



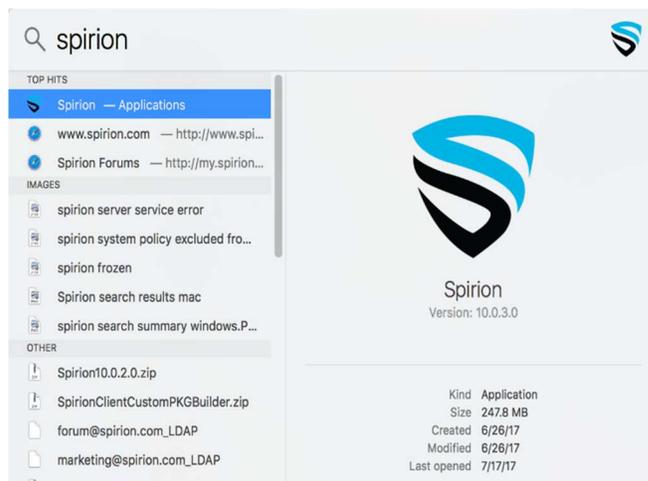
## **Introduction**

Spirion is a software application designed to help find level 1 data such as Social Security Numbers (SSN) or Credit Card Numbers (CCN). In some cases, this type of data can be found in files that are not easy to find, especially older documents that you may have forgotten about. Spirion assists you in preventing identity theft by finding personally identifiable information and providing you with the ability to easily and quickly protect it before it is stolen.

Sophos does not have a user interface. Its only purpose is to encrypt the quarantine folder. This secures the folder so that outsiders can't see it.

## **Using Spirion (Identity Finder) on a MacBook**

Identity Finder has been updated and is now called Spirion. Spirion is set up to automatically scan your computer, looking for Social Security numbers and credit card numbers. On a MacBook the Spirion icon will be in the Dock. Once it finds a match, the program will open and display the match; however, you should wait until the scan completely finishes to perform any actions on the files. Spirion is set up to automatically scan your computer, looking for Social Security numbers and credit card numbers, once per week. On a MacBook, the program opens in the dock, and you can view the progress by clicking on the icon.



*Figure 16 Spotlight search for Spirion on a Mac*

To view the complete user help files, click [here](#).

## Creating a Profile

When you first open Spirion, it will ask you to create a password. This is the password used to decrypt files. In case you forget your password, call ITS Security at 3770.

## Running your own scans:

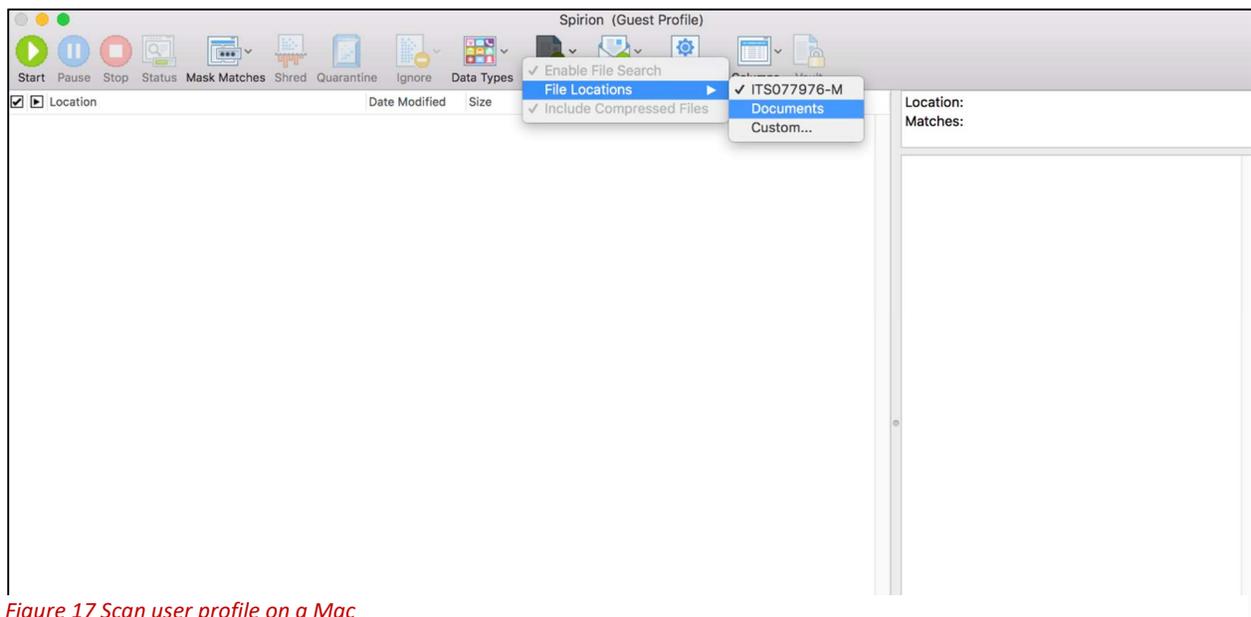
You can manually scan your computer, looking for any combination of data types, at any time.

## Tips:

**In order to reduce the time it takes to scan, delete your Cache files and empty your Trash before starting a scan.**

## To scan the most common locations

Such as your Desktop and Documents, go to **Files>File Locations** and click **Documents**. (This is a little misleading because it isn't just your documents; it's your entire profile.)



*Figure 17 Scan user profile on a Mac*

## Click Start

That's it! The time it takes to scan depends on how many files are in your profile.

This is the Status box that keeps you informed of the locations searched, progress of the scan, items found, and items the search is looking for.

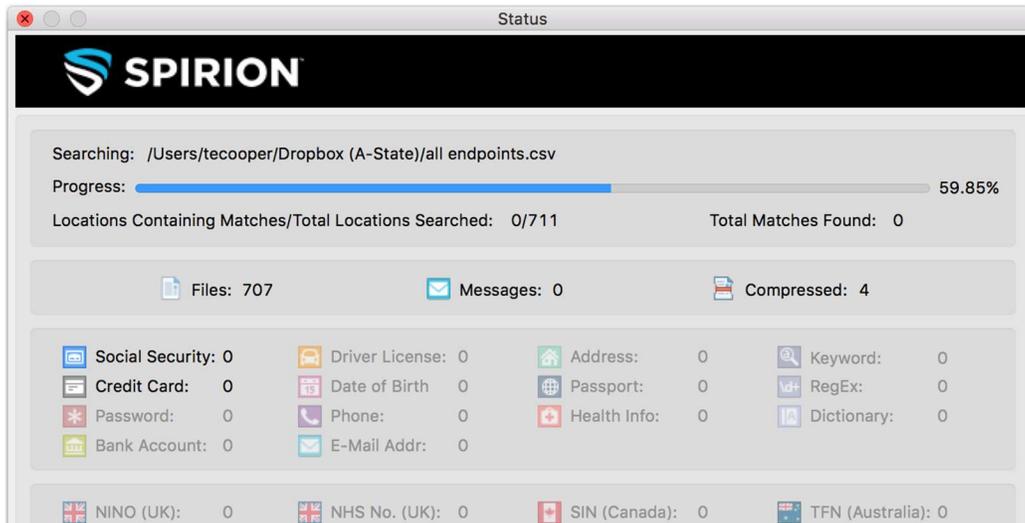


Figure 18 Search on a Mac

When the scan is complete, you will only see this box and a white background if there were no items found.



Figure 19 Search Completed on a Mac

You will see this box if the search found items.

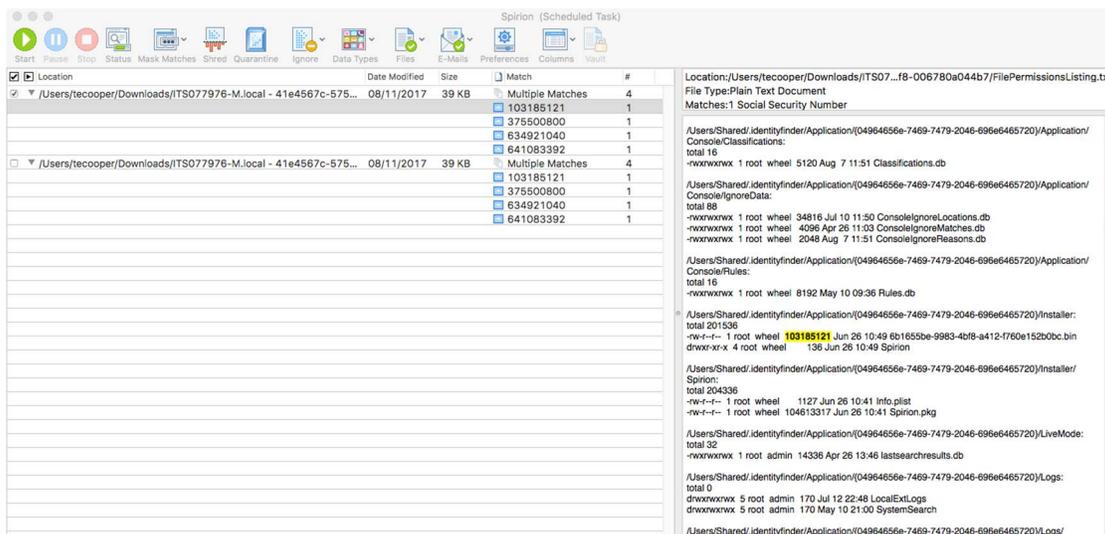


Figure 20 Search results on a Mac

## Taking Action on Results

You have the option to shred (erase), encrypt, or ignore the file(s).

### To Shred a file

Click the box on the left and then click Shred in the Ribbon above. You can select all files at once by clicking the check marked box at the top of the list. **Be 100% certain that you want to Shred the file(s) because this action is not reversible. Once a file has been deleted, it is not recoverable.** Unfortunately, Spirion cannot shred emails. You'll have to go to Outlook and manually delete them.

### To Encrypt a file

Click on the box on the left and then click Encrypt in the ribbon above. You will see a message that states the quarantine location may not be secure. Don't worry; it's secure. Sophos is encrypting your quarantine folder. Sophos does not have a user interface. It runs in the background. (If you click the small black arrow below Encrypt, you can choose an alternate password.) You will see a box that asks if you're sure you want to encrypt and another that confirms the action.

### To Ignore a file

This is used when Spirion detects a false positive, that is, a match that is not a Social Security number or credit card number. Click on the box on the left, then click Ignore in the ribbon above.

The location is the file. The match is the specific data within the file. A location can have multiple matches as seen in the figure below.

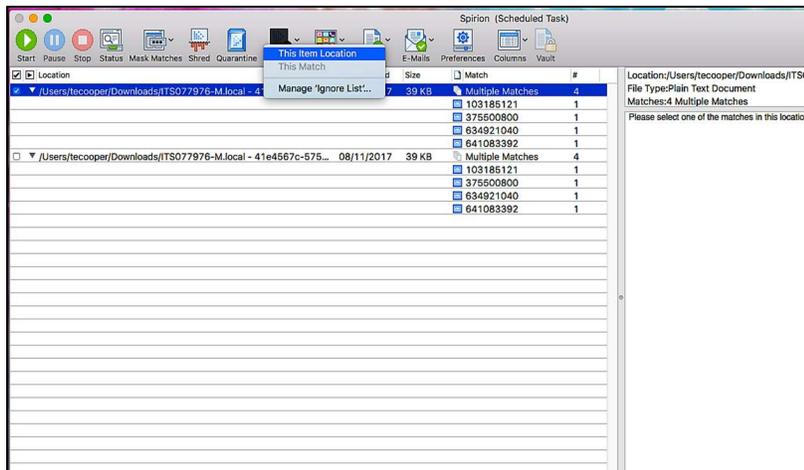


Figure 21 Ignore on a Mac