PGP Pre-Enrollment, Enrollment and Encryption Procedures

Contents:

Pre-Enrollment Procedures ............................................................... 2
PGP Desktop Client Enrollment Procedures ........................................ 3
Encryption Procedures ..................................................................... 8
Instructions for Enabling Whole Disk Encryption .............................. 8
Self-Decrypting Archives (SDAs): .................................................... 11
Shredding .................................................................................... 13
For Help ...................................................................................... 13
Pre-Enrollment Procedures

To start the PGP Desktop software activation wizard, perform the following steps:

**Step 1**
Left click on your **Start** menu and choose “**Run...**” by left clicking on the Run Icon

**Step 2**
Enter the following command **c:\pgpenroll.bat** in the space provided, then click **OK**.

This will start the PGP Enrollment Wizard (see screenshot below for help).
PGP Desktop Client Enrollment Procedures

Step 1
Enter your campus domain credentials and click **Next**.

![Step 1 Image]

Step 2
Choose “**I am a new user**” and click **next**.

![Step 2 Image]
Step 3
Click next.

Step 4
Enter your **Full Name** and **Campus Email** address in the space provided and click next.
Step 5
Click **Next**.

Step 6
Click on the “Show Keystrokes” checkbox. Then enter a passphrase (you will actually enter it twice, both boxes) to be used to protect your private key. You will use this passphrase often when using PGP Desktop (Used to “mount” and “unmount” virtual disks, and to start a whole disk encrypted hard drive). Then click next to continue.
**Step 7**
Click on **“Show Keystrokes”** checkbox. Then fill out the Key Reconstruction questions and answers, and click **next**. This is used in case you ever forget your passphrase. You have the option to customize the questions, if desired.

**Step 8**
Click **next**.
Step 9
Click Done.

Step 10
Click Finished.
Encryption Procedures

Instructions for Enabling Whole Disk Encryption

Step 1
Open PGP Desktop by clicking on the PGPTray icon and selecting “Open PGP Desktop”, or by going to Start Menu > Programs > PGP and selecting PGP Desktop.

Step 2
Select the “Encrypt Whole Disk” icon under the PGP Disk tab.
**Step 3**
Choose the Fixed Disk you wish to encrypt, then enter your passphrase, confirm your passphrase and click Start.

A. Highlight the Fixed Disk to encrypt
B. Select **Show Keystrokes**
C. Enter your **passphrase**, and confirm your **passphrase**
D. Click **Start**

![Image of PGP Desktop - PCP Disk with Step A highlighted]

**Step 4**
Read the Whole Disk Encryption process details and click **OK** to proceed. Please note that this process will take up to 10 hours to complete. During this time you may work on other applications. It is best not to shut down or interrupt this process in any way.

![Image of PGP Alert with warning message]
Step 5
When the encryption process is complete, restart your computer. Before you see the login screen you will be prompted to enter your passphrase in order to access the files on your computer. The window you will see is displayed below.

Type in your passphrase and press Enter.
Self-Decrypting Archives (SDAs):

Another way to put files and folders into a single encrypted and compressed package is with an SDA. An SDA is slightly larger in size than a PGP Zip archive because the executable file is included in the archive, but this means that the SDA can be opened on Windows systems that don’t have PGP Desktop installed.

SDAs can only be protected by passphrases, so you have to find a secure way to communicate the passphrase of the SDA to the intended recipient.

SDAs can only be opened on the same operating system as they were created on.

You can include directories in an SDA if you create it in Windows Explorer, as described below:

To create an SDA of a file, folder, or drive in Windows Explorer,

1. Open Windows Explorer.
2. Select the files, folders, and/or drive you want to be in the SDA.
3. Right-click the selected files, folders, and/or drive.
4. Slide down to PGP Zip, then over to select Create SDA.

The PGP Desktop - Enter Passphrase dialog appears:

5. Enter a passphrase that will be used to open the SDA you are creating. The Passphrase Quality bar provides a basic guideline for the strength of the passphrase you are creating. Filling the Passphrase Quality bar gives you a strong passphrase that could take in the billions of years to brute-force decrypt.

Normally, as an added level of security, the characters you enter for the passphrase are not visible on the screen. However, if you are sure that no one is watching (either physically or over the network) and you would like
to see the characters of your passphrase as you type, check the **Show Keystrokes** checkbox.

6. Click **OK**. You are prompted for a name and a location for the SDA you are creating.

![Image of file selection dialog]

The default location is the same location as the items in the SDA. The default filename is name.sda.exe, where “name” is the name of the first file or folder in the SDA.

7. Select a location, specify a filename (or use the default), then click **Save**. The SDA is created at the specified location.
Shredding

If you want to completely destroy sensitive files without leaving fragments of their data behind, use the PGP Shred utility. When you delete a file using Shred, the file is immediately overwritten (even on systems with virtual memory) and all traces of the file are removed so that it cannot be retrieved even by using disk recovery software. Note that the PGP Shred utility does not shred Windows system files.

PGP Desktop’s file shredding exceeds the media sanitization requirements of Department of Defense 5220.22-M at three passes. Security continues to increase up to approximately 28 passes.

To shred documents, simply drag and drop them onto the shredder icon on your desktop. You will be prompted to confirm shredding. Click Yes.

For Help

For help with PGP, please call the CSULB Desktop Support line at 562.985.8344.