

Working with Encrypted Files from Great Lakes



This procedure provides information about working with encrypted files from Great Lakes, including installing GNU Privacy Guard, a file decryption software program, and using it to decrypt data files.

If you have questions, please contact Great Lakes Client Services at clientservices@glhec.org or (888) 686-6919.

Note: This procedure applies to Microsoft Windows. The process of installing and using GNU Privacy Guard varies by software. If you are unsure of how to do this, consult the available help resources for the software you're using.

Installing GNU Privacy Guard

This section provides instructions for installing GNU Privacy Guard onto your computer. By default, the installation sets up an Inbox folder on your PC hard drive (C:\), where decrypted files are saved.

Downloading Program Files

Upon your receipt of the emailed password, complete the following steps.

1. Access the installation dialog box (<https://schools.mygreatlakes.org/mglstatic/partners/forms/gpgsetup22.exe>) to begin the installation process.

The File Download – Security Warning dialog box opens.

2. Click **Save**.

The Save As dialog box opens.

3. Save the file in an appropriate location.

- a. Navigate to your C:\ drive or another appropriate location.
- b. Enter *gpgsetup.exe* in the *File Name* field.
- c. Click **Save**.

The program downloads to your computer. The Download Complete dialog box may open when the installation is complete.

4. Click **Close** in the Download Complete dialog box, if it displays.

Completing Installation

Complete the following steps after you've downloaded the necessary GNU Privacy Guard program files.

1. Navigate to the *gpgsetup.exe* file in the location where you saved it.
2. Double-click the file.

The GNU Privacy Guard Installation wizard opens.

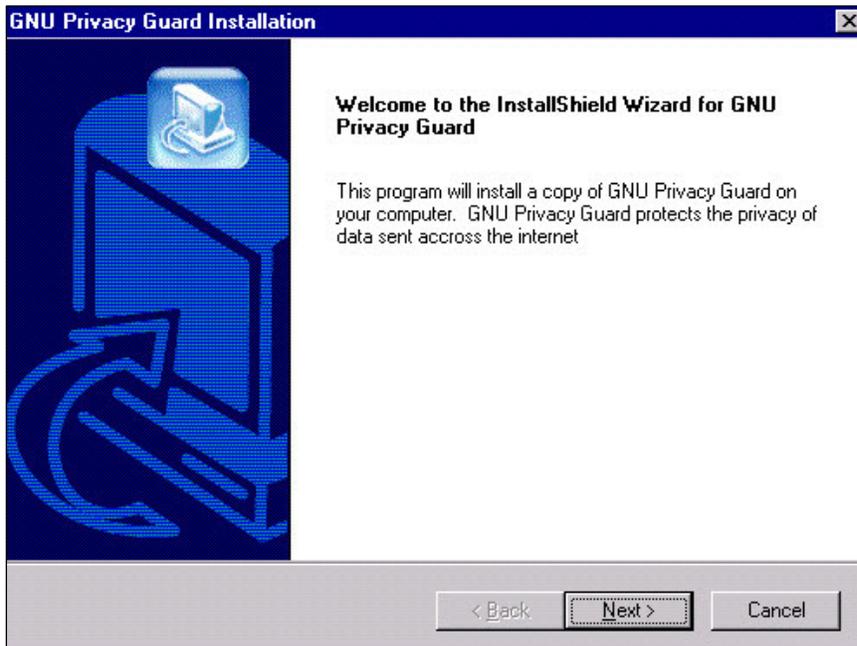


Figure 1. Example of the GNU Privacy Guard Installation wizard welcome page

3. Click **Next**.

The program installs. When it's finished, a license agreement displays.

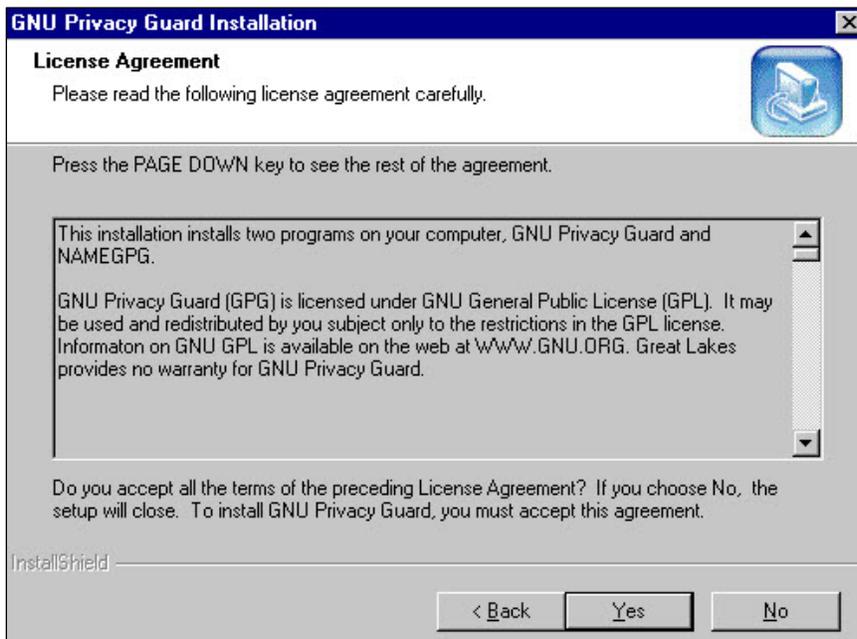


Figure 2. Example of the GNU Privacy Guard Installation wizard License Agreement page

4. Review the license agreement, and then click **Yes** to accept the terms of the agreement.

- Change the location where your files are saved on the Choose Destination Location page, if appropriate.

Note: By default, the location is C:\GNUPG\INBOX.

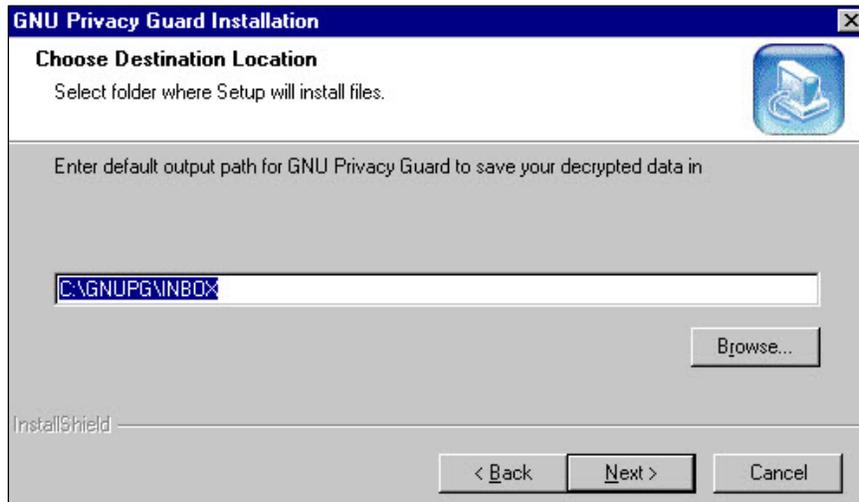


Figure 3. Example of the GNU Privacy Guard Installation wizard Choose Destination Location page

- Click **Browse**.
 - Navigate to an appropriate location.
 - Click **Next** in the GNU Privacy Guard Installation wizard.
- Click **Finish** when the installation is complete.

Decrypting Data Files

This section provides instructions for decrypting files or reports and saving them to the Inbox folder, which you created when you installed GNU Privacy Guard.

- Access the email that contains the encrypted file as an attachment.
- Double-click the attachment.

The Opening Mail Attachment dialog box opens.

- Click **Open**.

A command window displays, prompting you to enter a password.

Note: If you do not have a password, contact Great Lakes Lender Reporting at lenderreporting@glhec.org or (608) 246-1640.

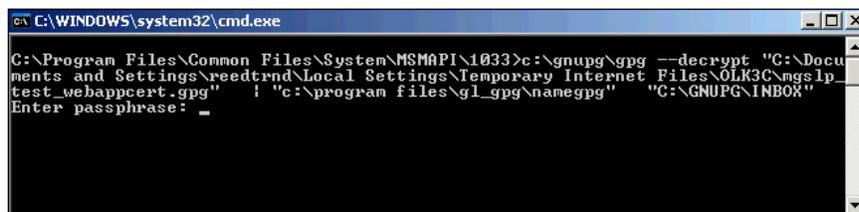


Figure 4. Example of the Command window prompting the user to enter a password

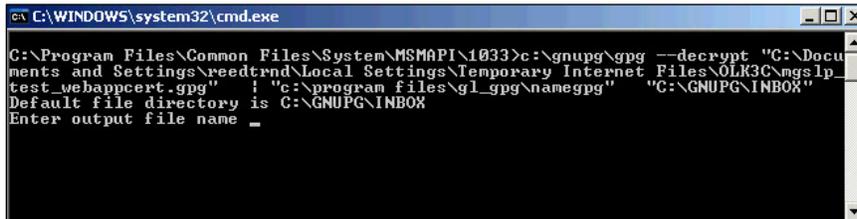
4. Enter the appropriate password, and then press ENTER.

Note: Your cursor may not move when you enter text.

The command window prompts you to enter an output file name for your decrypted text file.

-or-

If you enter an incorrect password, the message *No input file data* displays, and you are prompted to *Press any key to continue*. After doing so, you must re-start with step 1 of this section.



```
C:\WINDOWS\system32\cmd.exe
C:\Program Files\Common Files\System\MSMAPI\1033>c:\gnupg\gnpg --decrypt "C:\Documents and Settings\reedtrnd\Local Settings\Temporary Internet Files\OLK3C\ngslp_test_webappcert.gpg" ! "c:\program files\gl_gpg\namegpg" "C:\GNUPG\INBOX"
Default file directory is C:\GNUPG\INBOX
Enter output file name _
```

Figure 5. Example of the Command window prompting the user to enter a password

5. Enter an appropriate file name, and then press ENTER.

Note: It is recommended that you use a standard naming convention that includes both the date and type of data file. The file type is typically indicated in the subject of the email message that contains the file. This allows you to more easily track the data.

The command window prompts you to press any key to continue.

-or-

If the file name you have entered is already in use, you are prompted to indicate whether you want to overwrite it with the current file. Enter *N* (no) and press ENTER to start over with step 5, and then enter a different file name.

Note: The default save location is C:\GNUPG\INBOX.

Note: Bundled reports with a .gpgb extension are unbundled into multiple files and automatically named using Great Lakes standard report names. They are decrypted and ready for use.

6. Press any key on your keyboard.

The command window closes and the decrypted files are saved in your designated location.