



Clearing All Social Security Data From Your County 4HPlus! And FairPlus! Databases

by Jenny Nixon
UNL Extension Educator
updated October 4, 2006



The University of Nebraska-Lincoln's Social Security Number Usage Policy states that effective January 1, 2007, Social Security Numbers (SSNs) shall not be electronically collected, transmitted, or stored via University-sponsored services or using University-owned computing equipment, information systems or networks. In order for UNL County Extension Offices to comply with this policy, UNL County Extension staff must follow the instructions in this document to ensure that no SSN data is being stored in the 4HPlus! or FairPlus! software.

Please follow these instructions regardless of whether you have a SSN field in your member/leader screens or not.

Nearly every county in the state has some SSN data in their 4HPlus! and FairPlus! software.

Instructions for Removing all SSN Data from 4HPlus! Software

1. Open your 4HPlus! program.
2. Go To > Utilities > Data File Viewer > Select the Mids.db file.
3. Scroll through all the data in the Mids file looking in the column labeled "SSN" to see if there are any SSNs in this column. Note if there is any SSN data.
4. In the Data File Viewer > Select the Lids.db file.
5. Scroll through all the data in the Lids file looking in the column labeled "SSN" to see if there are any SSNs in this column. Note if there is any SSN data.
4. Go To > Archive > Select Year > 2005 > OK to confirm switching
5. Follow steps 2 - 5
6. Go To > Archive > Select Year > 2004 > OK to confirm switching
7. Follow steps 2 - 5

8. If there are any SSNs, note what data set they are in and call a state supporter of 4HPlus to get the daily password and instructions to delete SSNs from this file.

9. Remember to switch back to the 2006 data set.

Instructions for Removing the SSN Field from your 4HPlus! Members/Leaders Screens

1. Open your 4HPlus! program. Go To > Members/Leaders > Registration > Process > Choose a 4H member/leader. Please check both member and leader screens.

2. In the 4H member/leader record, look to see if there is a SSN field (a place to actually type in SSN data) on the screen.

A. If there are no SSN fields on either the member or leader screens you can proceed to SSN data removal from the FairPlus! software.

B. If there is a SSN field on either the member or leader screens, close your 4HPlus! program and you will need to download and unzip one file from the <http://4hplus.unl.edu/> website.

- Make sure your 4HPlus! software is closed.
- Open your web browser to the <http://4hplus.unl.edu/> website.
- Select the 4HPlus! Additional Support Files link.
- Click the “2006 Fix to remove SSN fields” link to run or download the 2006_SSNfields.exe file from the link. If you don’t see this link try refreshing your browser.
- Unzip the file.
- Open your 4HPlus! software and check the member/leader screens to see that the SSN fields are now gone.

Instructions for Removing all SSN Data from FairPlus! Software

1. Open your FairPlus! program.

2. Go To > Utilities/Password Entry > Data Viewer > Select the Exib.db file.

3. Scroll through all the data in the Exib file looking in the column labeled “SSN” to see if there are any SSNs in this column. Note if there is any SSN data.

4. Go To > Archive > Select Year > 2005 > OK to confirm switching

5. Follow steps 2 - 3

6. Go To > Archive > Select Year > 2004 > OK to confirm switching

7. Follow steps 2 - 3

8. Remember to do this on any computer you have used with your FairPlus! program including all slave computers.

9. If there are any SSNs, call a state supporter of FairPlus to get the daily password and instructions to delete SSNs from this file.

Instructions for Removing all Stored SSN Data from your Files

If your 4HPlus! or FairPlus! software ever had SSN data in it, that data was automatically saved in any backups made from either program. Search your computers and storage disks to find and delete or destroy old backup data.

1. Search your computer for files named 4HBack or FairBack. (Note: 4HBack files may have either a .txt extension or an .ebd extension. Both contain all 4HPlus! data for a year. Delete files with either extension.

- Left click your Start button and choose Search > For Files or Folders > All Files and Folders
- Search for All or Part of the File Name: > 4HBack
- Use the Look In: field to search all drives for this data.
- Repeat the search for All or Part of the File Name: > FairBack

2. Expect to find 4HBack and FairBack files in your c:\ckv\4hplus\NE and c:\ckv\fairplus\NE folders, on your C:\ root directory, on your backup servers, and any place you have saved them (floppy disks; CDs; zip disks; thumb, micro, or flash drives; memory sticks; shared or backup drives/servers). Any files found by these names should be deleted. If files are deleted to the trash, they should be emptied from the trash also.

3. Remember to make a fresh backup of each of the three data sets in each program.

- To save current year data Go To > Archive > Backup
- To save past year's data Go To > Archive > Select Year > (Select the year you wish to backup) > OK to Confirm switching datasets > Backup
- Remember to Select Year to get back to the current data set.

4. When you created the new year in 4HPlus! for 2006, your software created a folder to back up the 2003 data that would be lost. Using Windows Explorer you will see a folder called: C:\ckv\4hplus\NEXXX2003 (where XXX= your county's 3 letter code; i.e. SIU = Sioux). This folder has 2003, 2004, and 2005 data sets. Unless you have really strong reasons for keeping this old data, please delete the C:\ckv\4hplus\NEXXX2003 folder. If you see any folders under 4HPlus or FairPlus that look like state folders from another state (WY or MN) please delete them or call me.

Please be diligent in looking for any and all SSN data. Remember old computers, multiple fair computers, staff computers, practice data sets, etc. etc. I hope this helps you get the SSN data cleared from your software. As always, call me if you have any questions. - Jenny