



TrueCrypt

Guidance for Producing an Encrypted Census

1.1. What is TrueCrypt?

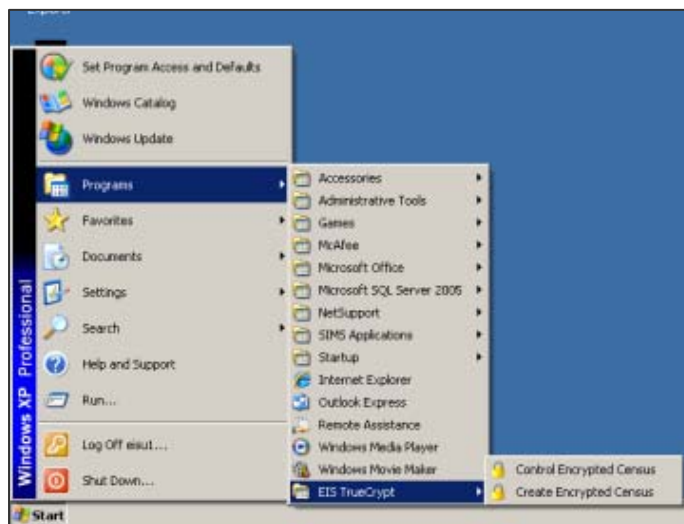
More and more of the data collected in the School Census is of a sensitive and personal nature. As the file produced is in XML file format there is no security on the file which in turn could mean the data is accessible by any user that has access to the area where these XML files are stored. In addition any user who has administrator rights to the school IT network would also be able to access these files.

With this in mind EIS has developed a means of providing security for the files produced for the School Census. This solution, if adopted by schools will effectively encrypt the files when they are saved on the schools system making them inaccessible to any user who does not have the password to unlock the encryption software.

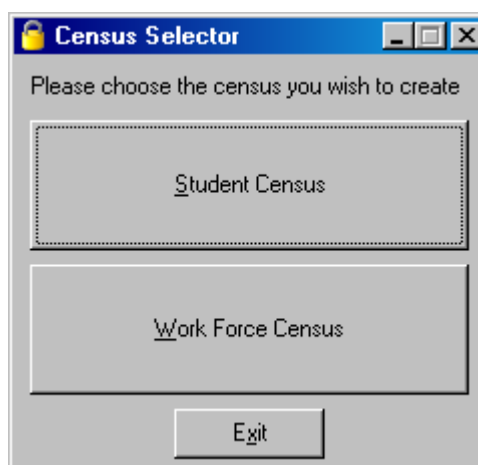
When a legitimate user has need to edit or use the file for any purpose this user will put in the password which will unencrypt the file and provide access to it.

1.2. Control an Encrypted Census

1. Once the encryption software is installed, open the Start menu and navigate to **Programs | EIS TrueCrypt** and run **“Create Encrypted Census”**.



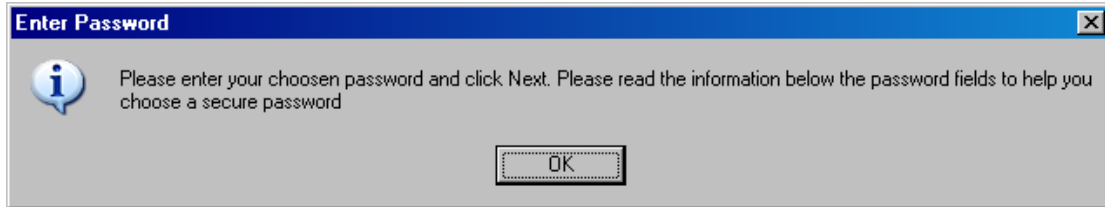
2. Click the **Student Census** button and the automated process will begin.



IMPORTANT NOTE: Whilst running, please do not touch the keyboard or mouse unless prompted to do so.

3. The installation process will pause after a few seconds with the message shown below.

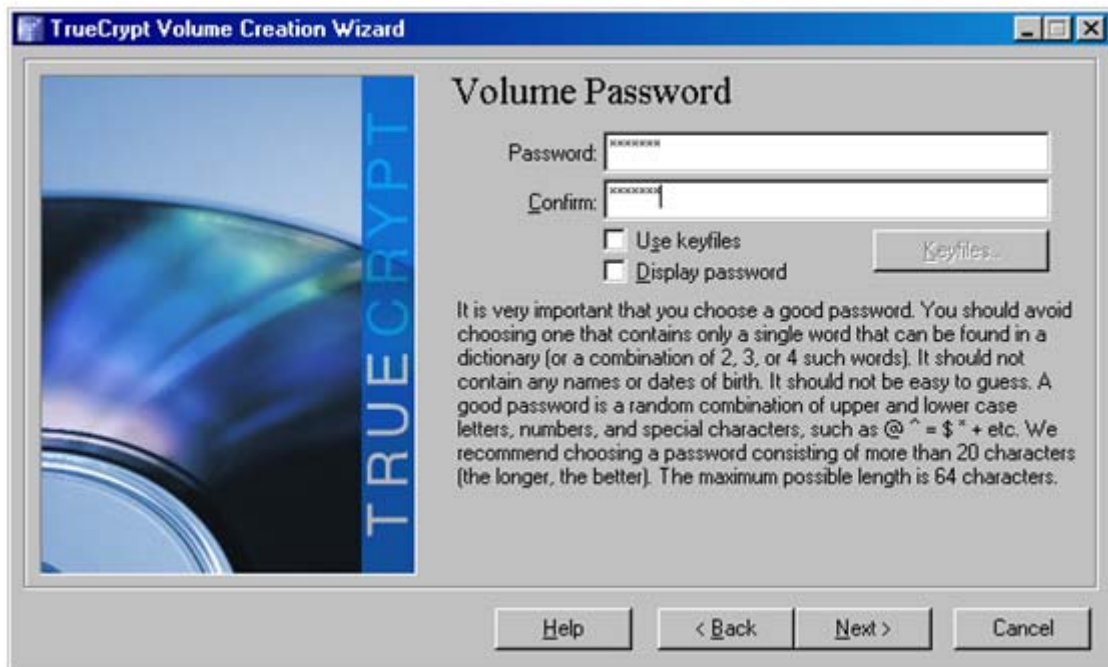
NOTE: Take the time to read the recommendations for selecting a strong password. Although there are no requirements for the password, it is highly recommended that one matching the recommended criteria is used.



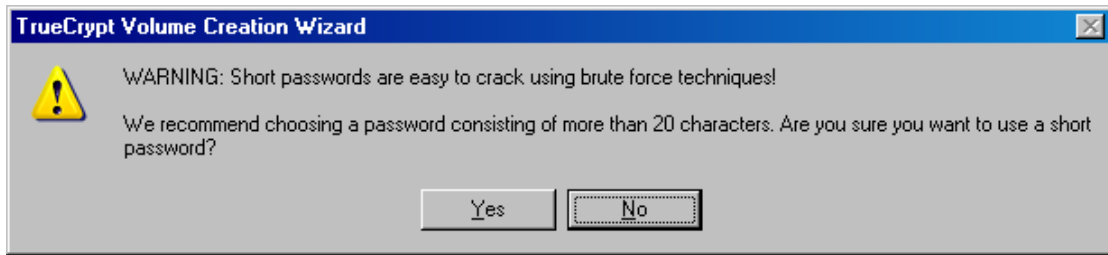
Please click **OK**

4. Enter your chosen password, confirm your password and click **Next**.

IMPORTANT NOTE: **Do not forget your password** as it is **NOT** possible to 'break in' to the encryption. If you do forget your password the file will be inaccessible. It is recommended that the password be written down and placed in an envelope which should be sealed and your signature placed across the envelope flap before being placed in a secure lockable location e.g. a safe. If for any reason the password is forgotten the password can then be retrieved from the envelope.



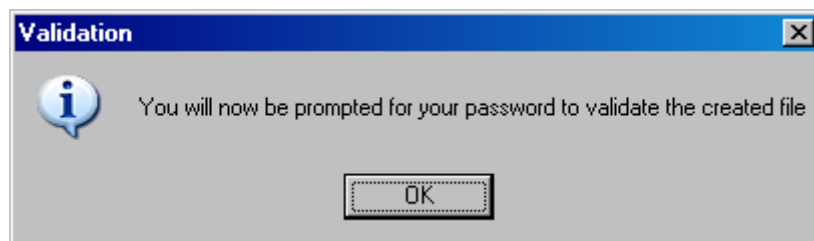
If a short password is chosen, you will see the following warning. Click **Yes** if you are happy with your password or **No** to return to the previous step to choose another stronger password.



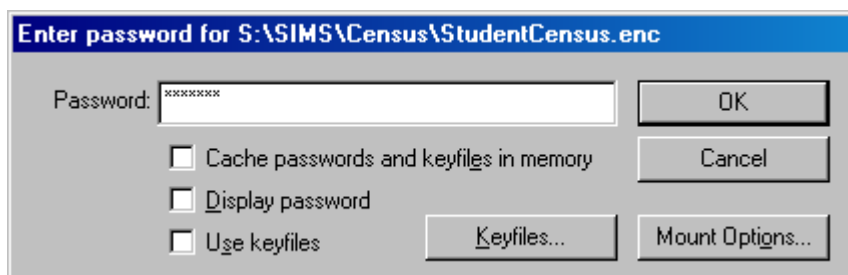
5. After a short time you will be asked to move the mouse cursor around for 5 seconds. There is no need to click on any buttons as the process will automatically continue. The random nature of mouse movement will help to create a strong level of encryption.



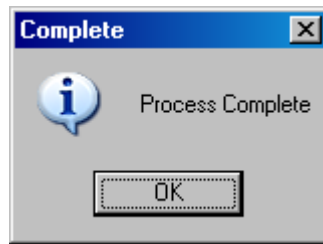
6. Once the encrypted file is created, you will be prompted to enter your password to validate it, click **OK**.



7. Now enter the password you chose earlier and then click the **OK** button.



8. After the password has been validated, a confirmation message will be displayed. Click **OK**.



9. The main encrypted Census Selector creation screen will be displayed again. If you are responsible for also creating the School Workforce Census then you can run through the process again by selecting the other census option or click **Exit** to finish.

IMPORTANT NOTE: If you choose to create the additional census file then a second different password should be chosen. The same password should **NOT** be used for both census files.

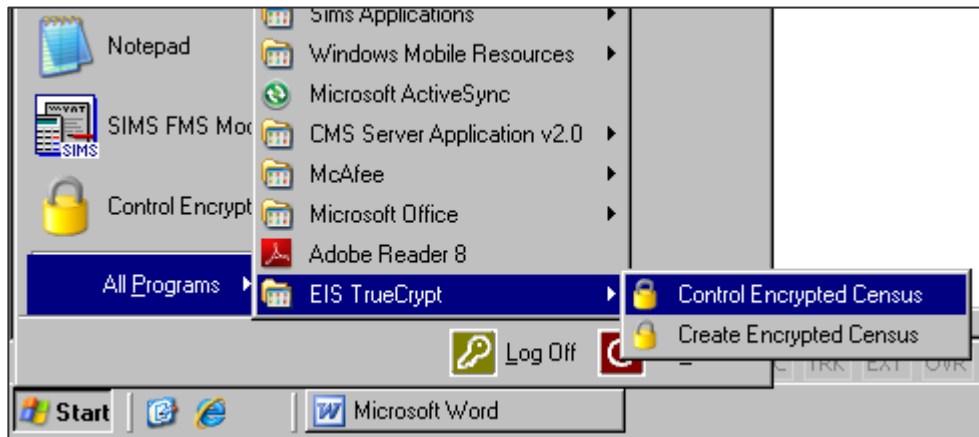
Please remember it is important that you do not forget your password as it is not possible to 'break in' to the encryption, if you do the file created will be inaccessible.

It is strongly recommended that the password be written down and placed in an envelope which should be sealed and your signature placed across the envelope flap before being placed in a secure lockable location e.g. safe. If for any reason the password is forgotten the password can then be retrieved from the envelope.

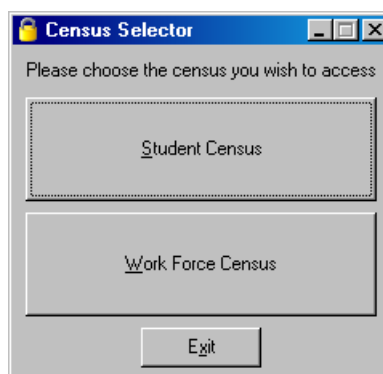
1.3. Create & Edit an Encrypted Census File

Once you have created the encrypted census file you will need to do the following each time you want to create or edit a School Census file from within the SIMS software.

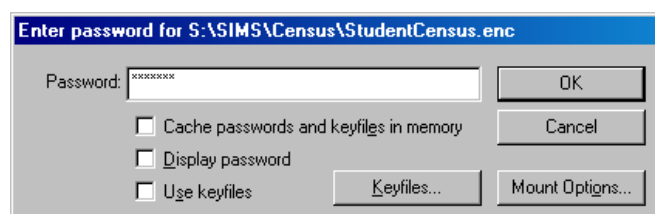
1. From the Start menu navigate to **Programs | EIS TrueCrypt** and run **Control Encrypted Census**. The Census Selector window will appear.



2. From the Census Selector window select the census you wish to access by clicking the appropriate button.



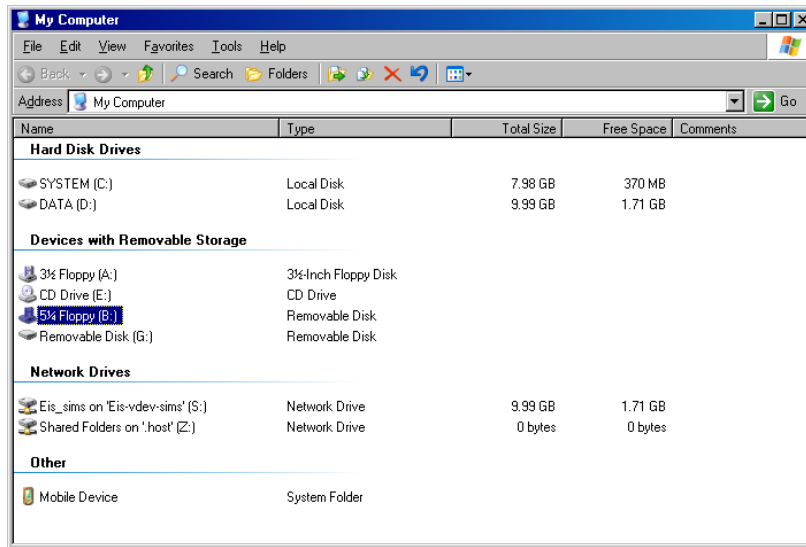
3. You will be prompted for your password. Please enter your password and click on **OK**.



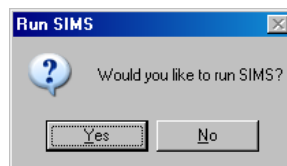
4. The TrueCrypt software will create a new 'Encrypted Virtual Drive' in My Computer and will be assigned the letter B: automatically. The real location of this encrypted area is F:\SIMS\Census (although some systems will be using other drive letters such as C or S or T or X).

IMPORTANT NOTE: Please ignore the description given to the B: drive of 5¼ Floppy as this is simply the default descriptor used by Windows for the B: drive. EIS decided to

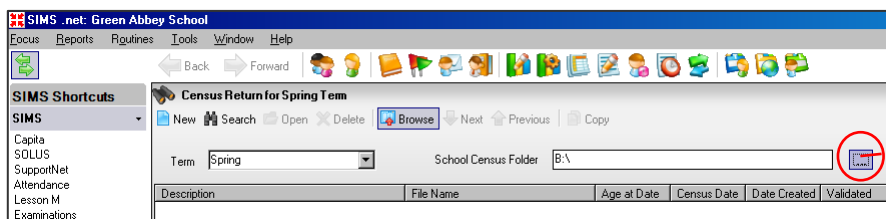
use the B: drive for this purpose because we needed to use a drive letter that would be available on all systems irrespective of who configured them and as B: is no longer in common use it seemed sensible to use this drive letter.



- Once your password has been accepted you will be asked if you would like to run SIMS.net so that you can start working on your School Census. If you want to start SIMS.net click **Yes** or if SIMS is already running click **No**.



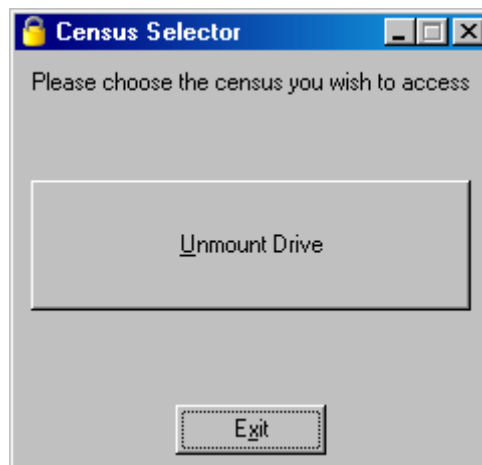
- Within SIMS.net, please direct all census output to the **B: drive**. In SIMS.net, go to **Routines | Statutory Returns | School Census** and change the School Census Folder to B:\.



For security reasons, once you have finished working with either census, please run the Control Encrypted Census utility again. This time you will only have the option to **Unmount** the drive. Clicking this button will remove drive B: and lock its contents.

If you need to make further changes to either census you will require the B: drive to be recreated by following items 1 to 3 above but please remember to unmount the drive each time you finish working with either census.

IMPORTANT NOTE: If you do not Unmount the drive after you finish working on your School Census or School Workforce Census then the XML data file will not be secure.



IMPORTANT NOTE: When sending your School Census file via EMS/ONE Online you will first need to **enter your TrueCrypt password**. This will allow you to see the B: drive to select your file for submission.