

Guidance for Password Protecting Word Documents

Introduction:

This document is focused on the appropriate process for reporting duplicate State Student ID's to KSDE. Student data privacy is critical—sending student data via unencrypted e-mail may result in data breaches and should be avoided at all costs. While Outlook users may be able to type Encrypt in the e-mail subject line to encrypt their data, non-Outlook users must have an alternative method for protecting data.

While the primary reason to send student data is for the correction of duplicate ID's, if assistance with KIDS uploads is being requested, if the request includes student information, it should be password protected or encrypted.

The expected procedure for e-mailing student information:

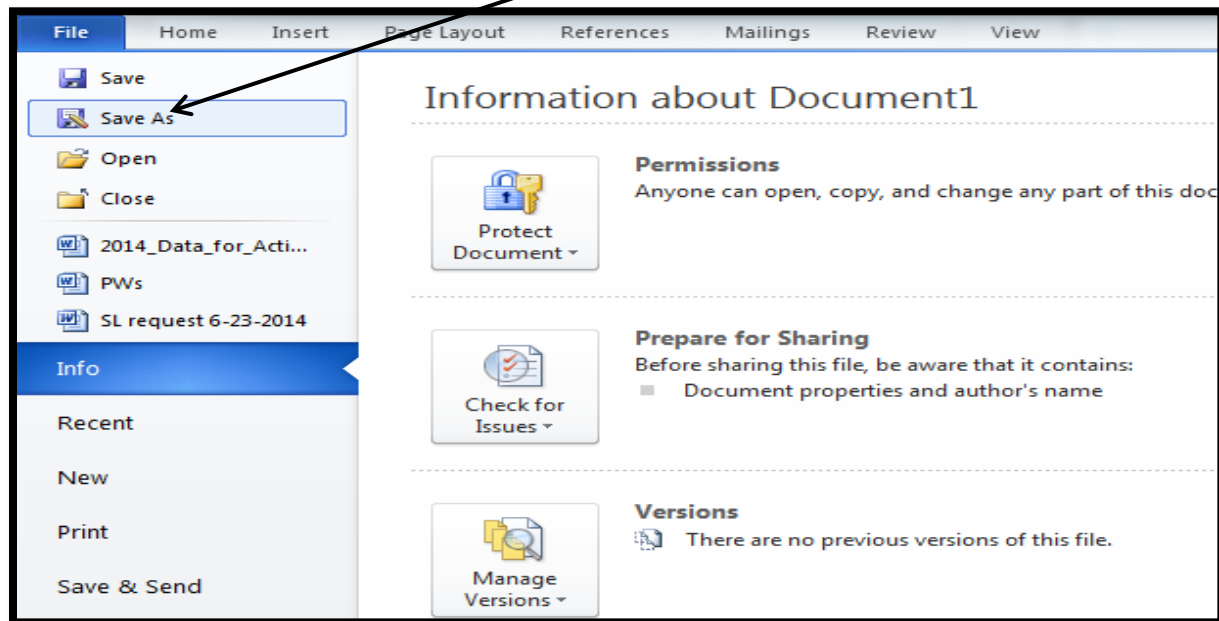
1. Save the student data in a password protected word document.
2. Send an e-mail message with the document attached.
3. Send a second e-mail message with the password for the document in the message body.

What is in this document?

This document includes instructions for protecting student data while communicating with KIDS staff at KSDE through e-mail. Instructions provided are for Word both Windows PC's (page 2) and Macintosh PC's (page 6). Some users may need to protect Excel files as well. The process should be similar for this program.

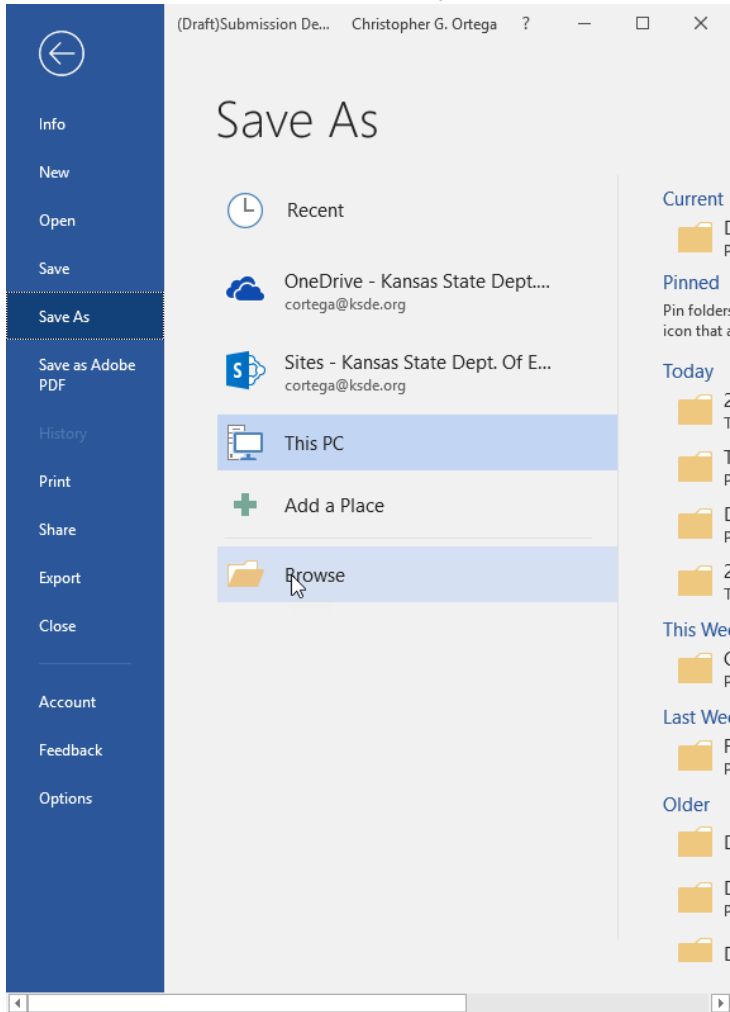
Password Protecting a Document in MS Word with a Windows PC

1. Select File from the Menu bar, then select **Save As**



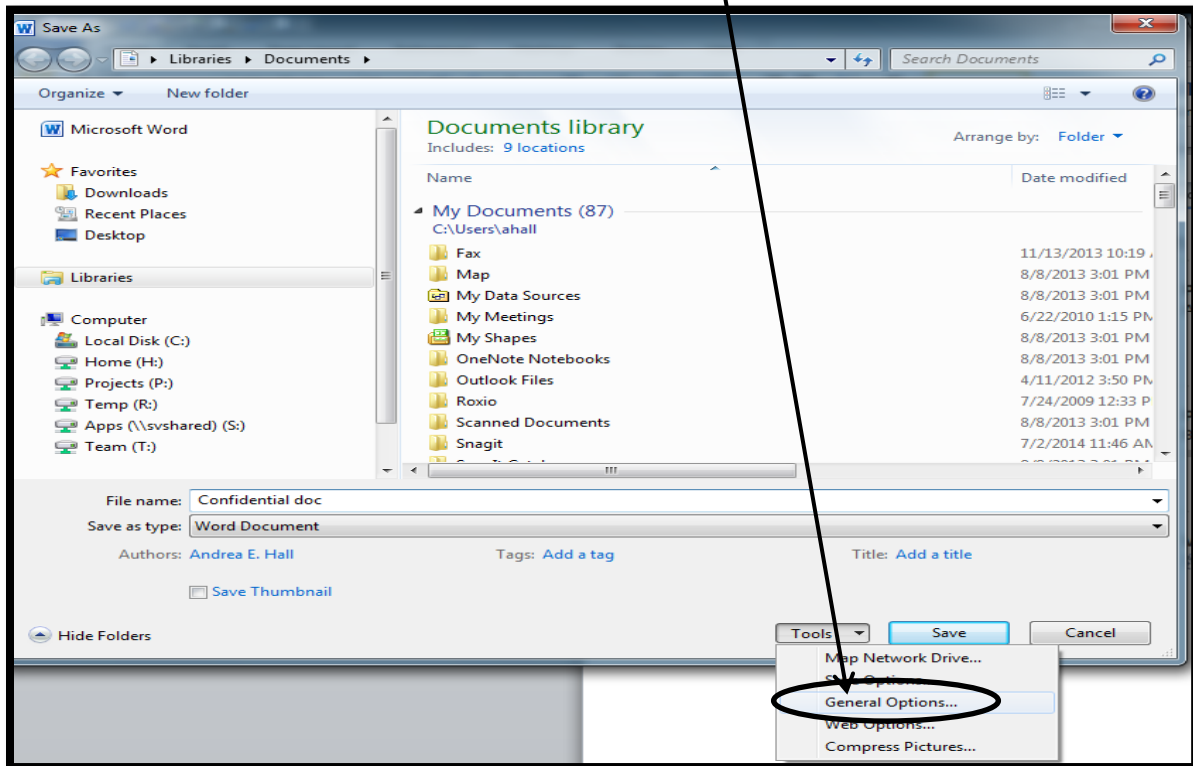
Windows PC User Word Document Protection

2. Select the location where you would like to Save your document.

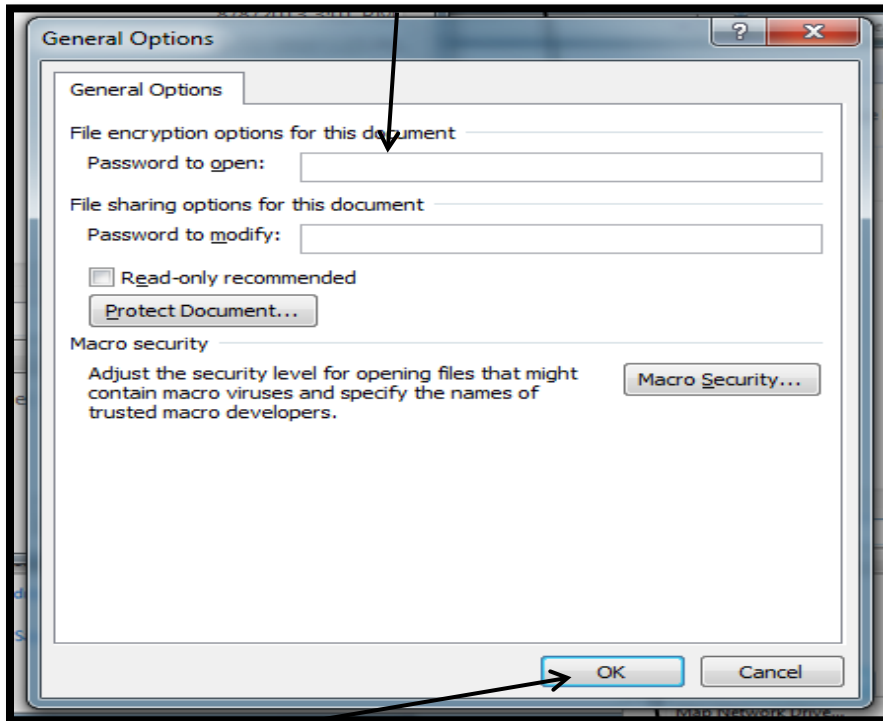


Windows PC User Word Document Protection

3. At the bottom of the page, under Tools, select **General Options**



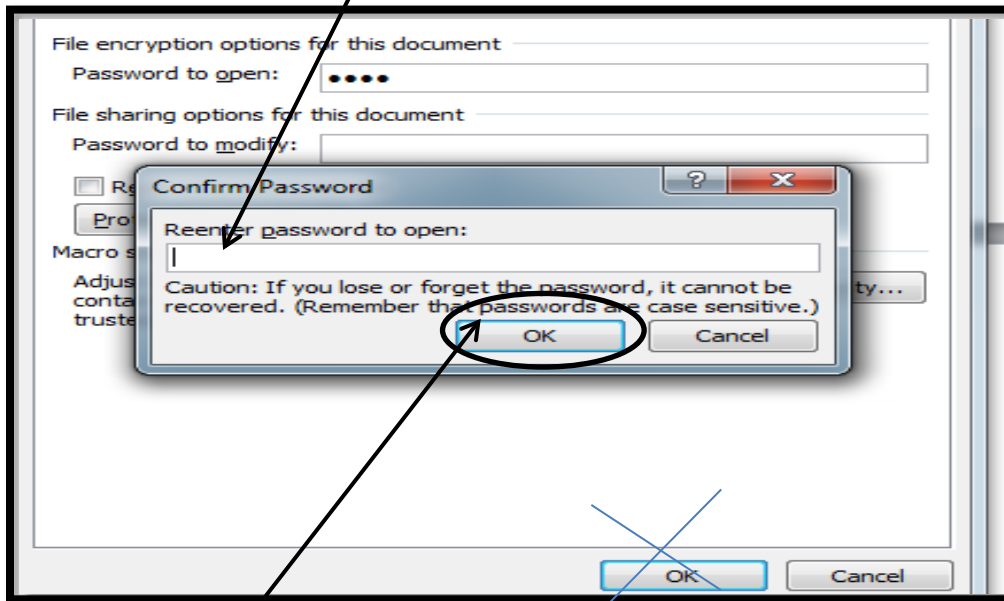
4. Enter a Password to **open**



5. Select **OK**

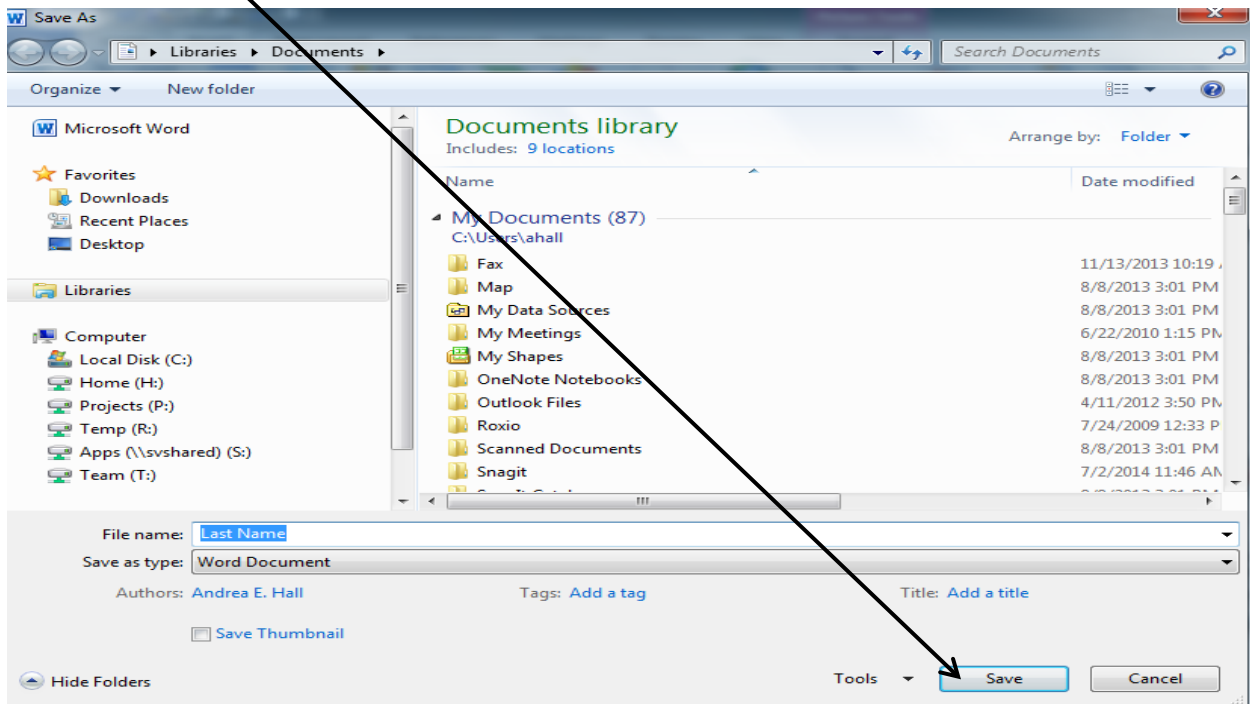
Windows PC User Word Document Protection

6. Reenter the same **password** (as above) to confirm



7. Select **OK**

8. Select **Save**

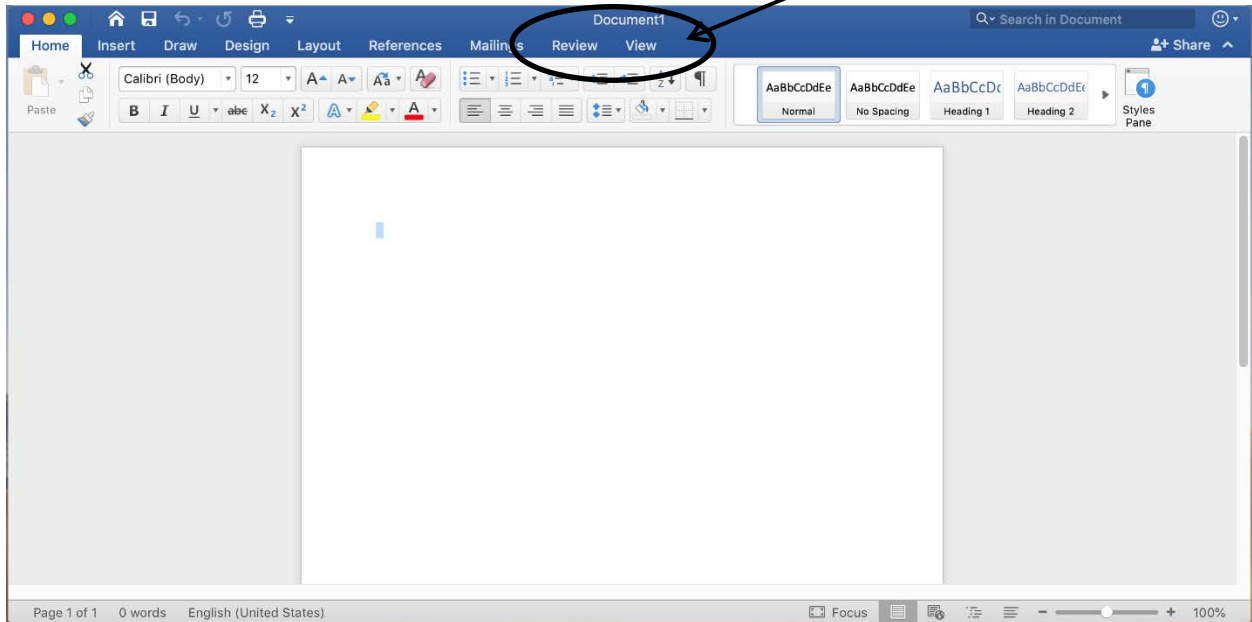


9. Send the password in a separate email than the one that has the document attached.

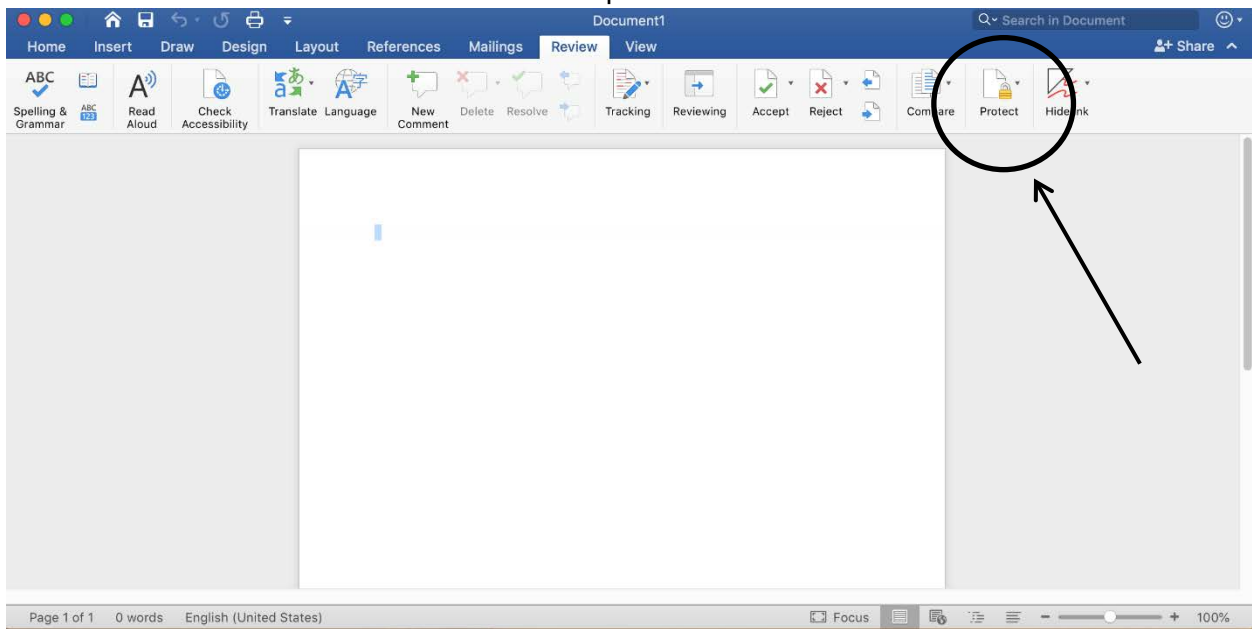
10. Call KSDE IT Help Desk with any questions 785-296-7935.

Password Protecting a Document in MS Word with an Macintosh/Apple PC

1. Look for the Review tab.

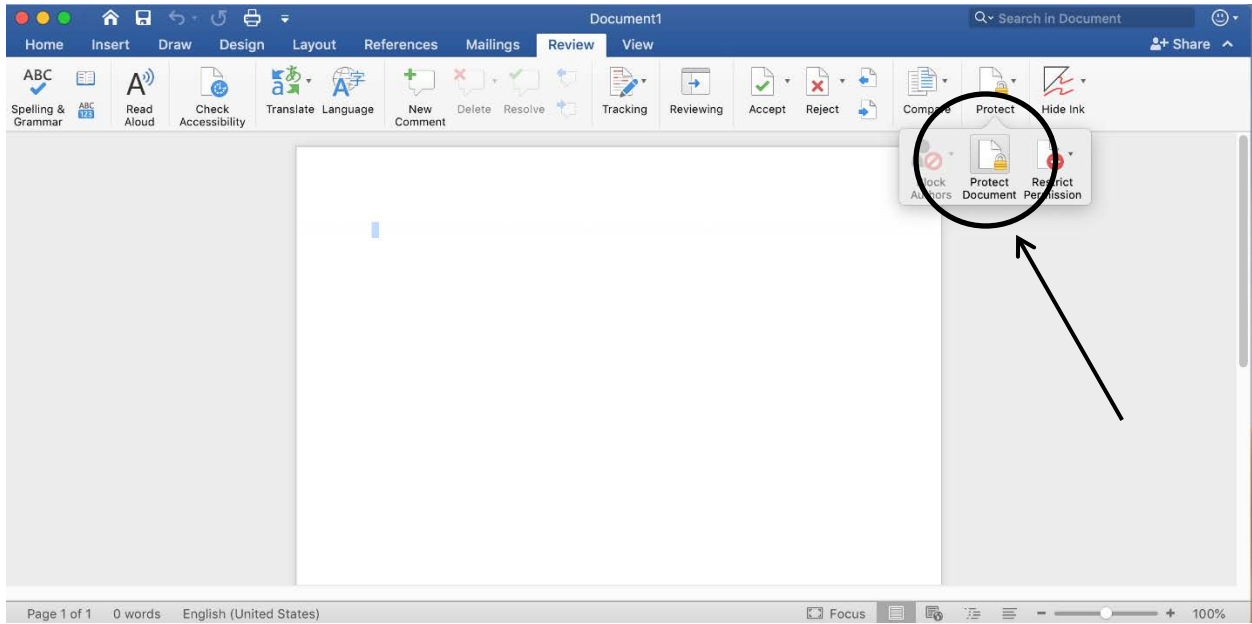


2. Click Review and look for the Protect option.

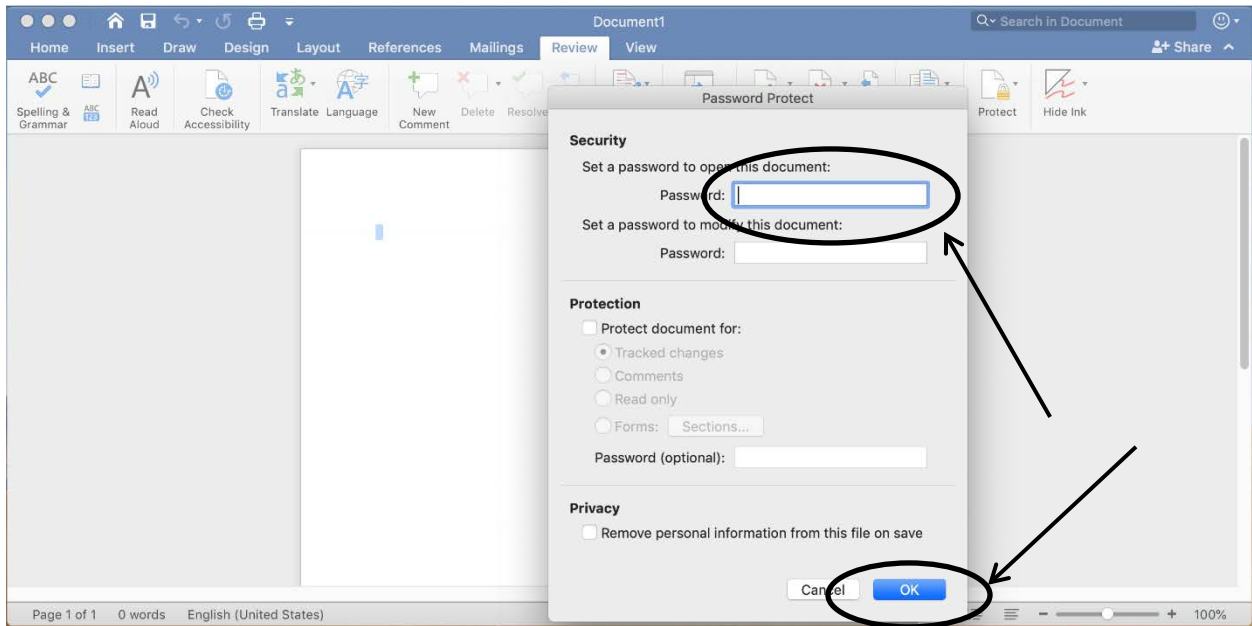


Macintosh/Apple Users Word Document Protection

3. Select the Protect document area and choose Protect Document

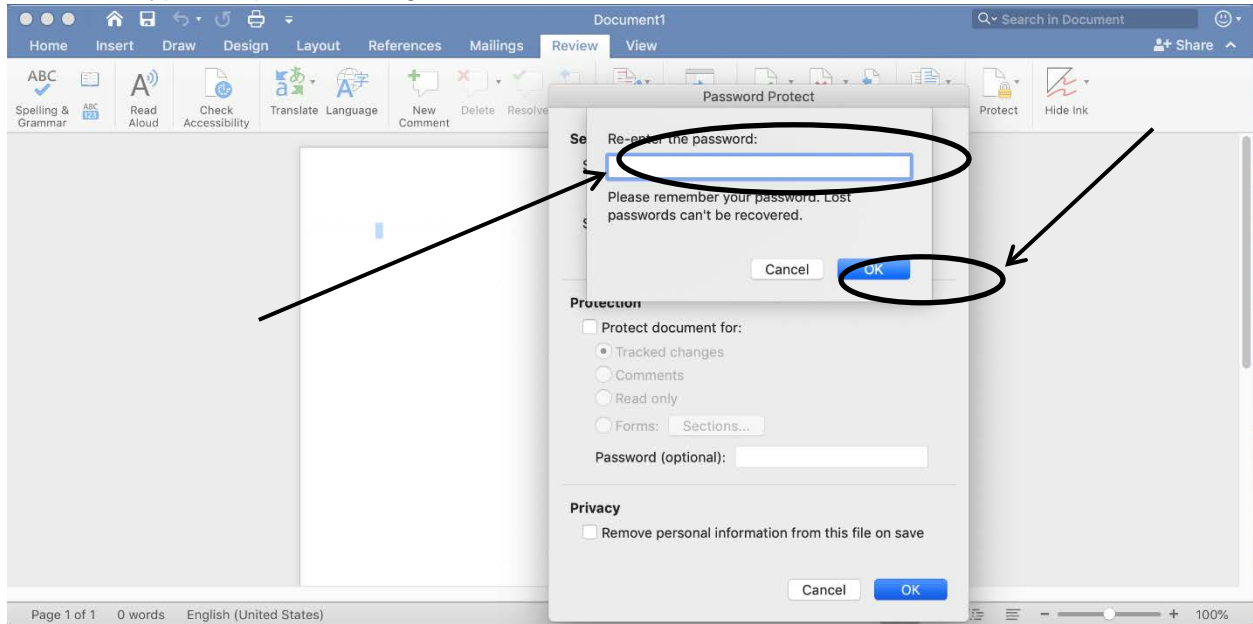


4. Put your chosen password in the section. Click OK.



Macintosh/Apple Users Word Document Protection

5. Retype the password again, to confirm. Click OK



6. Send the password in a separate email than the one that has the document attached.
7. Call KSDE IT Help Desk with any questions 785-296-7935.

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