Sending a Secure/Encrypted Email

The University of Southern Indiana Financial Assistance Office makes every effort to protect the confidential information of their students and parents according to federal privacy regulations. To do so, all external communications that contain confidential, personal identifiable information (Social Security Number, Driver's License or State ID Number, Alien Registration Number, Date of Birth, etc.), must be encrypted. **Confidential documents must be sent through a student's myUSI email account.**

Social Security Numbers should be redacted / blackened out and the message you are sending should be encrypted. Be sure that the student's name and student ID number is on all documents.

There are 2 ways to send an encrypted email via your myUSI.

Option #1:
1. Click on "New Message" to begin a new email
2. At the top, pull down the "Sensitivity" tag/menu
3. Click on "USI Critical"
4. Type finaid@usi.edu in the To: field
5. Continue with email as normal

Option #2:
1. Click on "New Message" to begin a new email
2. Type finaid@usi.edu in the To: field
3. Type "(Secure)" in the subject line (does not have to have the quotes, but **MUST** have the parenthesis)
4. Continue with email as normal