

Identity Finder Encryption FAQ

Overview

Identity Finder is a DLP (Data Loss Prevention) tool that finds sensitive data on computers, network drives and databases, and can either digitally shred or encrypt that data. This FAQ will explain how to encrypt and decrypt files and discuss the importance of passwords for this encryption/decryption.

Encrypting Files

When "Restricted" information is stored on the network, it should be encrypted for an extra level of protection. Identity Finder encrypts files through the use of passwords. This means that anyone with the password can de-crypt a file.

To encrypt a file, do as follows:

- 1. Open Identity Finder by clicking the icon on your desktop or going to Start->All Programs->Identity Finder and click the Identity Finder icon.
- 2. Click the "*Tools*" tab and select the "*Other Tools*" button.



3. Click "*Other Tools*" on the left navigation. Browse to the file you want to secure. If you have more than one file, continue to browse and add files.

Identity Finder Security Tools	5 2
Password Vault File Vault	Identity Finder security tools for securing files
File Shredder	Secure files using application encryption
System Cleanup	Add files to the list below and encrypt each one using each of their respective application's encryption:
Browser Security	Add
Other Tools	Files Type
	Remove All Secure
	Open secure zip files
	Extract the contents of a password protected Zip file that was previously encrypted:
	Step 1: Please select a secure Zip nie:
	Step 2: Please select the target location for extraction:
	Step 2. Prease select the target rotation for extractions
	Close Help



- 4. Highlight the file or files you want to sure. To select multiple files, hold down the CTRL button and click all files. They files will be highlighted in yellow as noted below.
- 5. Click the "*Secure*" Button.

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Browser Security	Add	
Other Tools	Files	
	C:\Users\PPATRIA\Desktop\test2.docx Microsoft Office Word Document C:\Users\PPATRIA\Desktop\test1.docx Microsoft Office Word Document C:\Users\PPATRIA\Desktop\testsqr.txt Text Document	=
	Remove Remove All Secure	
	Open secure zip files	
	Extract the contents of a password protected Zip file that was previously encrypted: Step 1: Please select a secure Zip file:	
	Step 2: Please select the target location for extraction:	-
	Close Help	

6. You will be prompted to enter a password and confirm the password to encrypt the files. Enter both and click "*OK*" and close "*Close*." You can now close Identity Finder.

Enter Password		
	Secure Multiple Files with Identity Finder Encryption You have selected 3 locations. Are you sure you want to secure all of these locations?	
	Sign In and Use Profile Password: Don't sign in, just use this password	
	Enter Password: *******	
	OK Cancel	



Opening an Encrypted File Office, PDF or Zip File

To open an encrypted file, do as follows:

 Double click on the file you want to open or open it from the application you normally use (Word, Excel, Access or Adobe PDF). You will be prompted to enter the password used to encrypt the file. Enter it and Click "OK".



2. View or make changes as you normally would and save the file. The file will remain encrypted and you can use the same process identified in item 1 above to open the file again.

Decrypting an Office, PDF or Zip File

To decrypt a file, do as follows:

- 1. Open the application used for editing the file (i.e. Word, Excel, Access).
- 2. Use the password to open the document.
- 3. Click the Microsoft Office Button (), point to "*Prepare"*, and then click "*Encrypt Document"*.
- 4. In the Encrypt Document dialog box, in the Password box, delete the encrypted password, and then click OK.
- 5. Save the file. The encryption will now be removed.



For files other than Office, PDF and Zip files (i.e., .csv or .lis files), follow the instructions below:

1. In Windows Explorer, Right Click (RMB) on the file you want to use or decrypt. Select Identity Finder->Extract from Vault.



- 2. The file will be decrypted and available for use.
- 3. To encrypt the file again after use, Right Click (RMB) on the file you want to encrypt. Select Identity Finder->Secure with Vault.

Important Information on Identity Finder Encryption

- Because Identity Finder uses passwords to encrypt files instead of keys, if you forget the password, you will not be able to open the file.
- If encryption is being used in departments for departmental information, it is recommended that each department create a standard password or pass phrase that is known by at least 2 people; if one person is unavailable or leaves the university, the other person will always know the password.
- If the department chooses to write the password down, it should be stored in a locked cabinet.