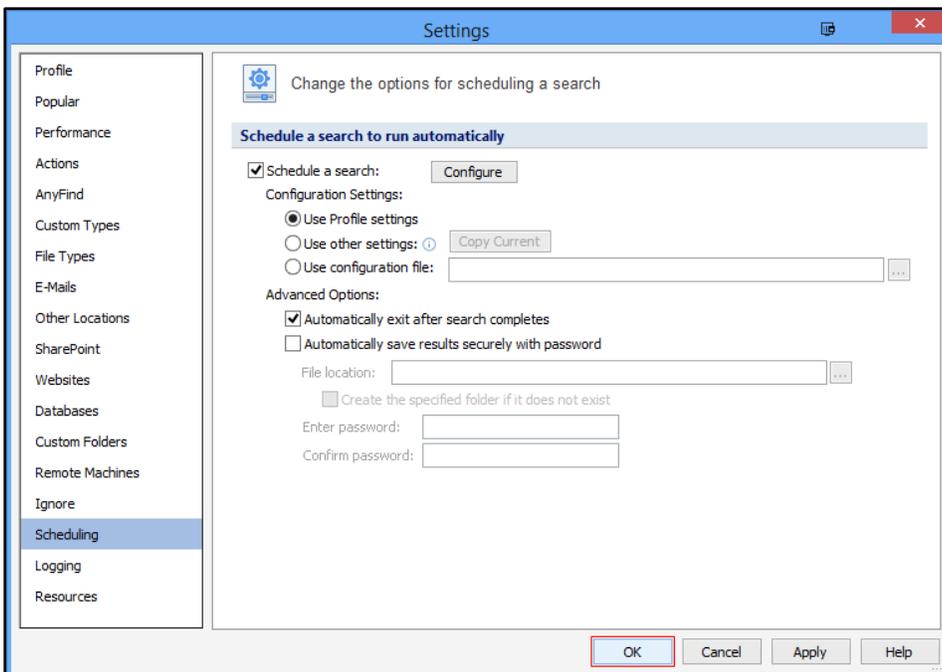


Figure 19

Spirion: Setting up a Recurring Scan

12. A **Scheduled Task Account Settings** window will appear. Type your **User Name** (NetID) and **Password** in the corresponding fields.

Note: The **Password** is the same you use to access TU services through your NetID.

13. Click the **OK** button.

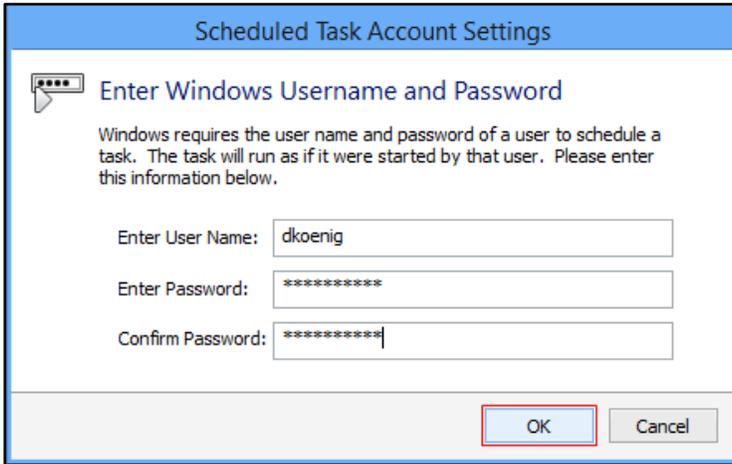


Figure 20

14. A **Spirion Profile Password Warning** window will appear. Click the **Yes** button.

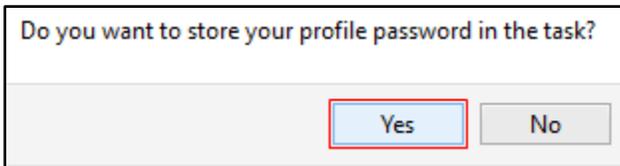


Figure 21

15. Your recurring scan has been scheduled.