

Early Childhood Education Grantee Protecting Personal Information

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If you are going to send your files via email and not hand deliver paper copies to the county agency, we advise that you utilize the following steps to protect Early Childhood Education child applicants' personal information.

How to password protect a Word document or an Excel file:

1. Open the Word doc or Excel file that you would like to password protect.
2. Go to “File” in the banner at the top of the screen and click on “Info.”
3. Click on the “Protect Document” button.
4. Select “Encrypt with Password.”
5. Choose a password, click “OK.”
6. Type the same password again and click “OK” to confirm.
7. Save the document to ensure the password protection takes effect.
8. When sending/sharing the document send the password in a separate email.



Note: Passwords cannot be recovered. Make sure to select a password you can remember or keep records of the document names and the password associated to them.

How to password protect a PDF:

1. Open the PDF file and click on “Edit” from the tool bar.
2. Click on the down arrow next to “Protection” and click on “Security Properties.”
3. Click on the “Security” tab if it doesn’t already open to the tab and click on the down arrow of the “Security Method” and select “Password Security.”
4. In the “Document Open” section, click in the box next to “Require a password to open the document.” You will need to select a password that is at least 6 characters.
5. If you do not want to allow for editing to the document, in the “Permissions” section, click the box next to “Restrict editing and printing of the document.” The password must be at least 6 characters.
6. Click “OK” and then save your document for the security requirements to be saved.



Note: Make sure you keep records of document names and the passwords associated to them.

How to encrypt an email:

Outlook:

1. Compose a new email as you normally would.
2. Go to “*Options*” in the banner at the top of the screen and click on the down arrow to either select “*Encrypt Only*” or “*Do Not Forward*.”
 - a. “*Encrypt Only*” will not allow the recipient to change anything in the email.
 - b. “*Do Not Forward*” will not allow the recipient to make changes or forward the email to anyone else.
3. The recipient will need to click on the “*Read the message*” button.
4. The recipient will be sent to Microsoft to either sign in or receive a one-time passcode to view the email message and any attachments. Once entered the email can be read.



Gmail:

1. Compose a new email as your normally would.
2. At the bottom of the screen click on the “*lock with a key*” icon.
3. A pop-up window will appear, indicate the time of expiration of the content.
4. You will then have the option to select whether a passcode is required, which is generated by Google. Click “*Save*.”
 - a. Selecting “*Standard*,” recipients that do not use Gmail will be emailed a passcode.
 - b. Selecting “*SMS passcode*,” you will need to enter the recipient’s phone number so they can receive the passcode by text message.



Sending passwords in an email:

For added protection to the confidential information being shared, passwords should be sent in a separate encrypted email.

There are different password management systems that can assist with securely sharing passwords.