

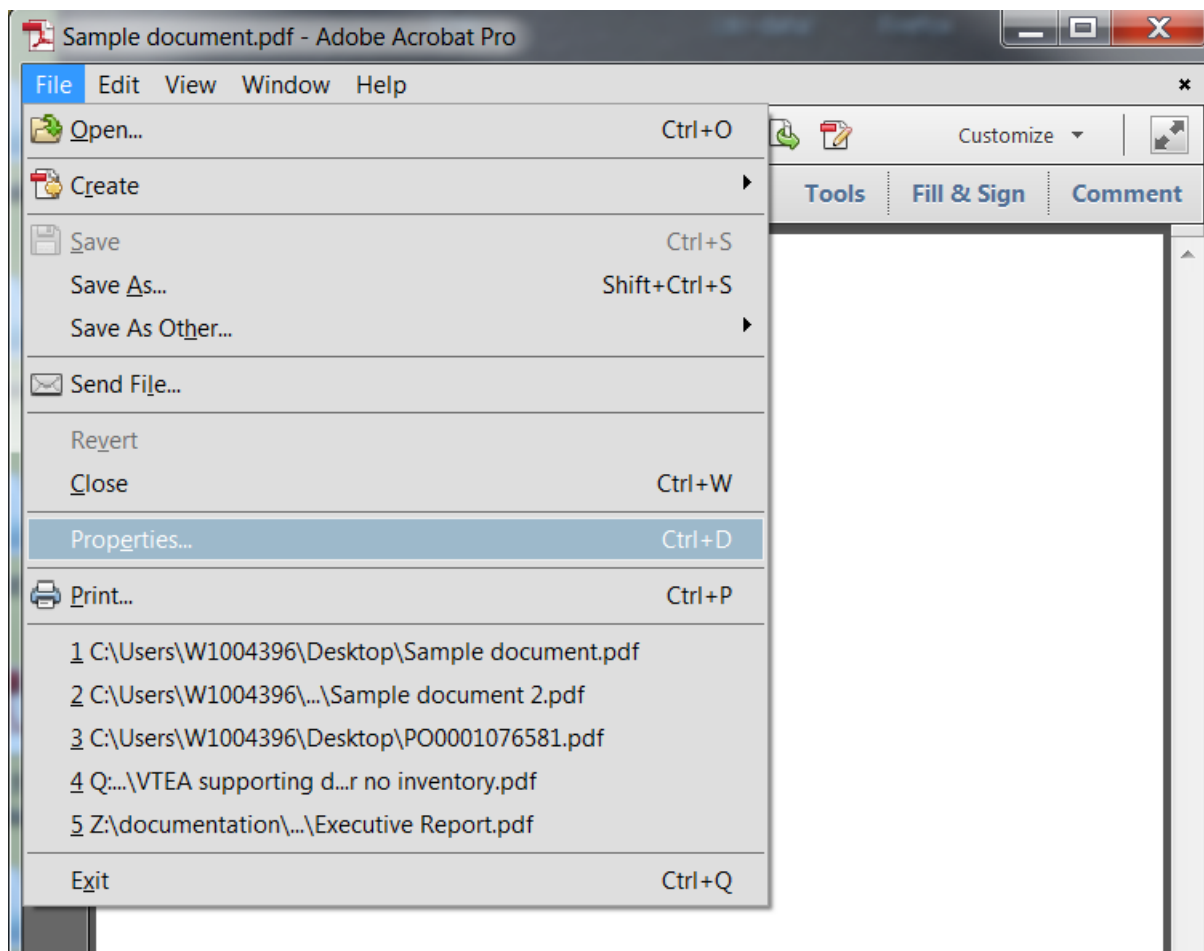
Secure E-mail Attachments with Adobe Acrobat Pro

Los Rios Community College District email system is an insecure communication medium. It is imperative and required by District regulations (R-8871, section 3.2.4) that high risk data (i.e., SSN, driver license number, credit card number, etc.) not be sent in emails unencrypted, either in the email subject/body or as an attachment.

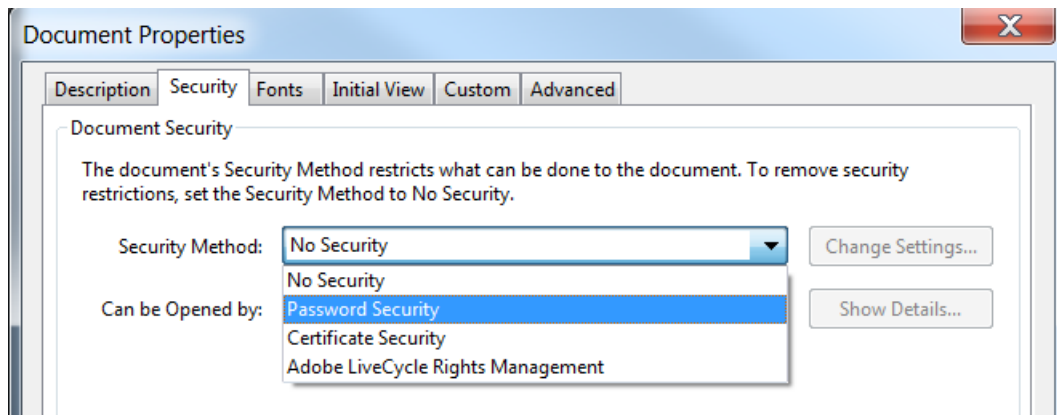
District Information Technology Department recommends that high risk data be sent securely by encrypting it and adding a password using Adobe Acrobat Pro. The password must be sent to the recipient via another communications channel (e.g., by phone, in person, by stand-alone fax machine, or as a last resort via a second email that does not describe what it is).

Encrypting a PDF Document

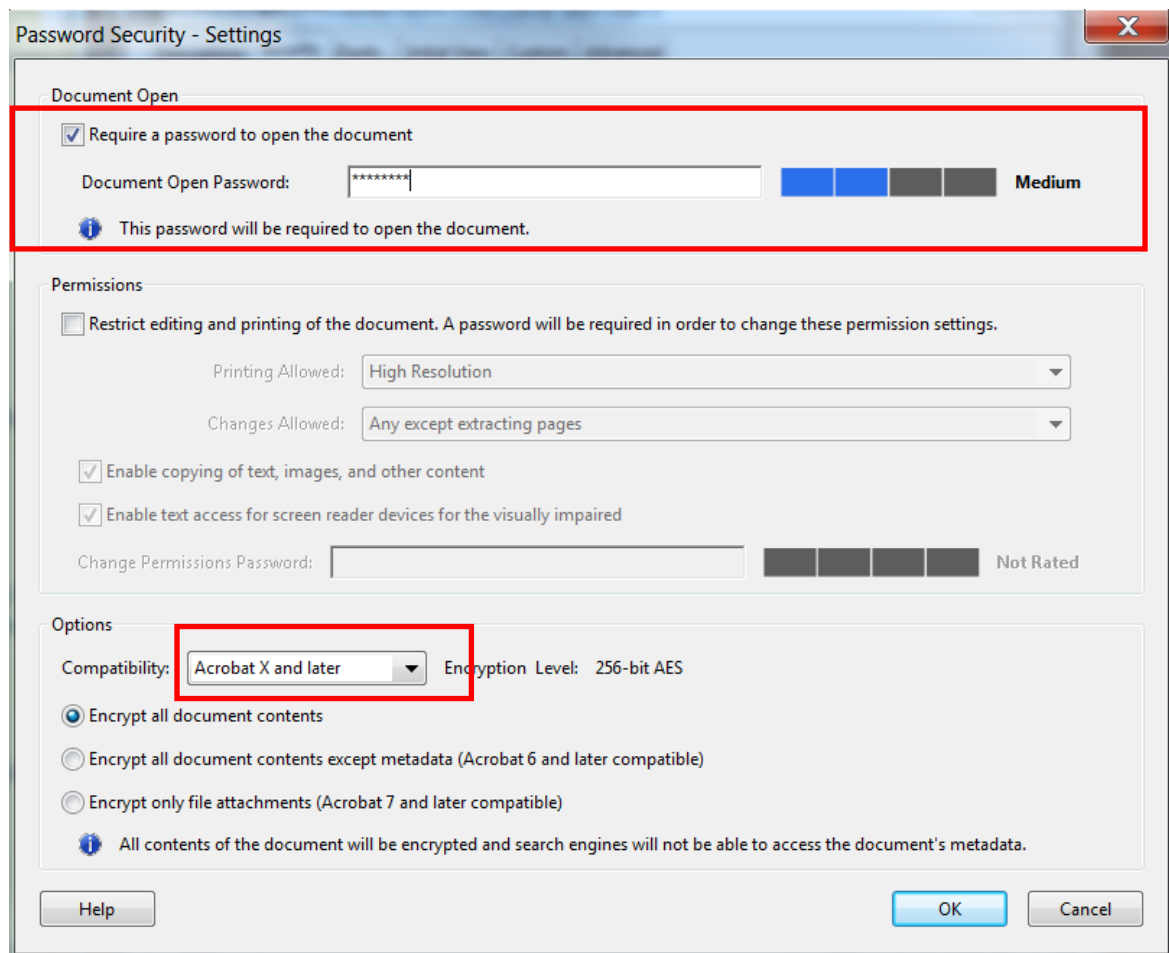
1. If the document is not a pdf document, convert the document to a pdf, or scan and save the document as a pdf.
2. Locate the pdf document you would like to send and open the document with Adobe Acrobat Pro. Go to File, and select Properties. If you do not have Adobe Acrobat Pro, please submit an installation request to your college IT department.



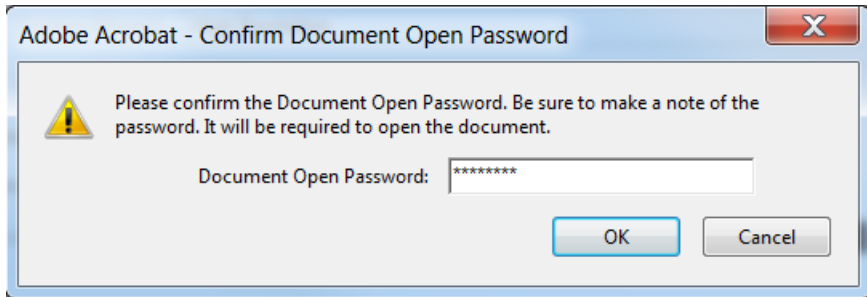
3. Select the Security Tab, and select “Password Security” and click OK.



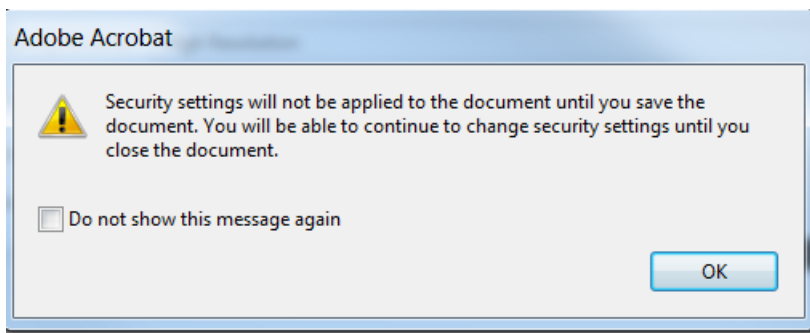
4. Check the “require a password to open the document” checkbox. Enter in a password. This password should not be the same as any of the passwords you use for your existing computer or system accounts (e.g., LRCCD login, OGS, etc.). **Keep in mind that this password is not recoverable. If it is forgotten or lost, the document cannot be decrypted by IT.** Select the compatibility to be “Acrobat X and later” for 256-bit AES encryption. Click OK.



5. Enter in the password in Step 3 to reconfirm the password. Click OK.



6. The document will not be encrypted, until you **save** the document. A warning message will be displayed. Click OK, and save the document.



7. Once the document is saved, you should see the word "SECURED" next to it. The document is now encrypted and can only be opened with the password.

