IDENTITY FINDER for Windows v. 4.7 QUICK GUIDE

Identity Finder is a tool to locate sensitive information on computers such as:

- ❖ Social Security Numbers
- ❖ Bank Account/ATM Numbers
- ❖ Credit Card Numbers
- ❖ Drivers License or State Issued ID Numbers
- ❖ Passwords

1. Getting Started

Identity Finder is easy to use. To get started go to the Windows **Start Menu**, choose **Programs**, then the **Identity Finder** group, then **Identity Finder.**

The application may also be on your desktop as an alias.
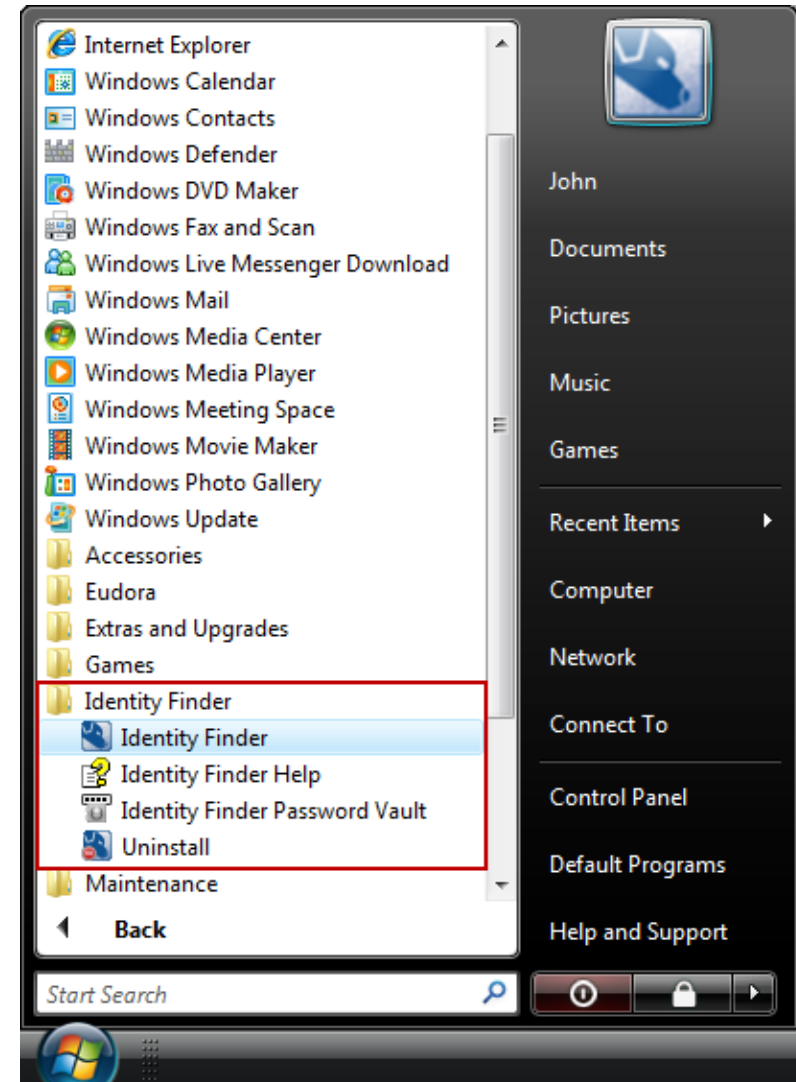
2. Profile Password

The first time you use Identity Finder you will see a dialog box to create a New Identity Finder Profile. This Profile is unique to the user logged into Windows. After you create your Profile, you will need it to run Identity Finder, because the files it finds may can contain sensitive information.
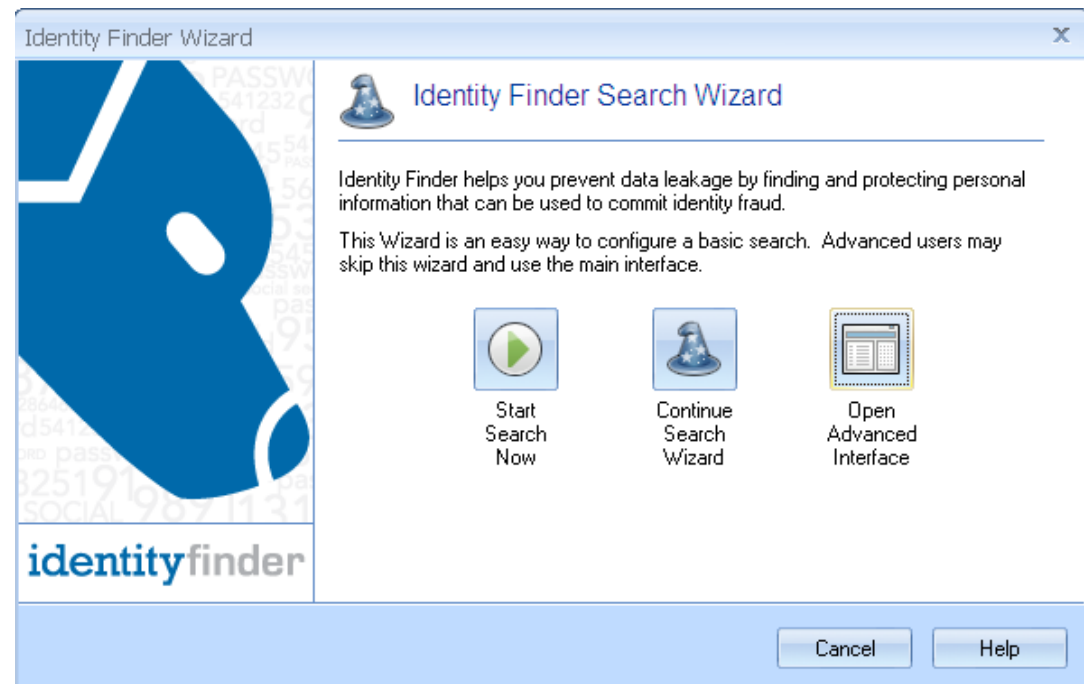
Make sure the password is strong, as it is also used to protect the files you secure with Identity Finder, as well as saved search results. **Do not forget this password**; if lost, it is irretrievable.

Identity Finder Profile Password

New Identity Finder Profile

Your Profile allows you to save your settings and automatically use your Profile Password when securing results or saving reports. You will be asked for this password when Identity Finder starts and when opening secure results and reports.

Enter Password:

Confirm Password:

identityfinder

Skip >   Cancel   Help

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3. Search Wizard

If you obtained your software from MIT with settings preconfigured, at the next window, choose **Open Advanced Interface, then click Next**. You may skip the following instructions for search settings, and proceed to step 4.

If you did not obtain your software from MIT with settings preconfigured, chooose **Continue Search Wizard, then click Next**.

Identity Finder Wizard

Identity Finder Search Wizard

Identity Finder helps you prevent data leakage by finding and protecting personal information that can be used to commit identity fraud.

This Wizard is an easy way to configure a basic search. Advanced users may skip this wizard and use the main interface.

Start Search Now   Continue Search Wizard   Open Advanced Interface

identityfinder

Cancel   Help

Updated: April, 2011

Check the boxes under AnyFind Searching to search for **Social Security Numbers**, **Credit Card Numbers, Bank Account Numbers, Driver Licenses**.

These are the only components we are *legally* responsible to protect.

We also advise that you search for **Passwords** as well.

You can uncheck **Dates of Birth, E-Mail Addresses, Phone Numbers, Personal Addresses.**

Identity Finder Wizard

Automatic Search Using AnyFind
AnyFind will find automatically find the selected identities of the selected types regardless of whose they are and without any information from you.

AnyFind Searching
AnyFind will automatically find any personal information for the following identities:

- ☑ Social Security Numbers
- ☑ Bank Account Numbers
- ☐ E-Mail Addresses
- ☑ Credit Card Numbers
- ☑ Driver Licenses
- ☐ Phone Numbers
- ☑ Passwords
- ☐ Dates of Birth
- ☐ Personal Addresses

AnyFind Worldwide Searching
Would you like to choose additional identities to find any personal information from specific countries?
○ Yes ● No

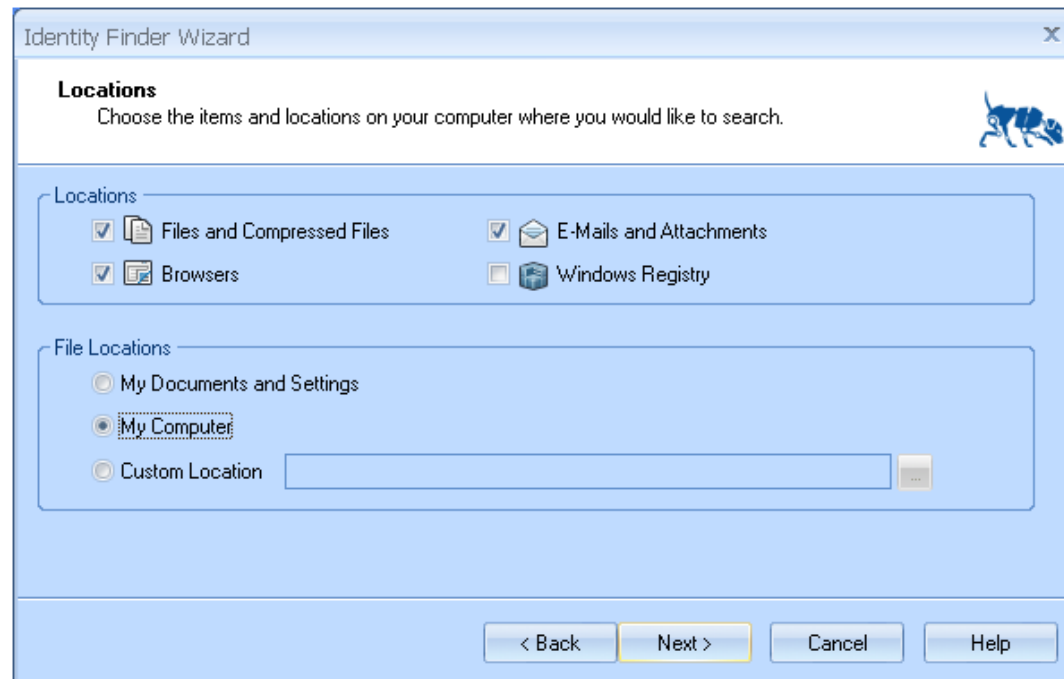[< Back] [Next >] [Cancel] [Help]

Choose **No** to using OnlyFind and Click **Next.**

Choose **No** to *"Would you like to provide personal information to find any of the above identities?"*

Identity Finder Wizard

OnlyFind Search Using Your Personal Information
OnlyFind allows you to find additional identity types by entering specific personal information.

OnlyFind Searching
OnlyFind will find only the personal information you provide for these additional identities:

- Driver License
- E-Mail Address
- Passport Number
- Date of Birth
- Personal Address
- Mother's Maiden Name
- Phone Number

Would you like to provide personal information to find any of the above identities?
○ Yes ● No

[< Back] [Next >] [Cancel] [Help]

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Choose **Files and Compressed Files,** then **Browsers,** then **E-Mails and Attachments.**

Identity Finder Wizard

Locations
Choose the items and locations on your computer where you would like to search.

Locations
- ☑ Files and Compressed Files
- ☑ Browsers
- ☑ E-Mails and Attachments
- ☐ Windows Registry

File Locations
- ○ My Documents and Settings
- ● My Computer
- ○ Custom Location

Choose **My Computer** folder and click **Next** again.

< Back | Next > | Cancel | Help

Review and confirm your selections.

Identity Finder Wizard

Confirmation
Please review your selections below and click Finish to begin your search. To make changes, click Back.

Identities
- ✔ Credit Card Numbers
- ✔ Social Security Numbers
- ✔ Passwords
- ✔ Bank Account Numbers
- ✘ Dates of Birth
- ✔ Driver Licenses
- ✘ Phone Numbers
- ✘ E-Mail Addresses
- ✘ Personal Addresses
- ✘ Passport Numbers
- ✘ Mother's Maiden Names
- ✘ Australia TFN
- ✘ Canada SIN
- ✘ United Kingdom NINO
- ✘ United Kingdom NHS

Locations
- ✔ E-Mails
- ✔ Files and Compressed Files
- ✔ Browsers
- ✔ My Computer
- ✘ Windows Registry

Click **Finish** to confirm all your selections.

< Back | Finish | Cancel | Help
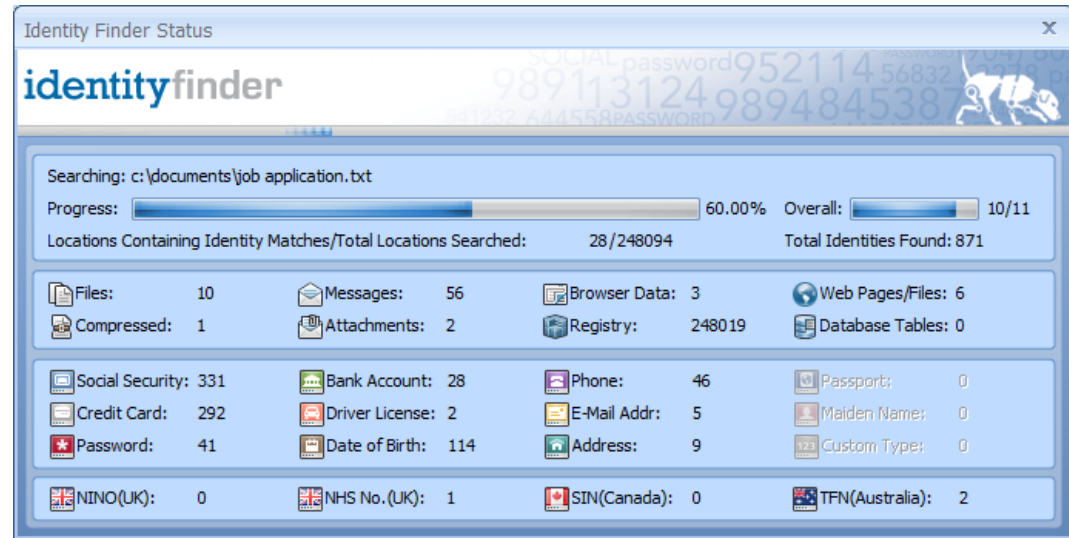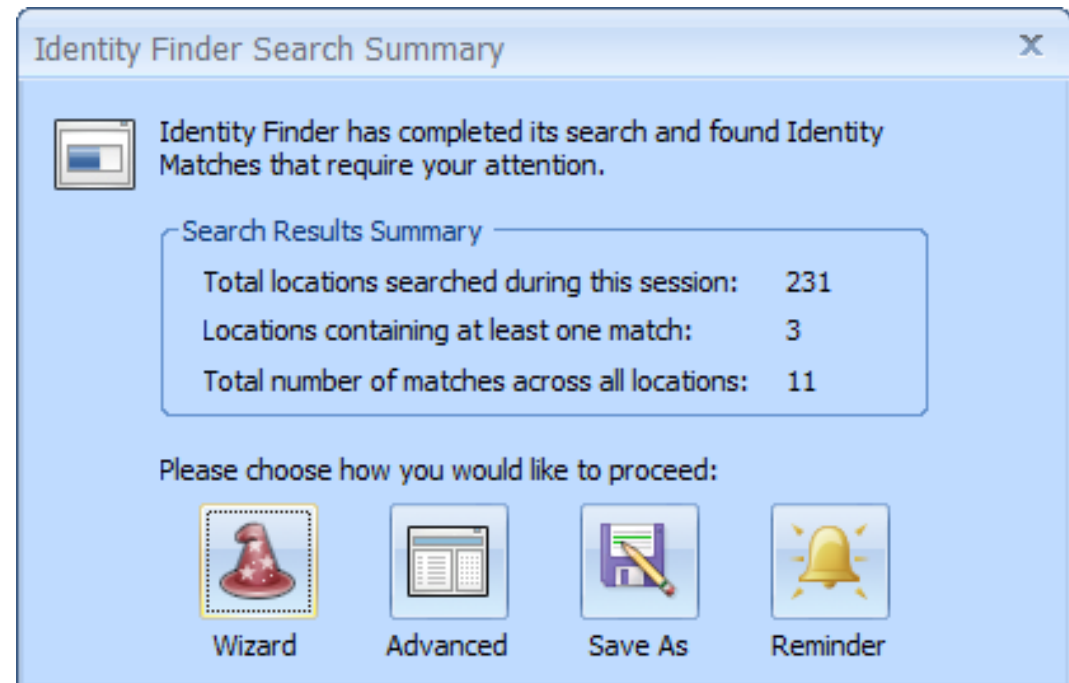
Updated: April, 2011
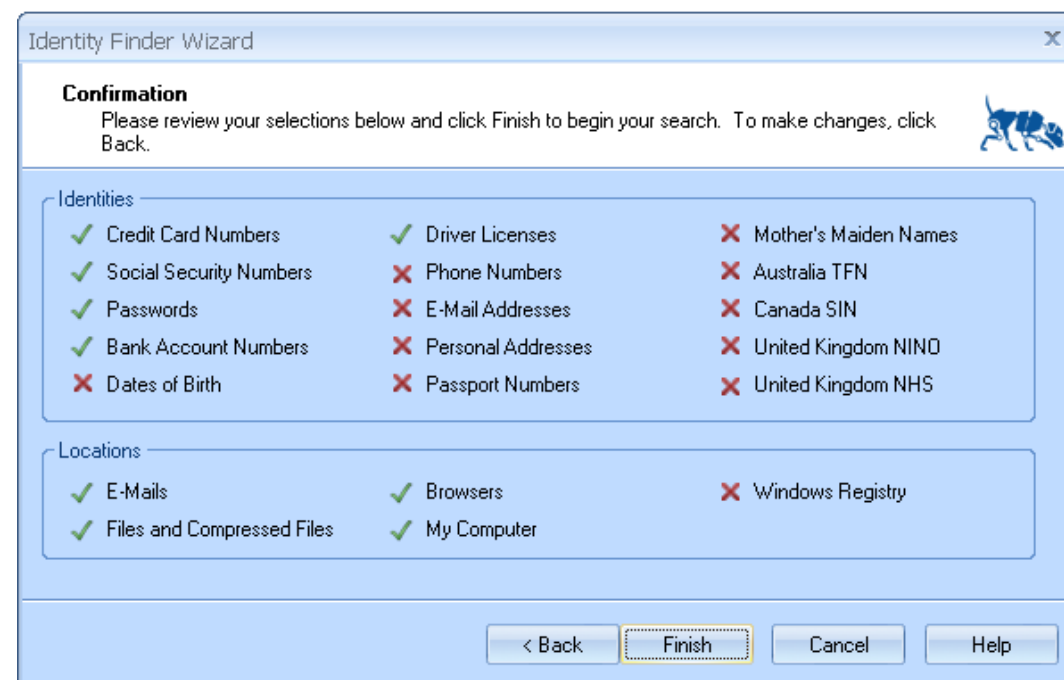
4. Initiating a Search

To start a search, click **Start** under the **Main** menu.
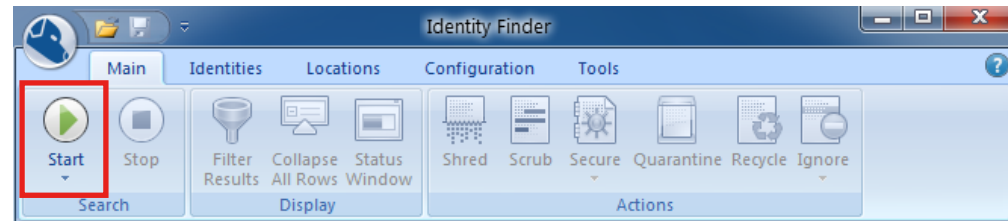
Identity Finder will begin searching for all identity matches. A Status Window will show your search status.

When complete, you will see a dialog box with your summary results. Click **Advanced,** to review and begin remediation of sensitive data.

5. The Results Window and Preview Pane

The **Preview Pane** is enabled by default but can be turned on and off by clicking the **Preview Pane** button on the **Configuration** menu.

If you click on an **Identity Match** on the left, the reference will be cited and the sensitive parts highlighted in yellow in the **Preview Pane** on the right.
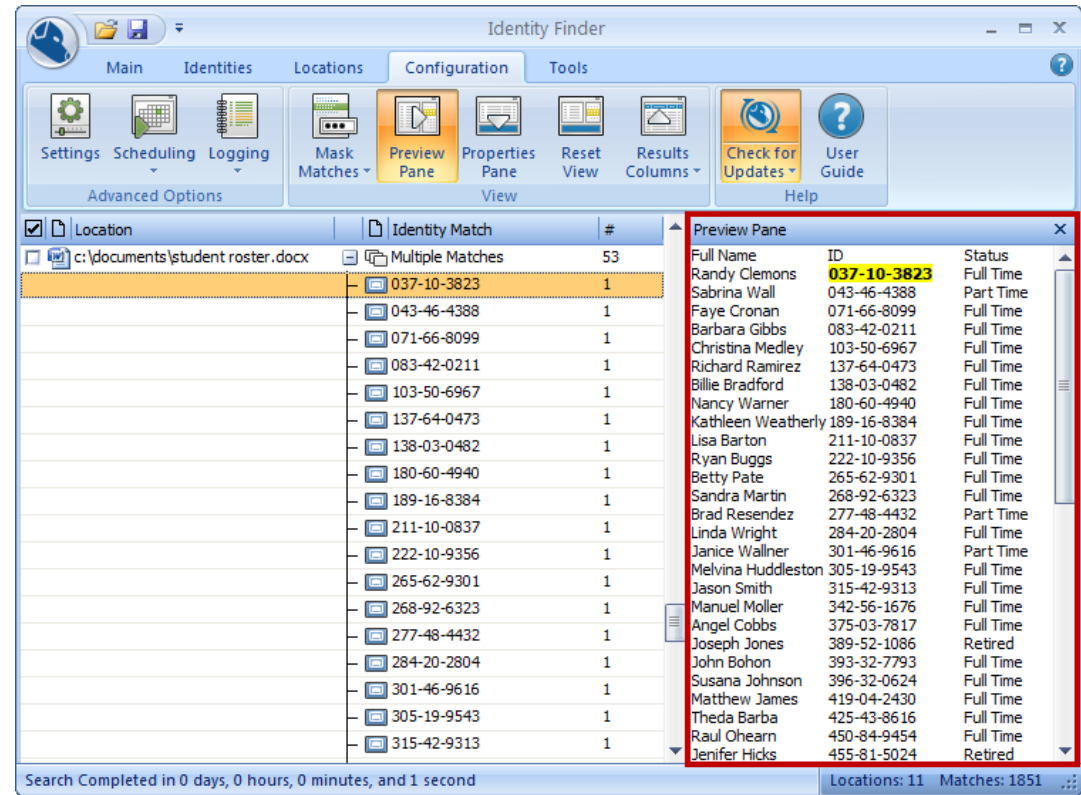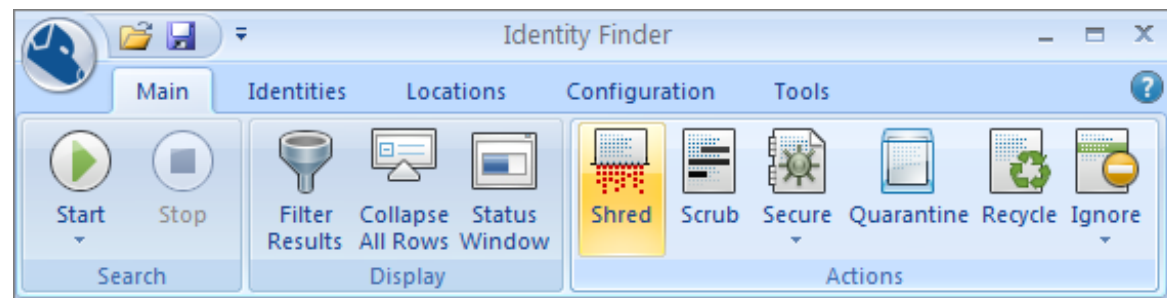
6. Actions

Shredding Files

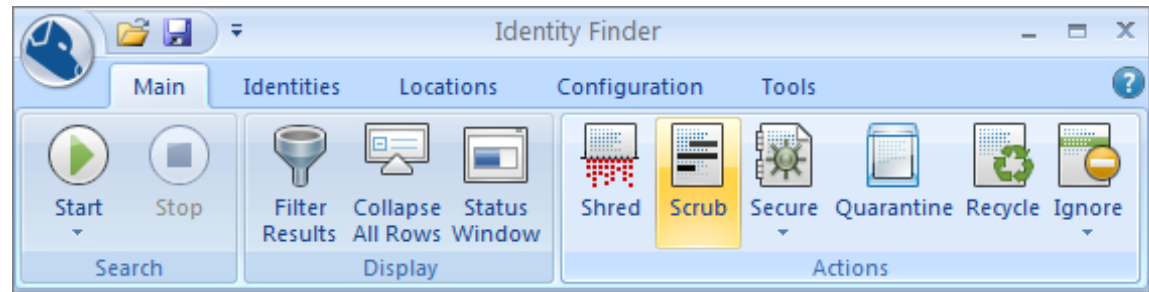When a location has sensitive identity match information in it and you wish to remove it from your computer, you should utilize the **Shred** feature. **Shred** is great when you no longer need the personal information or any other data in the item. **Once you shred a file, it is gone, and irretrievable.** It is not possible to "un-do" Shred.

Scrubbing or Redacting Personal Information

When a location has sensitive identity
match information in it and you wish to
keep the original file but no longer
need the personal information contained
within it, use the **Scrub** feature.
This feature is also known as **Redact**
and is limited to certain file types.

Securing Files

When a location has sensitive identity
match information in it and you wish to
keep the item with the personal
information within it, you should utilize
the **Secure** feature.
Also known as **Encrypt**, this feature
prevents unauthorized individuals
from accessing the files. To unencrypt
the files, you must enter your Profile password.
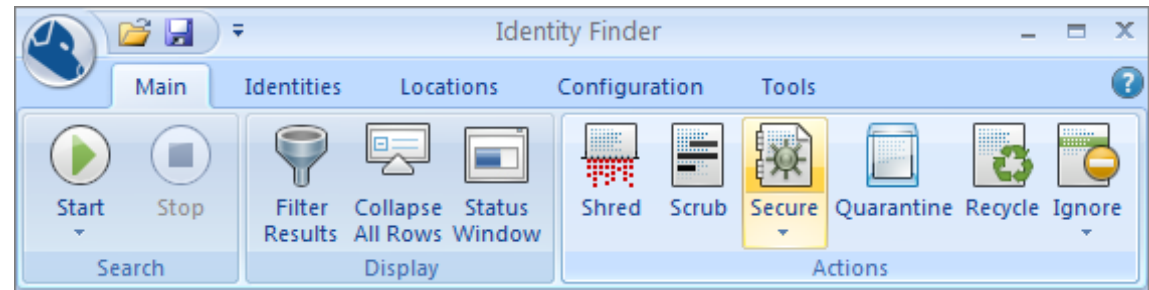
Ignoring Search Results

When Identity Finder locates an
identity match that is not sensitive,
you may wish to use the **Ignore** feature.

Ignored matches are added to an
approved exception list, so that
Identity Finder skips them in the future.
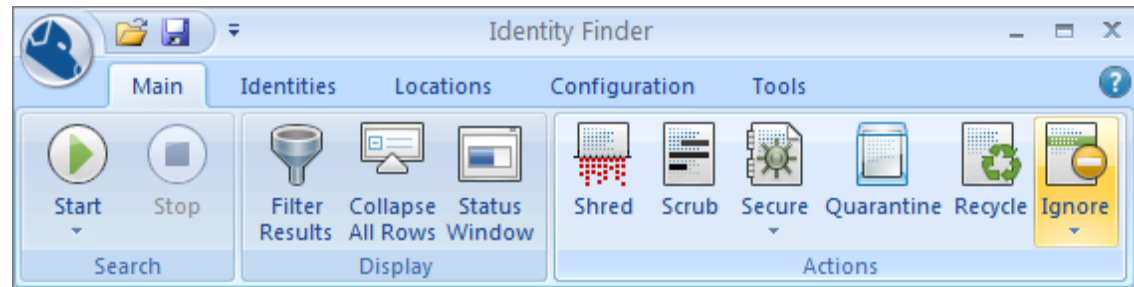
Sensitive data should never be flaggged with Ignore. Action must be taken.

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Issues Seen at MIT

Potential Significant False Positives:

1. 9 digit zip codes without a dash (e.g. 0214591234) - may be flagged as SSN
2. iPass phone book - foreign country access information may be flagged as credit card or account numbers
3. MIT PO # - may be flagged as an account # (10 digits starting with 4500)
4. MIT ID - will NOT be flagged as SSN, but might be flagged as an account number
5. any number in a field headed by 'Account' (e.g. a report with GL accounts)
6. BrioQuery results (e.g. files with .bqy extention) might not be searchable.

Multiple Accounts/Roaming Profiles (win.domain)

If there are multiple users on a machine (e.g. one person left MIT; a new account is created for a new person), then running IdentityFinder under one account will not find items under the other account.

When other users, with roaming profiles, log onto a computer on the win.domain, they bring with them cached files from their win.domain profile. This includes files that may be on the user's desktop. If there are files with PIRN in them, IdentityFinder will not find this information when run by the main user of the computer.

It is recommended that users do not have roaming profiles unless absolutely necessary. Any user with a roaming profile may NOT store any sensitive information on their desktop.

Other Helpful Links

MIT Hermes Using Identity Finder Link: http://kb.mit.edu/confluence/x/tAKL

Identity Finder • Full Documentation: http://www.identityfinder.com/Help/Client_win