

Hard drive encryption for older laptop computers

To protect personal and confidential information, CIT is encrypting the hard drives of most laptop computers.


Once the encryption software is installed you will need to log in to the SafeGuard Enterprise encryption software and then log in to Novell (Workstation only if not connected to the network) each time the laptop is turned on.


NOTE: Newer laptops with Windows 7 will be encrypted with BitLocker, a product that comes with Windows 7.

Included in this document:

- How to install the encryption software and encryption the hard drive
- To add another users to a laptop that is encrypted
- You MUST have a password-protected screen saver to ensure data protection.
- How to change your Novell passphrase on an encrypted laptop

How to install the encryption software and encryption the hard drive

1. You must be connected to Calvin's network to install the SafeGuard Enterprise encryption software. From the Start button select **Delivered Apps > Installers > SafeGuard Enterprise**. If Delivered Apps does not appear at the top of the Start button please call the HelpDesk at x6-8555.
2. After installation your computer will either automatically reboot or prompt you to reboot. Your computer needs to reboot before going to the next step.
3. After the SafeGuard Enterprise splash screen disappears, the Novell log in screen will appear.
4. Log in to Novell as you normally do using your username and Novell passphrase.
5. After successfully logging in to Novell, the SafeGuard Enterprise software will encrypt your hard drive. This may take many hours. You can still use your computer while this is happening.
6. When the encryption process has completed you will see a green key next to c:\ when looking in **My Computer** indicating it is locked and encrypted. 
7. The next time you reboot you will log in to SafeGuard Enterprise with your username and Novell passphrase.
8. After logging in to SafeGuard you will then log in to Novell with your username and Novell passphrase.



SafeGuard Logon

SafeGuard[®] Enterprise

utimaco[®] SAFEGUARD

User Name: njz2

Password: *****

Domain: Yourcomputername

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OK Challenge Shutdown Options >>

NOTE: If you are not connected to Calvin's network, check Workstation only in the Novell log in window.

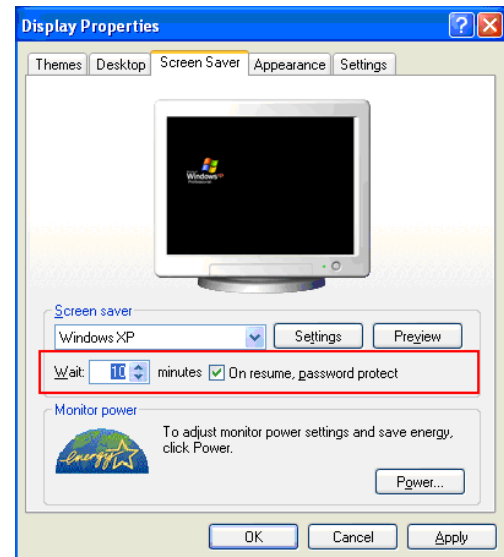
To add another users to a laptop that is encrypted

1. Turn on the computer and log in to the SafeGuard Enterprise software with your username and Novell passphrase.
2. When the Novell log in window appears, have the new user log to Novell.
3. The next time you reboot the computer, both of you should be able to log to SafeGuard Enterprise.

You MUST have a password-protected screen saver to ensure data protection

1. Right-click a blank area of your desktop and select **Properties**
2. Select the **Screen saver** tab
3. Select **On resume, password protect**
4. Set the Wait time to 5 or 10 minutes.

NOTE! You can also lock the workstation immediately by pressing **<CTRL>+<ALT>+<DELETE>** and selecting **Lock Workstation**.



How to change your Novell passphrase on an encrypted laptop

1. Use your laptop to log in to KnightVision and click the **Change Novell passphrase** link on the Tools menu.
2. After changing your passphrase press **<CTRL>+<ALT>+<DELETE>** and log out of your computer.
3. Log back in using your new passphrase.
4. The next time you reboot your computer, the encryption software will accept your new passphrase.

If you don't use your encrypted laptop to change your Novell passphrase

1. Log in to KnightVision and click the **Change Novell passphrase** link on the Tools menu.
2. You'll need to log in to the encryption software using your old passphrase.
 - a. If you are connected to the network, you can log in to Windows with your new passphrase.
 - b. If you are not connected to the network, you'll need to log in to Windows with your old passphrase.

3. Your encryption passphrase and Windows passphrase will not update until you are connected to Calvin's network.