



How Prisma Scans Work

Ensuring Secure Storage & Sharing of Sensitive Data

Prisma scanning software is a support tool to help campus maintain information security compliance - but secure file storage and sharing starts with all of us!

1



Prisma scans all campus user files stored within Microsoft 365 tools to determine if any files may contain potentially sensitive Level 1 data that requires more secure storage.

2



You'll receive an email to your Sac State Outlook account from servicedesk@csus.edu alerting you about flagged file(s).



If Prisma flagged the file in error (a "False Positive") you can request that the flag be removed.



To locate the flagged file quickly, login to <https://portal.office365.com>, and type the file name into the search box.

3



Move your file(s) to the recommended secure location. Files containing Level 1 data must be stored on SacFilesSecure, or using one of IRT's recommended secure sharing solutions.



SACRAMENTO STATE
INFORMATION RESOURCES & TECHNOLOGY



csus.edu/filesecurity