These steps may require installation of software on your computer. Please work with your IT department to ensure the software is installed correctly.

To ensure the data remains safe in transit and at rest on MCC's servers we are requesting that the data be encrypted using PGP encryption. You are free to use any PGP encryption software to protect the data but for this document we are going show the process using GoAnywhere OpenPGP Studio which is available at: https://www.goanywhere.com/openpgp-studio/download

Open your web browser and go to https://www.goanywhere.com/openpgp-studio/download
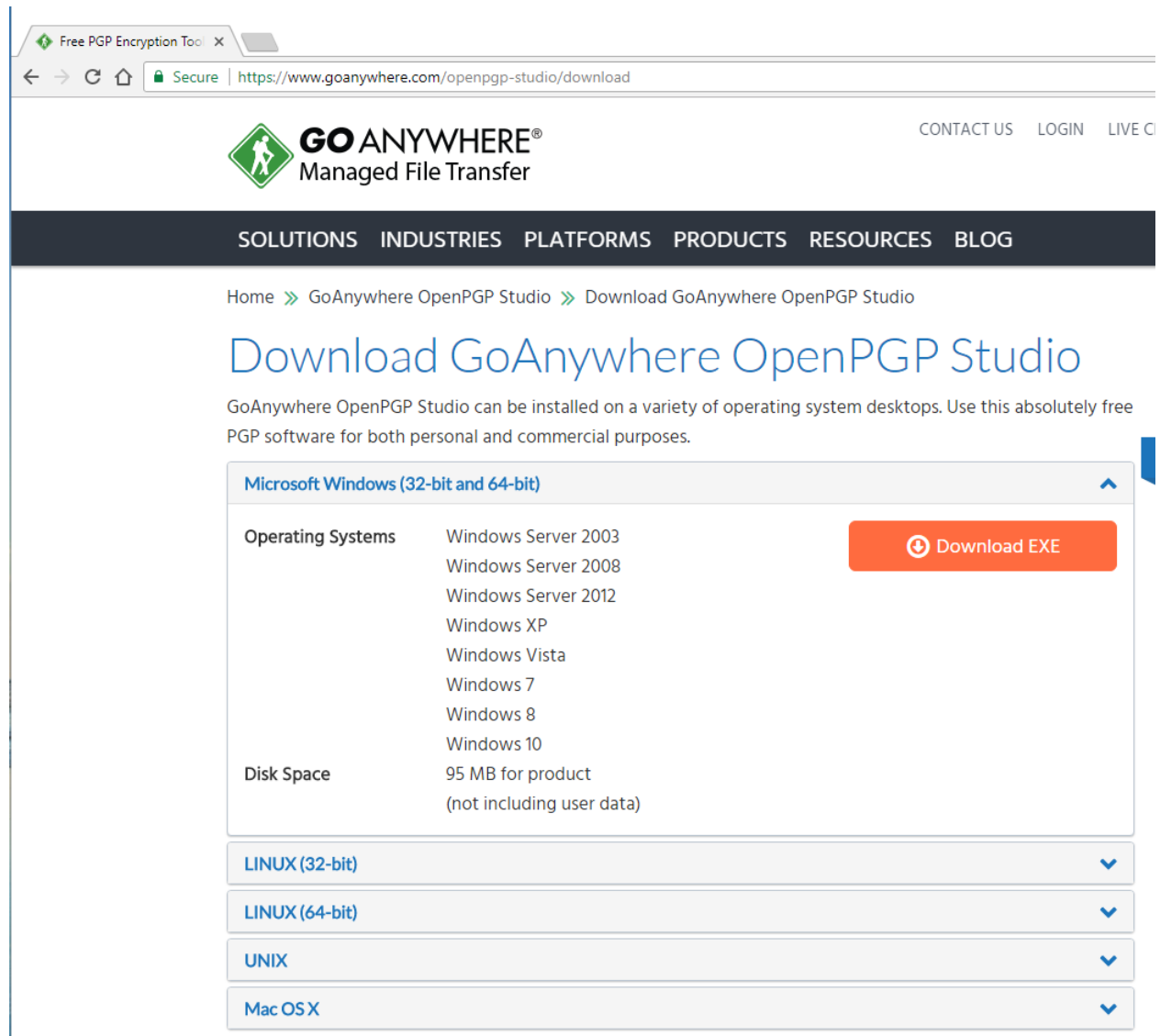
Download the software that is appropriate for your operating system. The above screen shot shows the software to download for Windows.

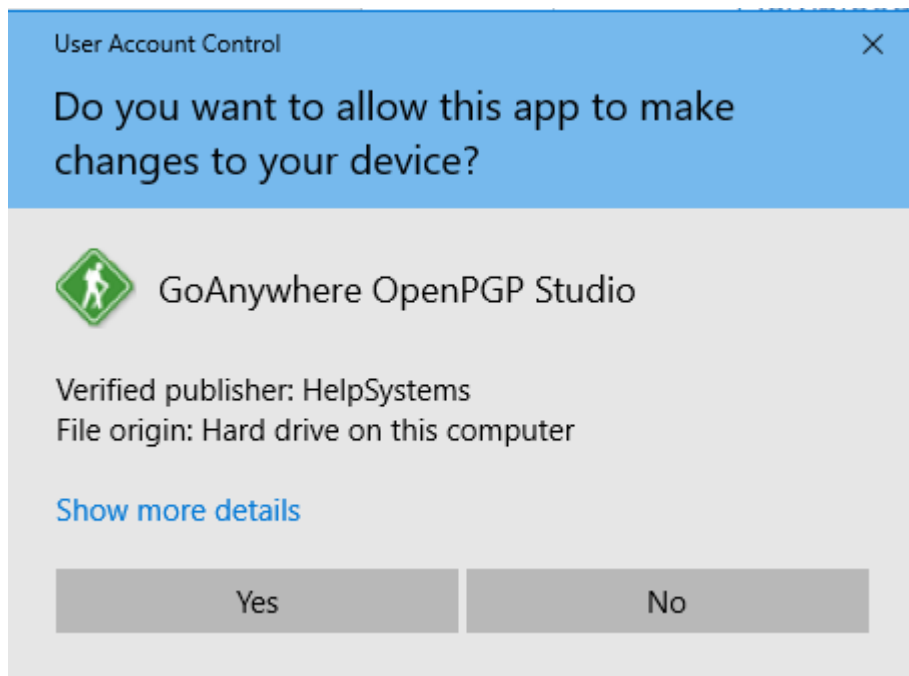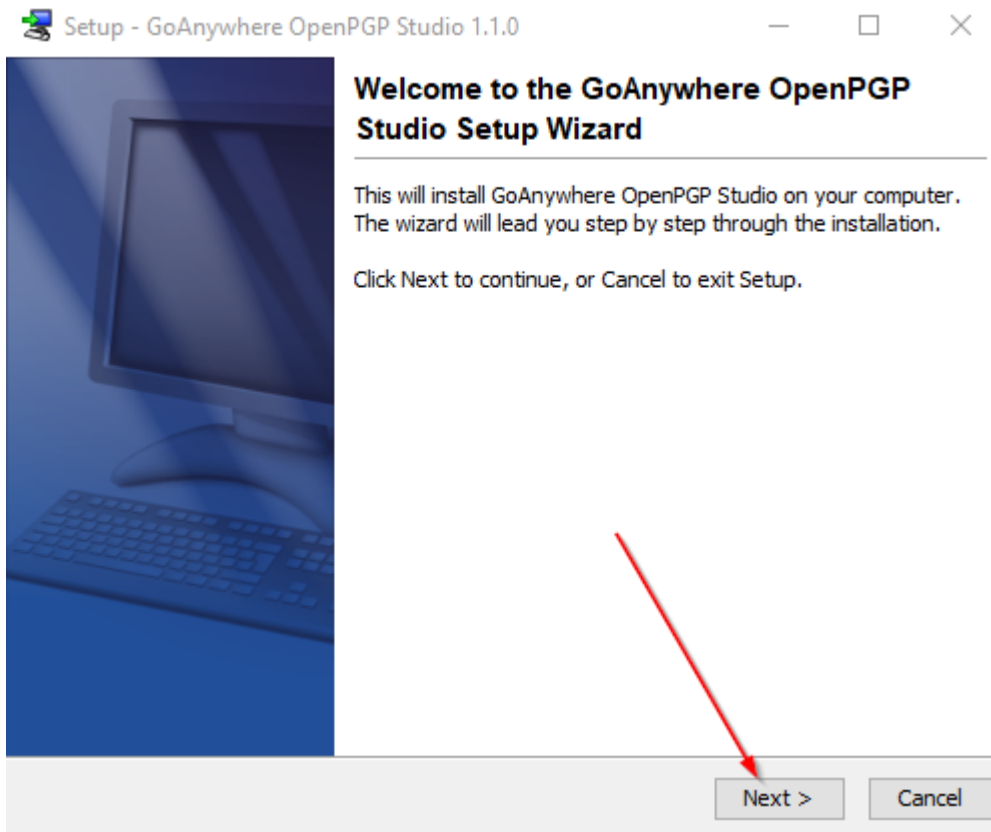Click the Download EXE button:

Go to your download directory and find the file you just downloaded. Double click the click to run the installer.

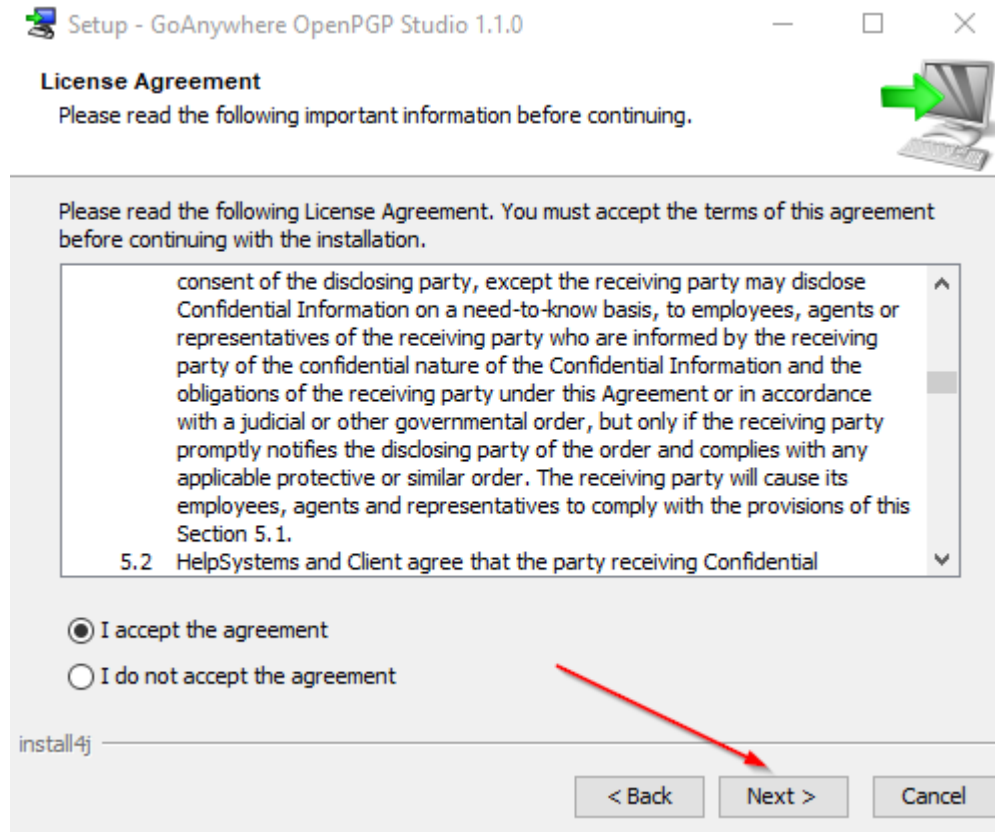When you run the installer you may get the following window:

Click the "Yes" button to continue.

On the next window click the Next Button:

At this point you should read the Software Licensing and Services agreement. If the terms are acceptable for your organization then select the "I accept the agreement option". If the terms are not acceptable please find another PGP encryption software that your organization finds acceptable and follow the installation instructions.

If you accept the License Agreement you should now press the Next button:

Setup - GoAnywhere OpenPGP Studio 1.1.0   —   □   ✕

License Agreement

Please read the following important information before continuing.

Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.

> consent of the disclosing party, except the receiving party may disclose Confidential Information on a need-to-know basis, to employees, agents or representatives of the receiving party who are informed by the receiving party of the confidential nature of the Confidential Information and the obligations of the receiving party under this Agreement or in accordance with a judicial or other governmental order, but only if the receiving party promptly notifies the disclosing party of the order and complies with any applicable protective or similar order. The receiving party will cause its employees, agents and representatives to comply with the provisions of this Section 5.1.
>
> 5.2   HelpSystems and Client agree that the party receiving Confidential

◉ I accept the agreement

◯ I do not accept the agreement

install4j

[< Back]   [Next >]   [Cancel]

Either use the default directory in the next window or choose where you would like the software installed and press the Next button:
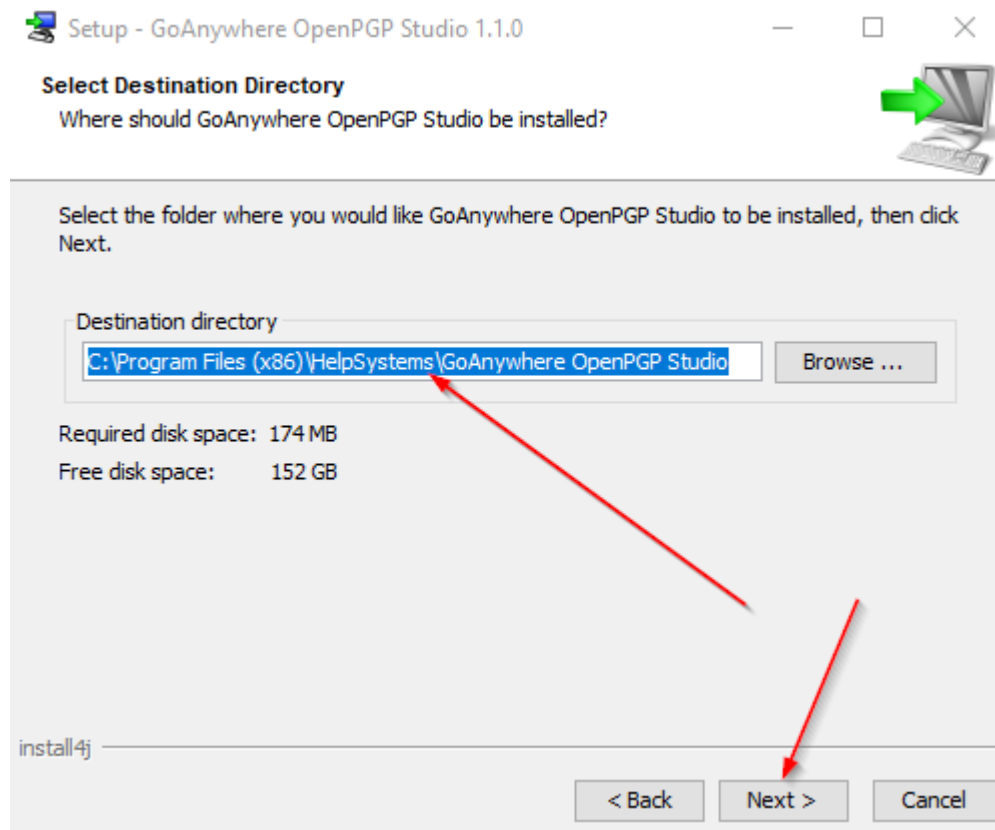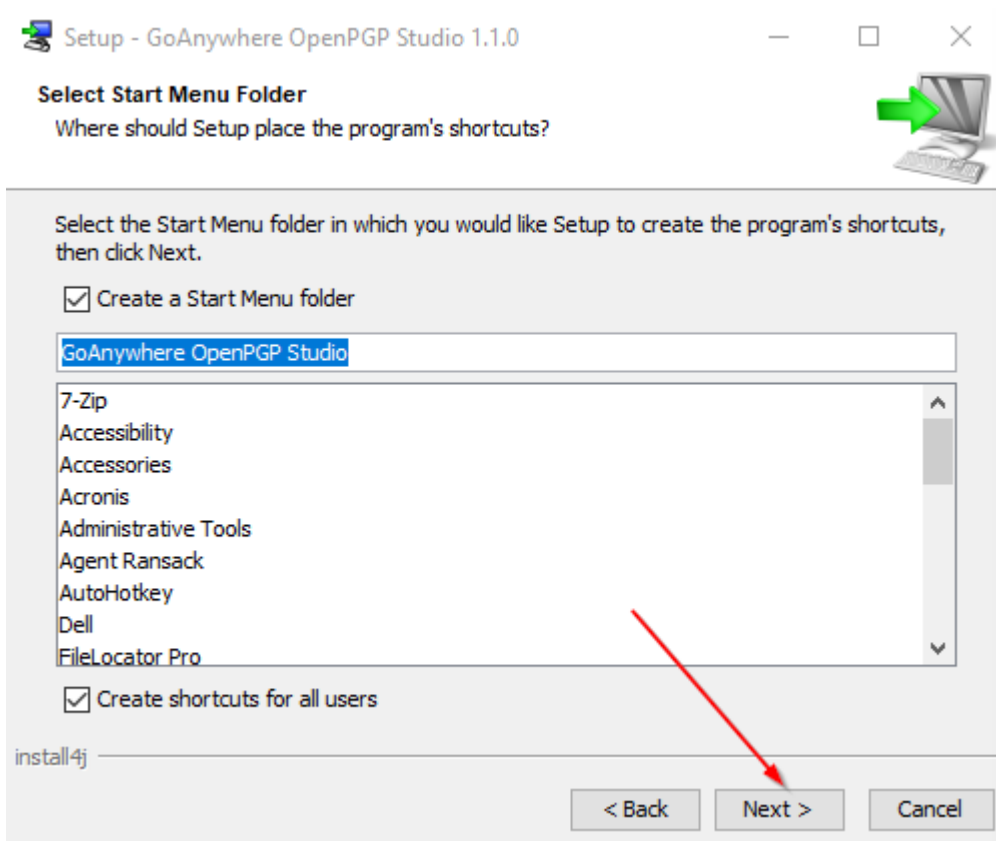
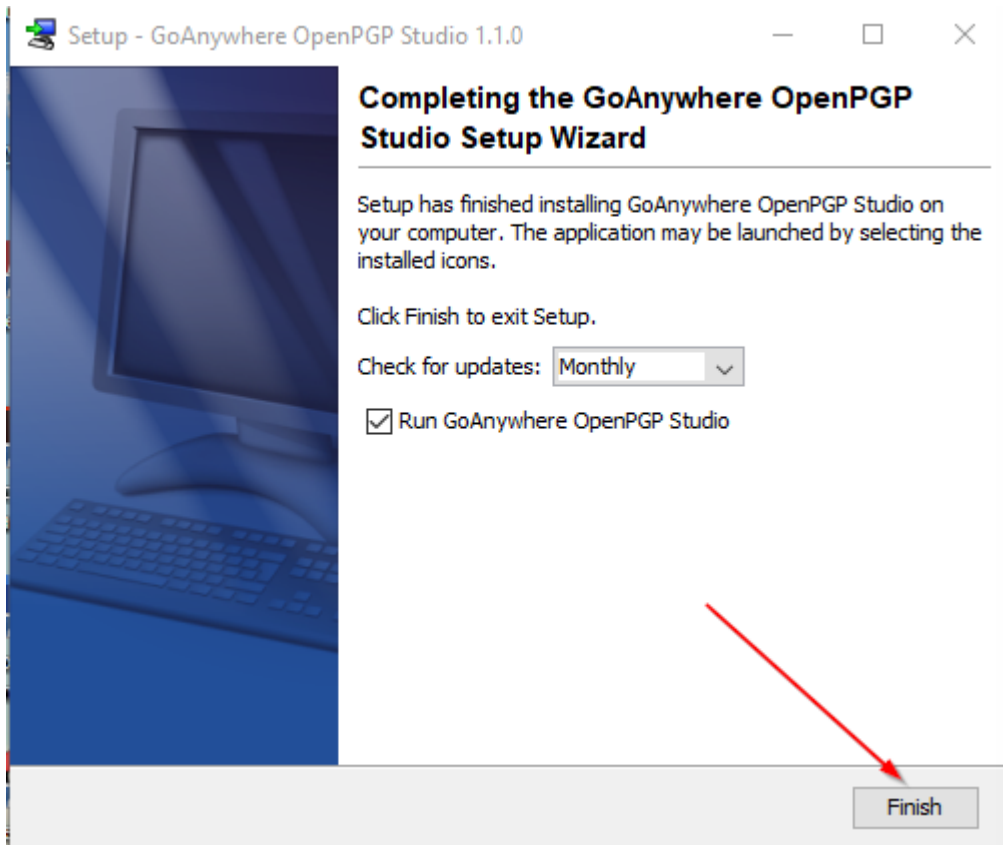If you get this screen:
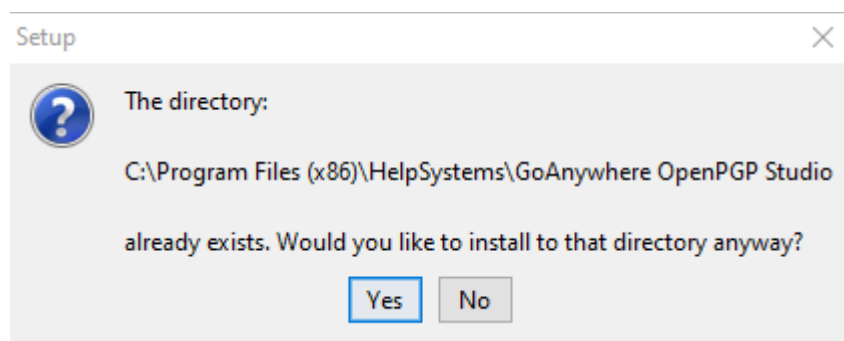
Please confirm that is the directory where you want the files stored and then select Yes.

On the next screen keep the defaults and press next:

This should start the installation.

One the next window select often you would like to check for updates and then press Finish:

Open PGP student should be launched.

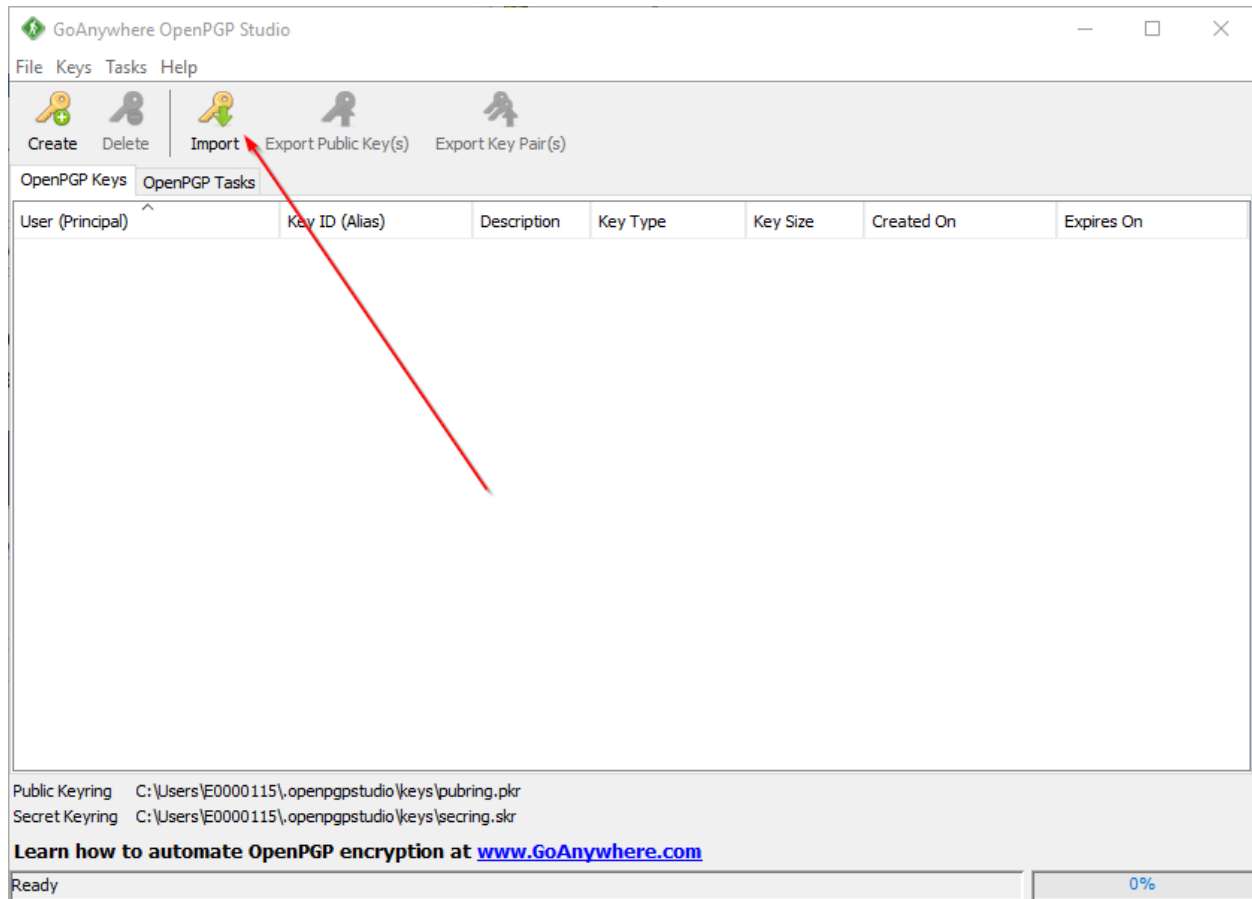You are now ready to import the MCC Public Key which is included below:

Metropolitan
Community College

To get this file onto your computer click and hold the mouse button on the file , drag it to your desktop and release the mouse button..

Go to OpenPGP Studio and click the Import button:
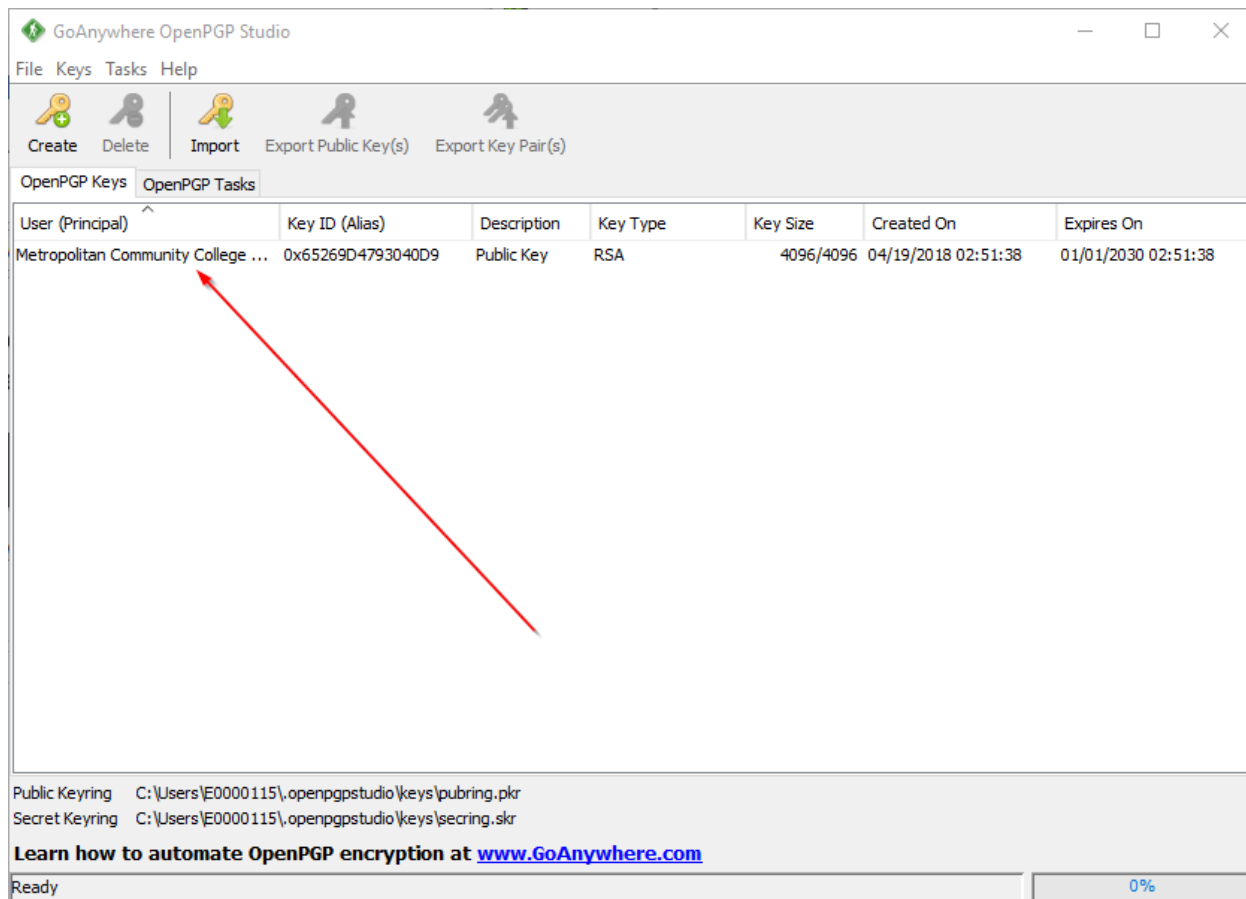
Find the MCC Public key that you just put on your desktop, select it and press the open button:
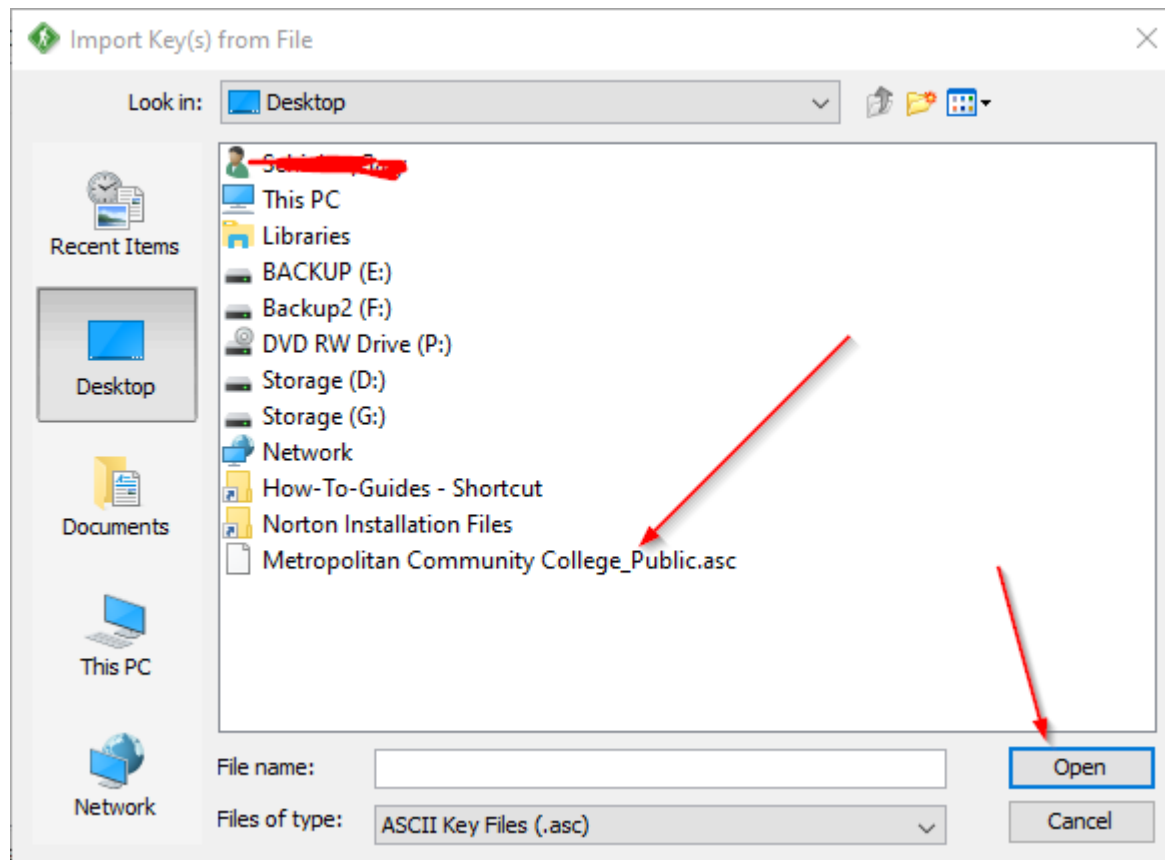
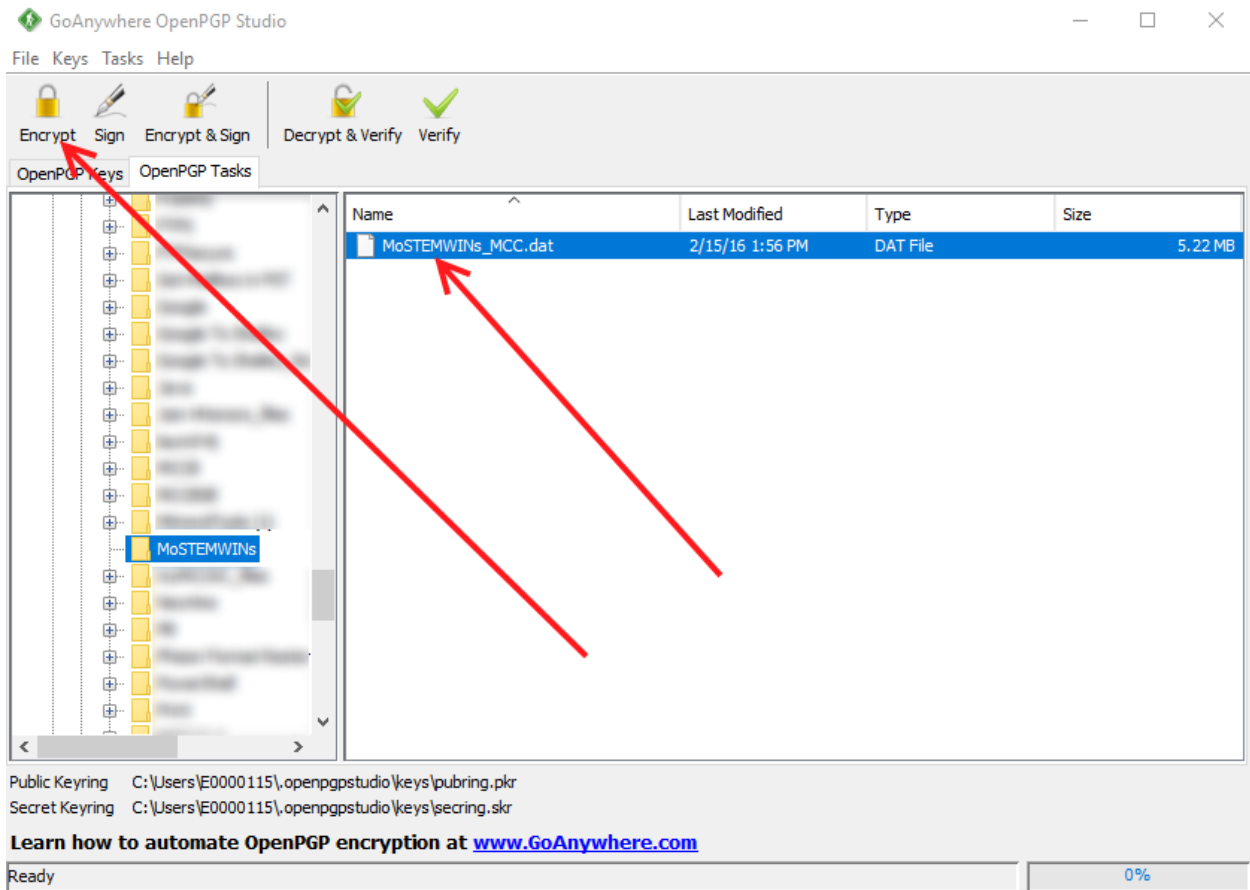The MCC Public key is now in OpenPGP Studio:

Now go to the OpenPGP Student "OpenPGP Tasks" tab:

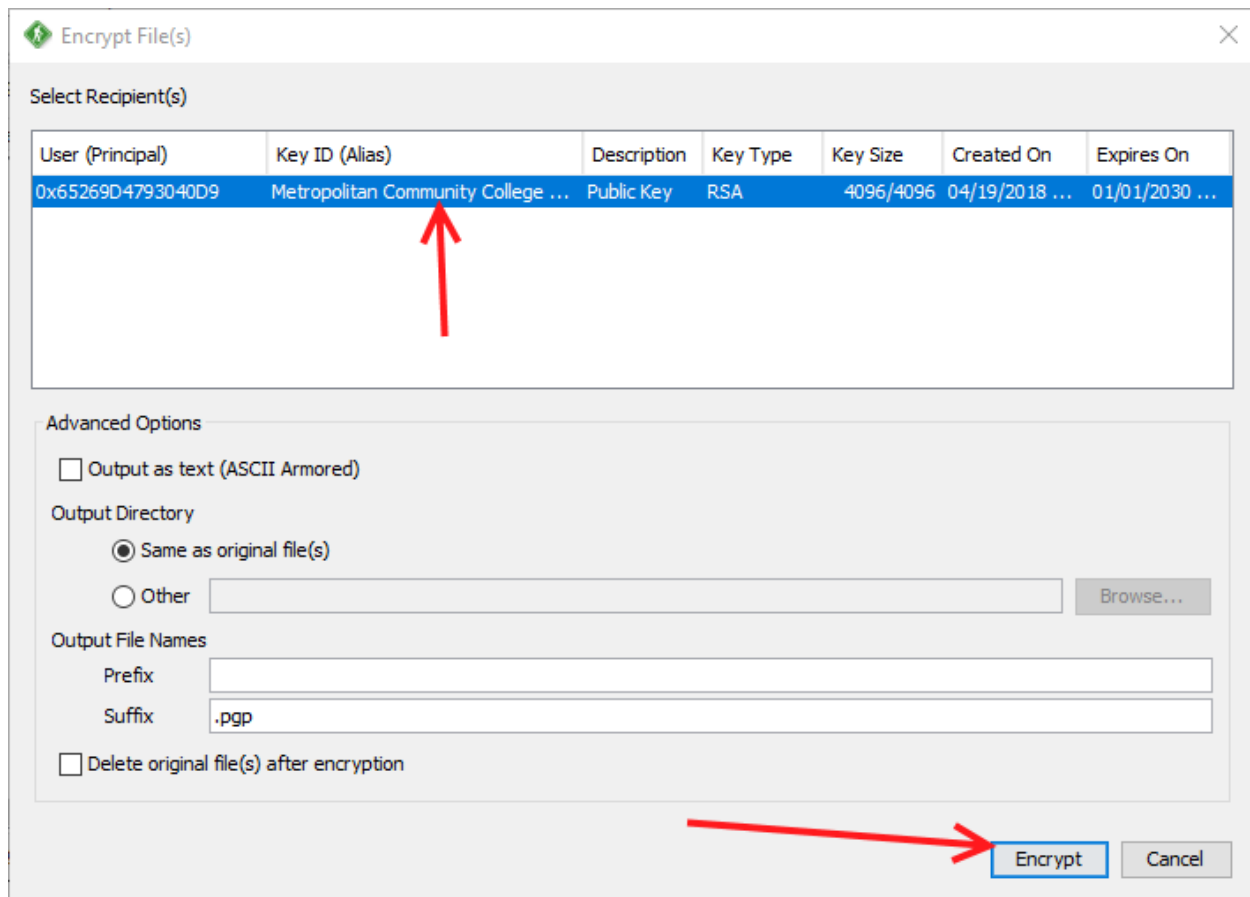Change until you get to the directory with the data you are wanting to send to MCC:
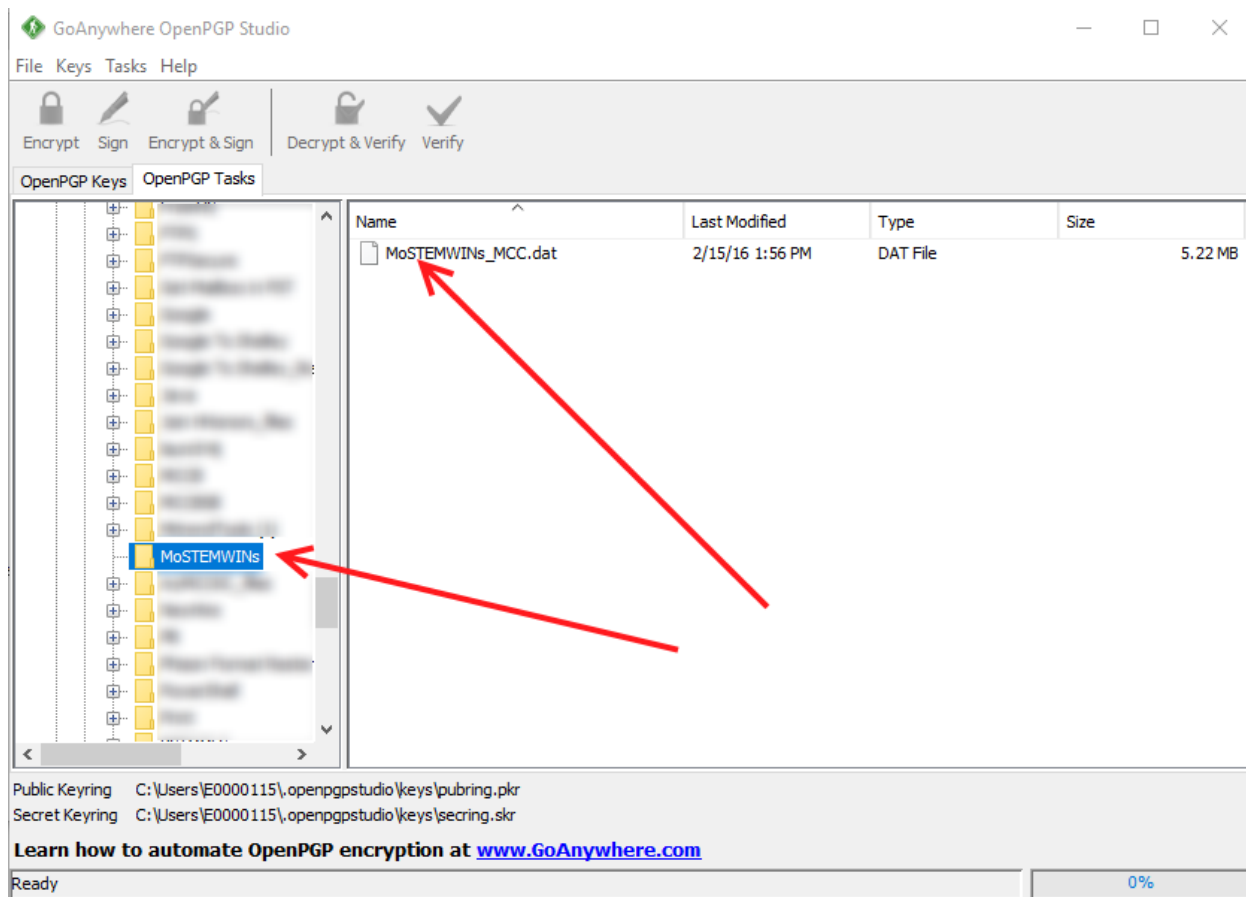
Select the file you want to encrypt and then select the Encrypt button:

On the next window leave the defaults and make sure the Metropolitan Community College Public Key is selected then press encrypt:

You will now get a results window:

The file in the destination box is the one to send to MCC.

With your email tool go to the destination directory and attach the file with .pgp extension. Make sure the file you attach has the .pgp extension so that you know that the data is encrypted and protected. Email the file to MCC.

MCC will receive the file, decrypt it just to make sure the file is readable and store it encrypted on a secure file server.