

IT Services

Download Security Guidelines

as of 9/13/2007

Summary

When downloading data, the security guidelines to be followed are:

- Store downloaded data on your network M: drive in a folder labeled “Download”. The network M: drive location is a securer location than storing data on your local hard drive. If your PC is stolen or inappropriately accessed, the data stored on its hard drive could be compromised, whereas the data on your M: drive is only accessible if your unique username and password are known. (See detailed steps below for how to create the Download folder and utilize it)
- Review and remove the data stored in the “Download” folder of your M: drive at least weekly. A sophisticated data removal program, such as “Eraser”, should be used to remove the data instead of the standard “delete” command. The “Eraser” program does more than the “delete” command, as it writes characters over top of the physical location of the file on the disk thus making impossible the recovery of the file in its original format by use of an “undelete” program. (See detailed steps below for how to install and utilize the “Eraser” program)
- When downloading data from sources other than Colleague/Datatel, make sure that the transfer process being utilized is performing a “secure” transfer. For example, secure ftp is being used instead of ftp, the web site you are transferring from is https instead of http, etc.

If you have problems or questions regarding these guidelines, contact IT Services Operations, ext. 4146, for assistance.

Detail

How to create a Download folder on your M: drive

Open Windows Explorer
Go to your M:\ drive
Click File-New-Folder
Type in 'Download' for the name of the folder

How to download files from Colleague/Datatel to your M: drive

Using Import File:

Click Options - Import File
Click on 'Browse' to change the path where your file will be saved
Select M:\ from the pull down menu
Open the Download folder
Give your file a name
Click 'Save'

Using Query Builder:

While in Query Builder, select PC/Process under Output To
Click on the 'PC' button
Click on 'Browse' to change the path where your file will be saved
Select M:\ from the pull down menu
Open the Download folder
Give your file a name
Click 'Save'

How to download files from sources other than Colleague/Datatel to your M: drive

_____ This process will vary depending on the program that is being used to download the files.
In general, change the default target folder location to the Download folder on your M: drive.
If you have problems or questions regarding this change, contact IT Services Operations, ext. 4146, for assistance.

How to install the "Eraser" program on your PC

Go to <http://www.svsu.edu/its/services-support/technology-resources/software-downloads.html>
Click on 'Eraser' link
Click on 'Download Eraser' button
Click on 'Download' button on the right for Eraser 5.84
Click on EraserSetup584x32.exe
Click Save File
Locate the file (EraserSetup584x32.exe) that you downloaded to your PC
Double Click on the file
Follow the Install Wizard for installing Eraser, click Next to accept the default settings.
NOTE: An Eraser icon will be put in your taskbar tray

How to use the "Eraser" program to remove files in your M: drive Download folder

Open Windows Explorer
Select M:\ from the pull down menu
Go to the Download folder
Highlight file to be deleted
Right Click then select Erase