# Laptop Encryption – Steps to Verify

All FSSA staff understand how important it is to keep all client personal information confidential and to protect it from improper use or disclosure. One area that represents risk is our use of laptop computers. Laptops are high value targets for theft and, because of their portability, also can be lost.

The first rule is to avoid putting client data on your laptop. But for some FSSA business units, laptops are an essential work tool and are used in the field to help us serve our constituents; in these cases, there is no avoiding having client data on the laptops (although, the client information should be limited to what you currently need to do your job, and not storing older information that is no longer needed).

To help protect client data, all state-issued laptops are supposed to be encrypted. This means the information stored on the laptop is coded and cannot be read unless your password is entered. Then, if the laptop is lost or stolen the information is protected (unless your password is stolen, which is why you are to make your password complex and keep it secret).

If you are in possession of a state issued laptop, you'll need to verify that the encryption software has been installed. To do this:

1. Look at in your system tray—lower right corner of your screen—and see if this icon present. It looks like a little computer screen with a lock in front of it. If it is there then the encryption software is installed on your laptop and you're done (no further action required).



2. Sometimes that icon doesn't show up, in that case please look to see if the following folder path using Windows Explorer, which should contain files:

   > **C:\Program Files\McAfee\Endpoint Encryption for PC\**
   > *or*
   > **C:\Program Files\Safeboot\**

   > If you see files in the under Endpoint Encryption for PC or under Safeboot, then you're done (no further action required).

3. If you don't see the icon and you don't see the files in the folders in #2, contact your supervisor and let them know that your laptop does not appear to have the encryption software installed.

4. If you are unsure, please contact the IOT Helpdesk and submit a ticket to have your laptop checked.