

IDENTITY FINDER for Macintosh v. 3.7 QUICK GUIDE

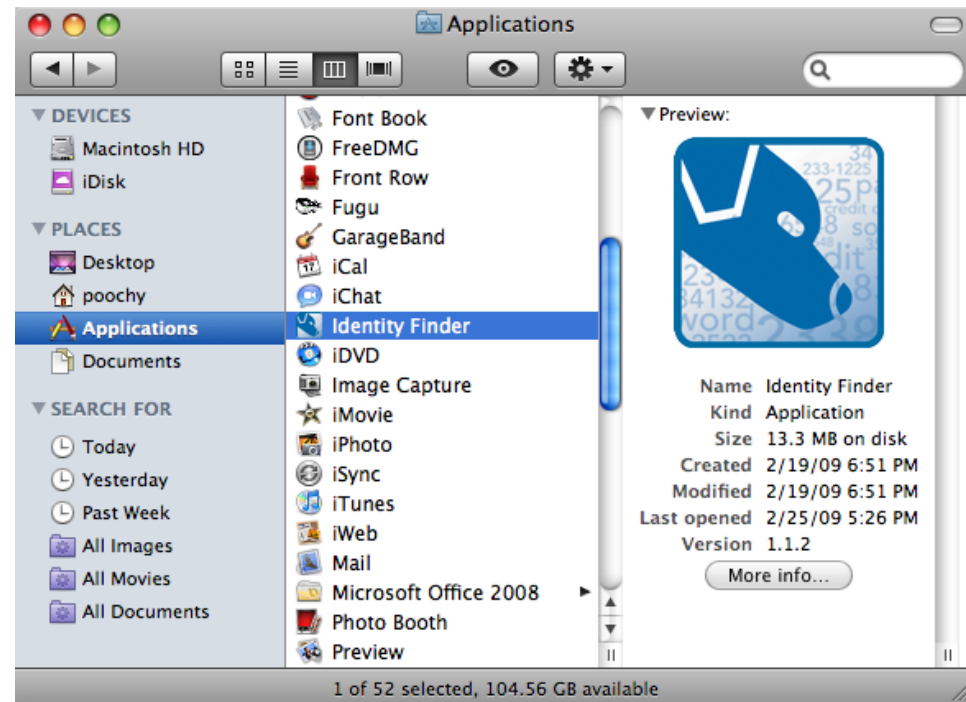
Identity Finder is a tool to locate sensitive information on computers such as:

- ❖ 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 **Finder**, choose **Applications**, then **Identity Finder**.

Alternatively, you may click on the **Identity Finder** application directly from the Dock, if it has been installed there.



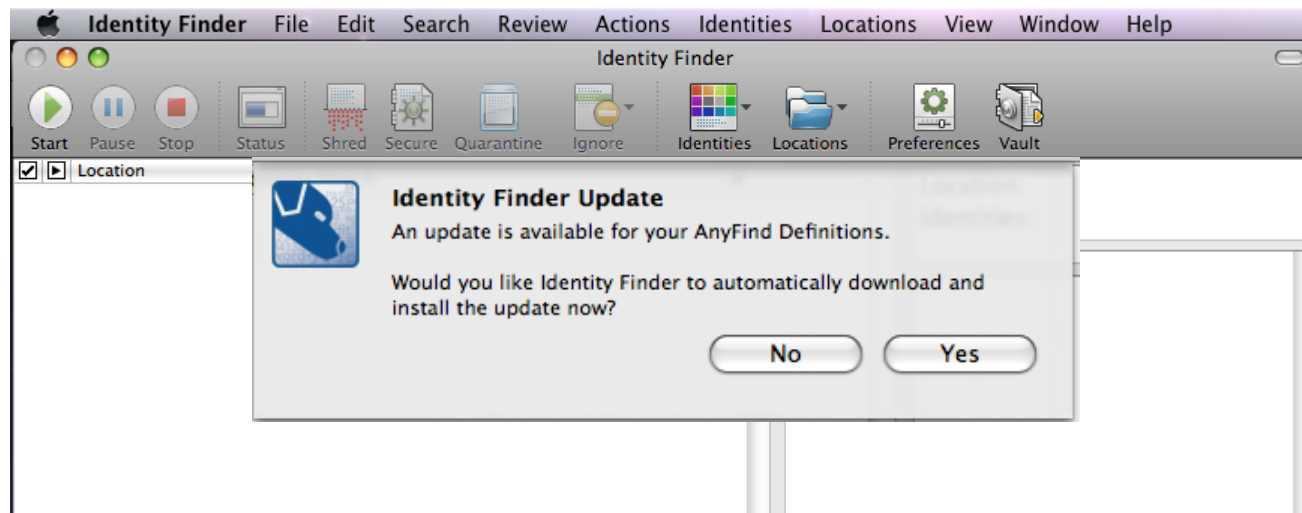
2. Profile Password

The first time you use Identity Finder you will see a dialog box to create a new Profile. This Profile is unique to the current logged in user. After you create your Profile, you will need it to run Identity Finder, because the files it finds may contain sensitive information.

Make sure this password is strong, as it is also used to protect the files secured by Identity Finder, as well as saved search results. **Do not forget this password;** if lost, it is irretrievable.



3. Updates



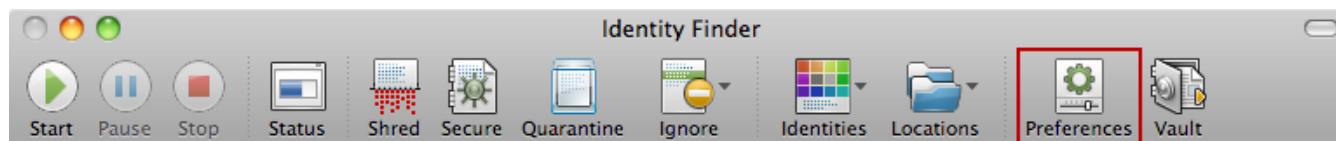
You may be prompted to update your **AnyFind Definitions** the first time you open Identity Finder. If prompted, click **Yes** and update the AnyFind definitions. You will receive a confirmation of the update when it has completed.

Note: Identity Finder Version upgrades (3.6.0 → 3.6.1 etc.) require administrator rights.

4. Setting Preferences

If you obtained your software from MIT with settings preconfigured, **you may skip the following instructions**, and proceed to step 5.

If you did not obtain your software from MIT with preferences preconfigured, set your Identity Finder Preferences, by choosing the **Preferences** button on the toolbar.



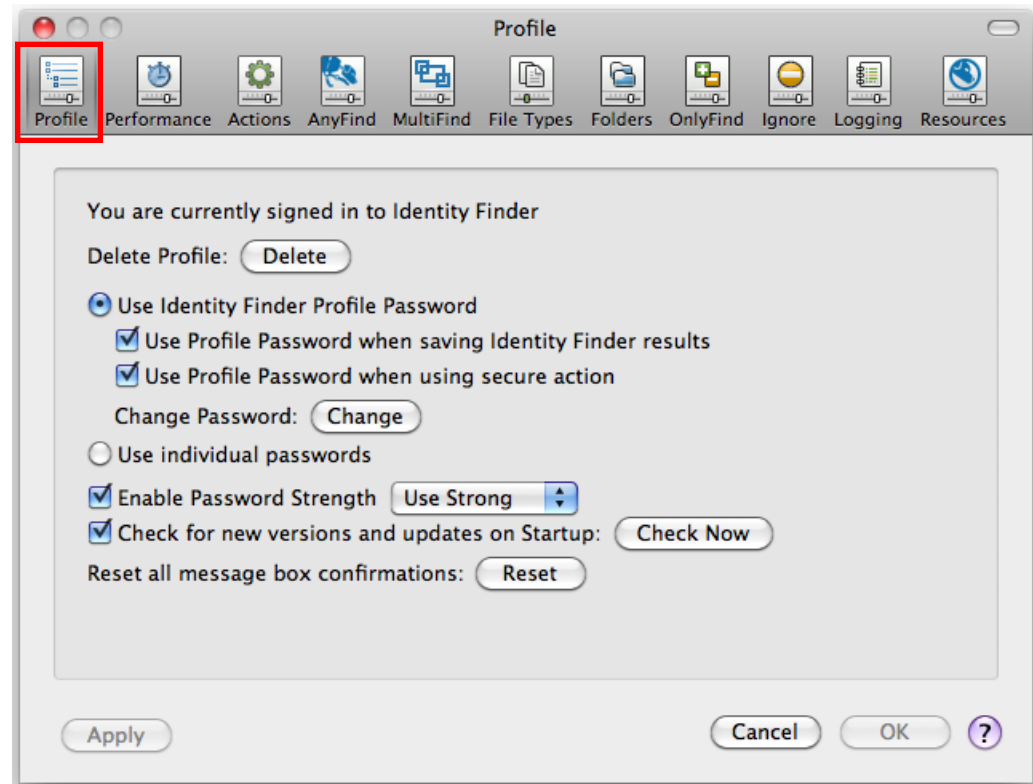
Profile Preference Pane

The **Profile** preferences pane allows you to modify various options for Identity Finder. To open or modify these options, select **Profile** from the top menu.

Confirm your settings for the following, to match this **Profile** pane screenshot.

- ❖ Use Identity Finder Profile Password
- ❖ Enable Password Strength
- ❖ Check for new versions and updates

Click **Apply**.

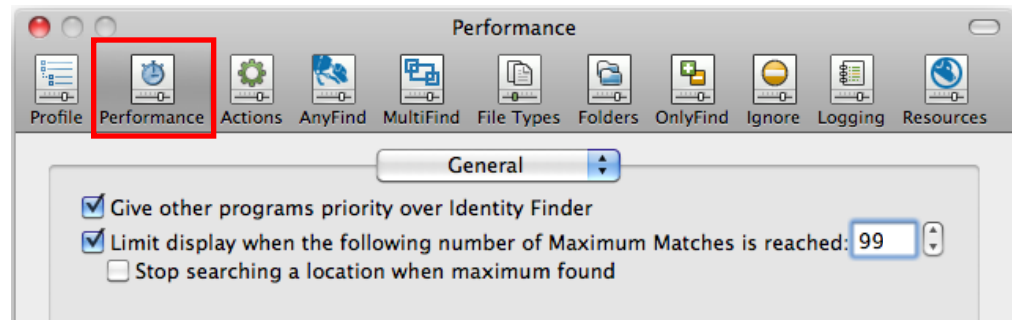


Performance Pane (General)

Confirm your settings for the following, to match this **Performance > General** pane screenshot.

- ❖ Give other programs priority...
- ❖ Maximum Matches 99

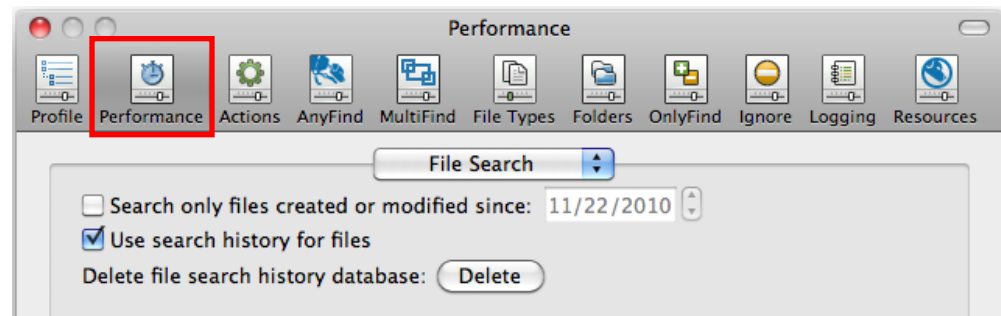
Click **Apply**.



Performance Pane (File Search)

Confirm your settings to match this **Performance > File Search** pane screenshot.

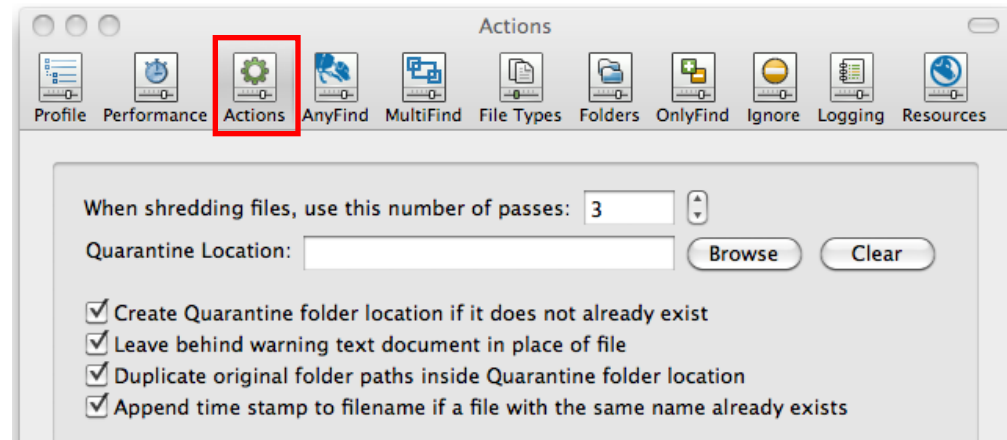
Click **Apply**.



Actions Pane

Confirm your settings to match this **Actions** pane screenshot.

Click **Apply**.

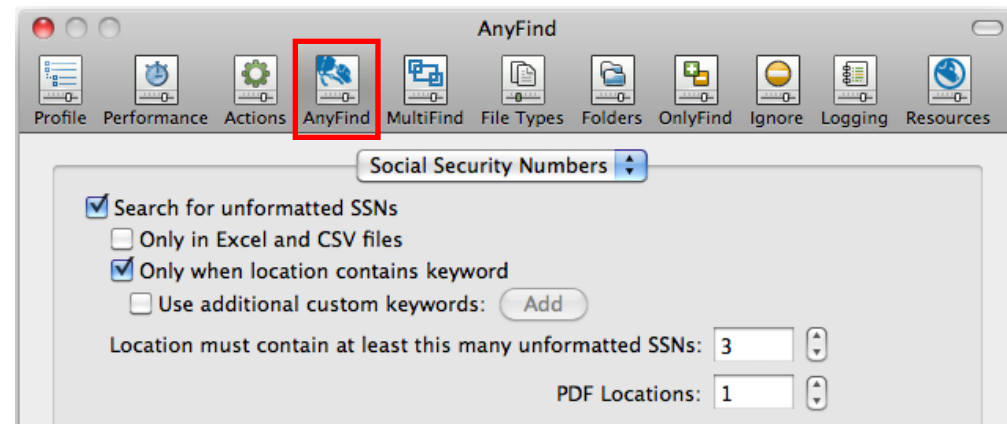


AnyFind Pane

From the drop-down box, select **Social Security Numbers**.

Confirm your settings to match this **Social Security Numbers** pane screenshot.

Click **Apply**.

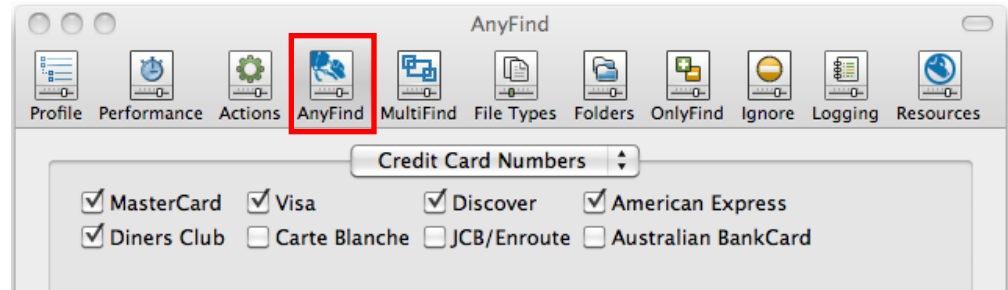


AnyFind Pane (cont.)

From the drop-down box, select **Credit Card Numbers**.

Confirm your settings to match this **Credit Card Numbers** pane screenshot.

Click **Apply**.

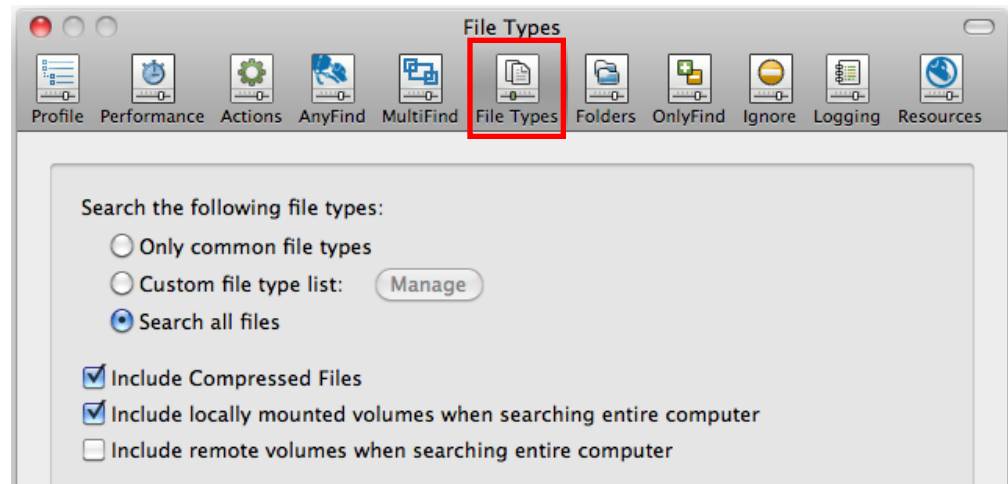


File Types Pane

Confirm your settings to match this **File Types** pane screenshot.

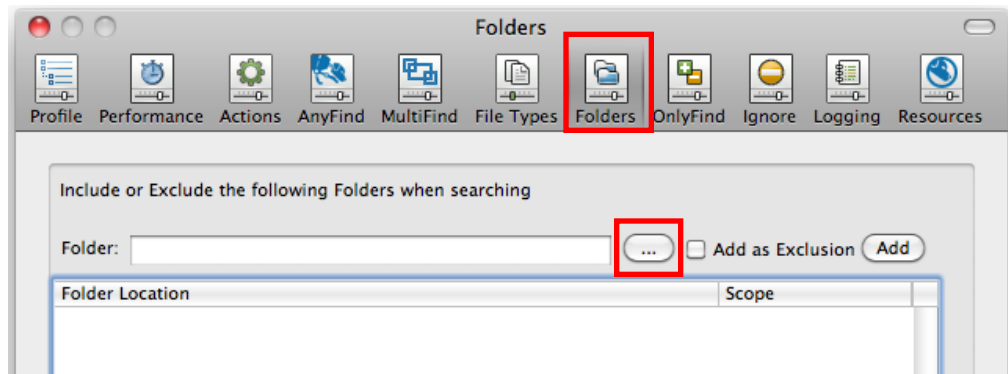
All Files is the most comprehensive, however it is also the slowest option. The **Common Files** (default) option only searches MS Office, Adobe Acrobat and plain and rich Text files.

Click **Apply**.



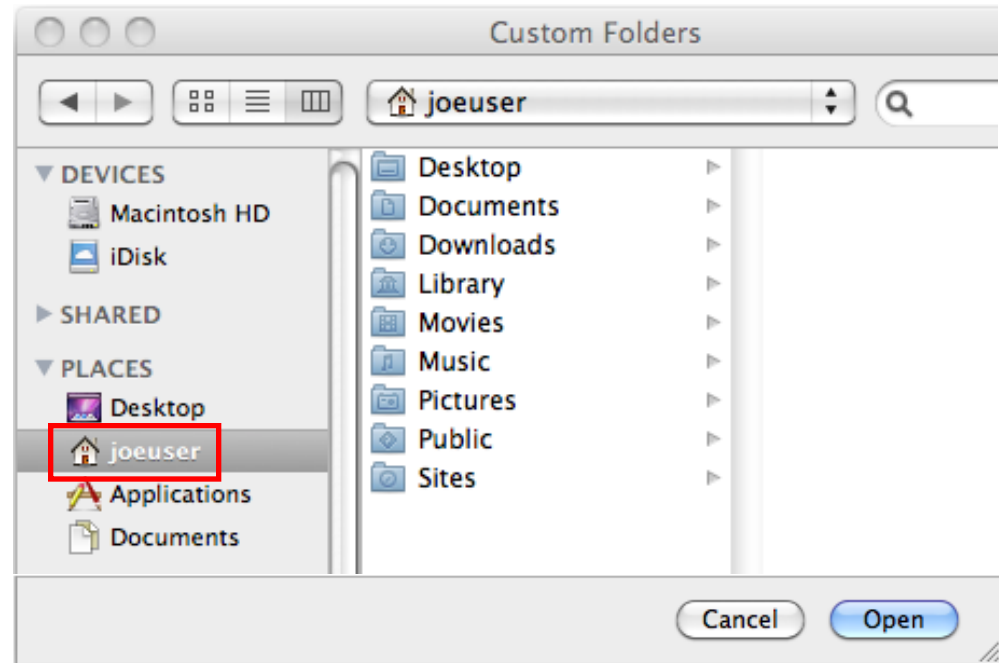
Folders Pane

Click on the folder navigation button to include or exclude folders.

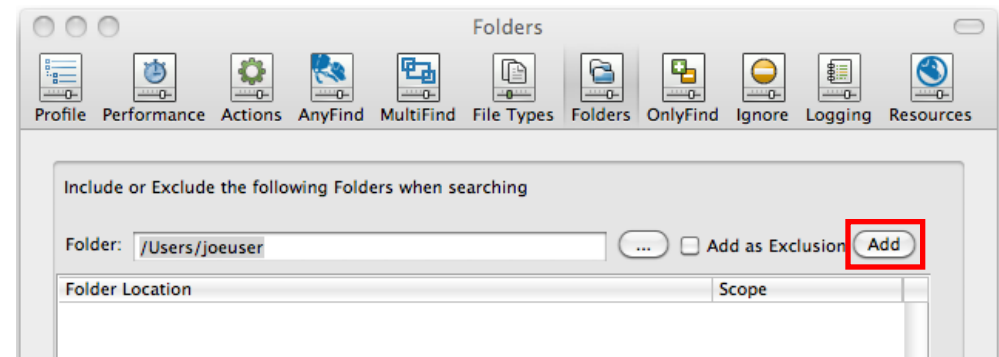


Folders Pane (cont.)

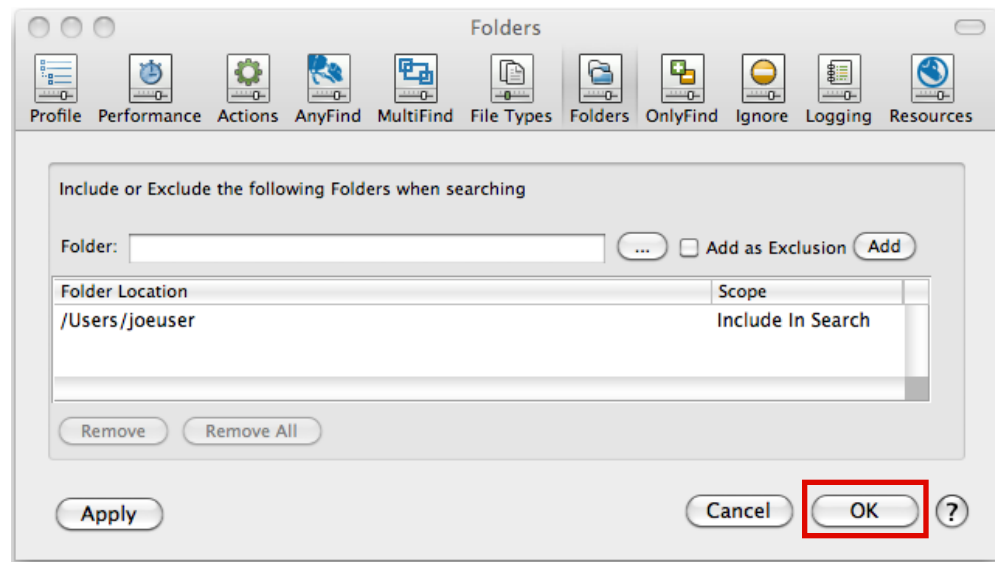
Locate the Home directory and click Open.



Click the **Add** button, to add the home directory to the **Folder Location** list.



Click **OK** to save and close the Preference settings.

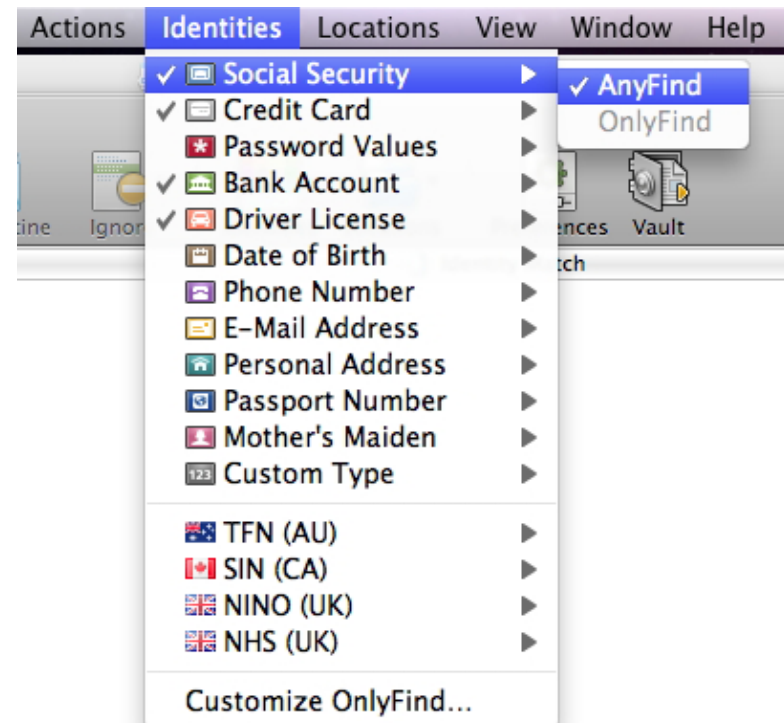


Identities to Search For...

From the Identities Menu, confirm the following identity selections are checked for “**AnyFind**.”

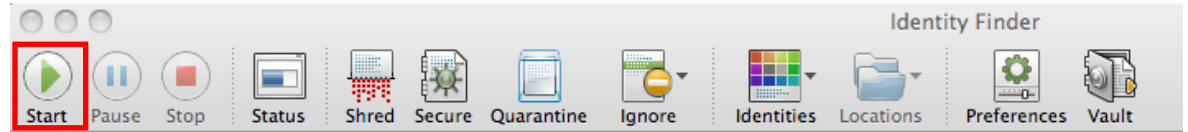
- ❖ Social Security
- ❖ Credit Card
- ❖ Bank Account
- ❖ Driver License
- ❖ Password

The first 4 items are considered the most sensitive forms of data according to MA State Law. Also select **Password Values**, to find passwords stored on your computer.

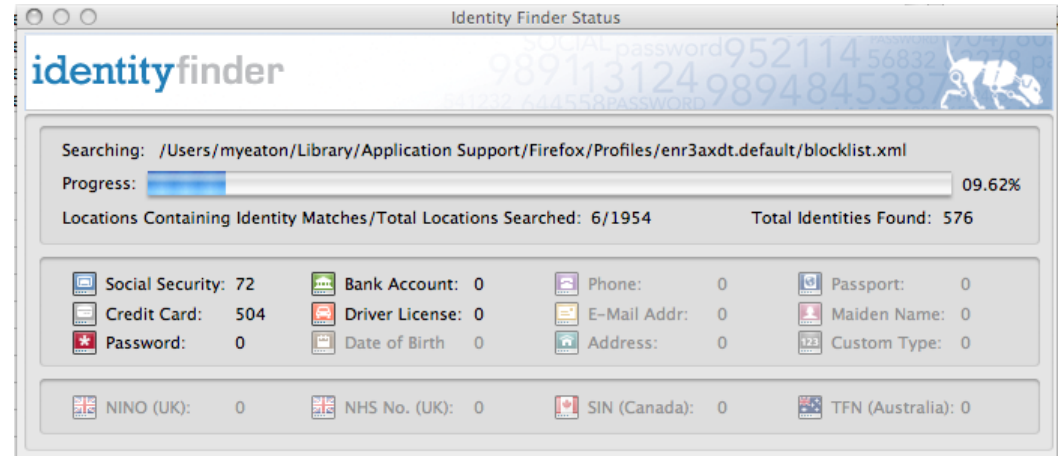


5. Initiating a Search

To start a search, click **Start** on the toolbar.



Identity Finder will begin searching for all identity matches. A **Status Window** will show your search status.

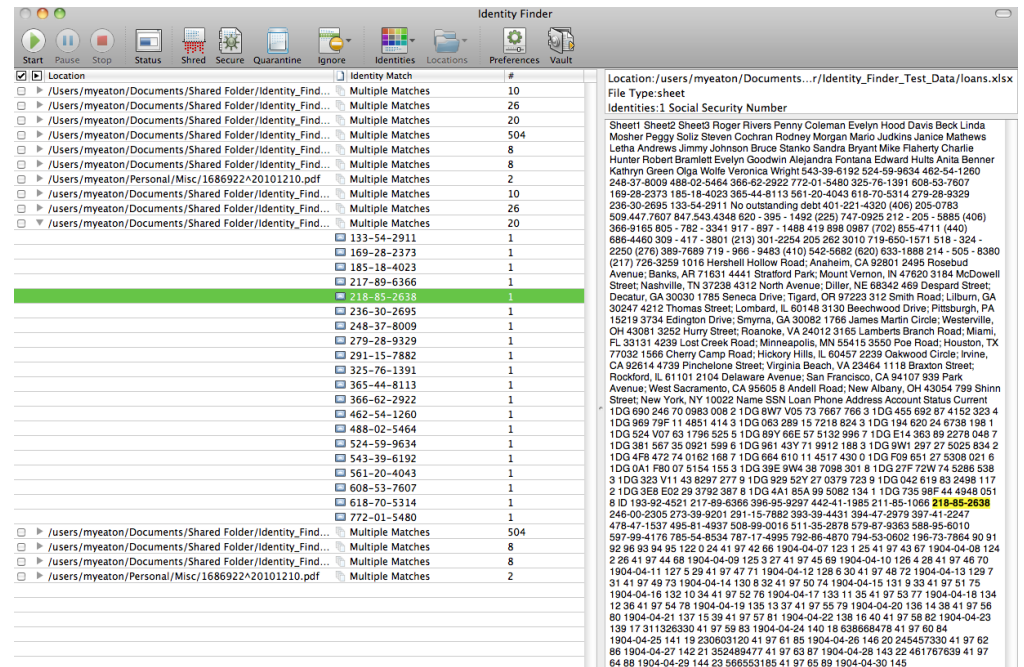


When complete, select **OK**

6. The Results Window and Preview Pane

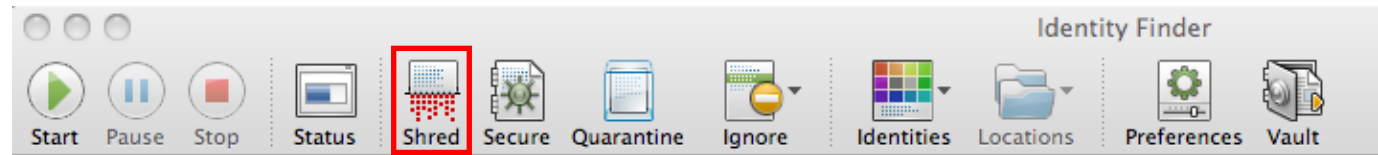
The results of your search are viewable in the Identity Finder results window and preview pane.

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.



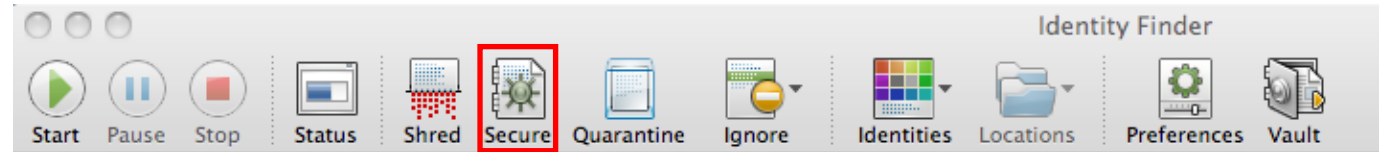
7. Actions

Shredding Files



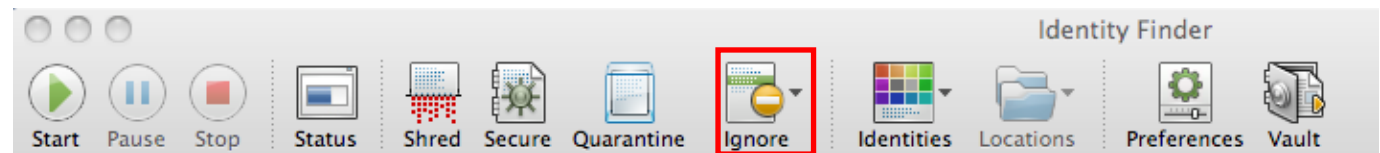
When a location has sensitive identity match information in it and you wish to remove it from your computer, you should utilize the **Shred** feature. Shred is great when you no longer need the personal information or any other data in the file. **Once you shred the file, it is gone, and irretrievable.**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

Securing Files



When a location has sensitive identity match information in it and you wish to keep the item and securely keep the personal information within it, you should utilize the **Secure** feature. This feature is also known as **Encrypt**. This prevents unauthorized individuals from accessing the files. To unencrypt the files, you will be prompted to 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 flagged with Ignore. Action must be taken.**

Note: Currently, there is no Scrubbing or Redacting option in the Macintosh version of Identity Finder.

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.

Macintosh Version Issues

When you click on a search result to preview it and it is a large file, it will take a long time to appear in the preview window. Identity Finder uses the “spinning beachball” to indicate that it is WORKING. It is NOT FROZEN.

Identity Finder will not successfully search Entourage email files. Users of Identity Finder should upgrade to either Apple Mail or Microsoft Outlook. If hits are found in email, avoid using Identity Finder to delete or encrypt these emails. Instead, consider manually deleting the file through the email client. Excel and Word attachments will be scanned as usual.

Eudora email, while searchable, **SHOULD NOT** be shredded or encrypted. If shredded, it will delete the entire mailbox in which the message resides. If encrypted, the entire mailbox is rendered unreadable by Eudora.

Other Helpful Links

MIT Hermes • Using Identity Finder: <http://kb.mit.edu/confluence/x/tAKL>

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