

# How to Redact Credentials

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Shelby L. Cearley  
September 2025



# Personally Identifiable Information (PII)

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- PII
  - Classification placed on any type of record that could be used to identify a specific individual
  - Can be related directly to the individual or to services with which they are associated
  - PII needs to be removed from credentials submitted for possible inclusion in TALCEP's Gaggle listserv or to the Institutions, Grading Scales, and Sample Credentials database.



# Sensitive Information

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- Subcategory of PII that may be used to discriminate
  - Race
  - Ethnicity
  - Religion
  - Sexual Orientation

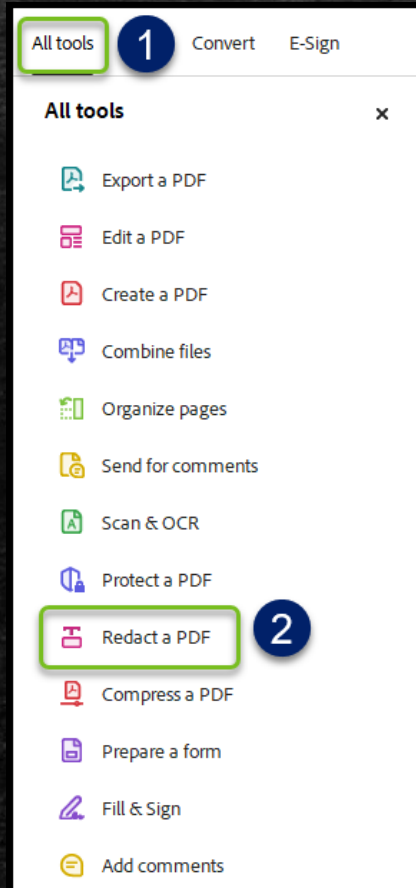
# Examples of PII and Sensitive Information

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Name	Date of Birth	Contact Information
ID Numbers	Photograph	Barcode/QR Code
Race/Ethnicity	Religion	Gender



# How to Redact Credentials Using Adobe Acrobat Professional

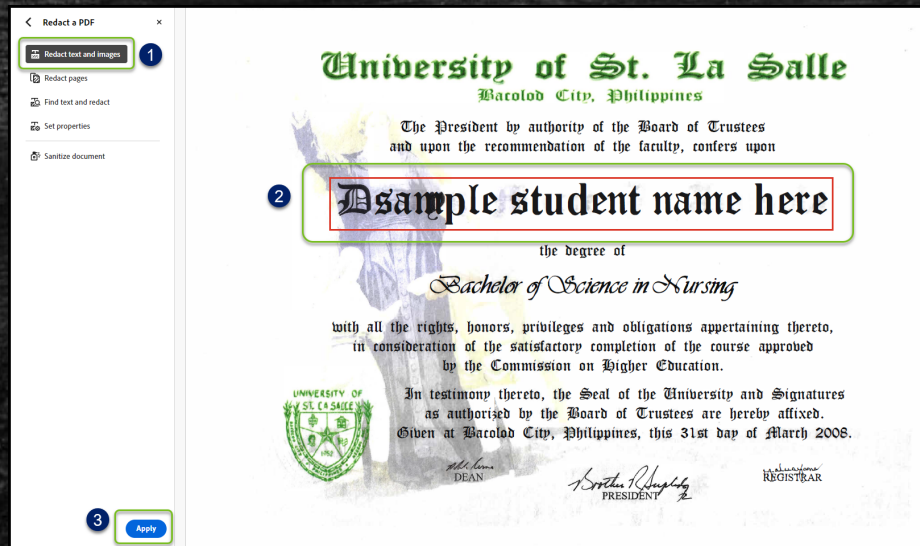


- Open Adobe Acrobat Pro
- Open the document you want to redact.
- From the global bar, click All Tools > Redact a PDF.



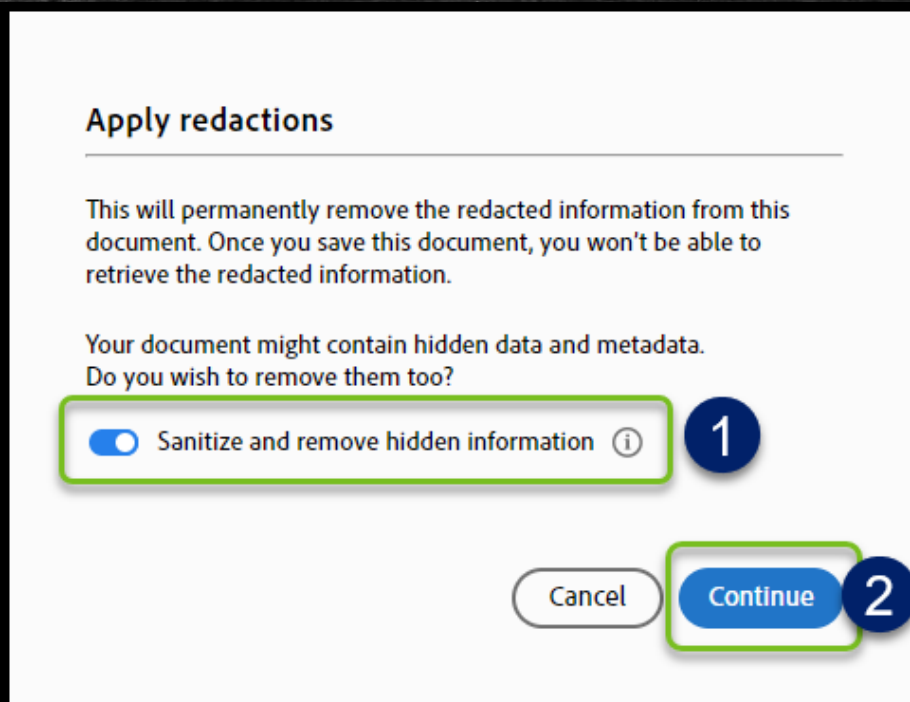
# How to Redact Credentials Using Adobe Acrobat Professional

- The default should be “Redact text and images”.
- Select the text or image you want to redact. Do this for each page of the document.
- Then click “Apply”.





# How to Redact Credentials Using Adobe Acrobat Professional

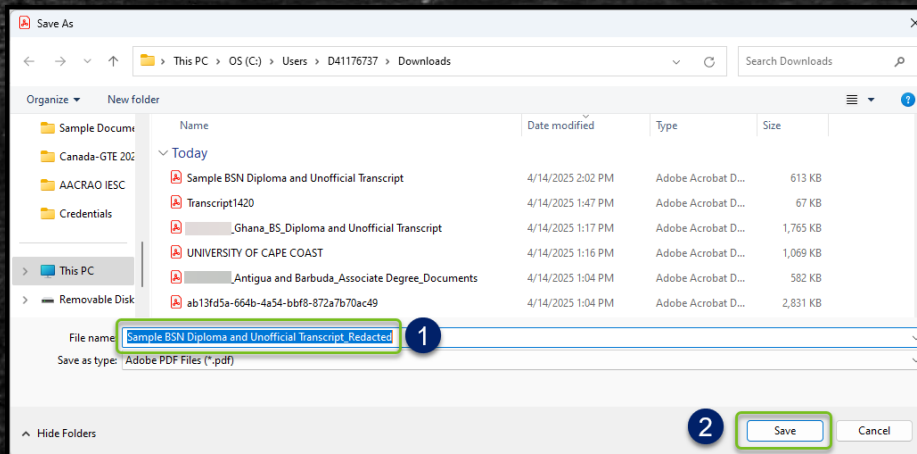


- A pop-up box will open.
- Make sure that the "Sanitize and remove hidden information" is toggled and shows blue so that metadata related to the redacted fields will also be removed.
- Then click "Continue".



# How to Redact Credentials Using Adobe Acrobat Professional

- The “Save As” box will open.
- Adobe adds “\_Redacted” to the end of the file name, or you can rename it.
- Then click “Save”.





# How to Redact Credentials Using Adobe Acrobat Professional

- The document with your redactions is now ready to share.



UNIVERSITY OF ST. LA SALLE				
OFFICE OF THE REGISTRAR				
Date	January 28, 2013			
ID Number	[redacted]			
Name	[redacted]			
Date of Birth	[redacted]			
Place of Birth	Bacolod City, Negros Occidental			
Parents/Guardian	[redacted]			
Address	[redacted]			
Elementary	St. Scholastica's Academy Year 2000			
Secondary	St. Scholastica's Academy-Bacolod Year 2004			
Transferred from	N/A Year N/A			
Graduation Degree	BACHELOR OF SCIENCE IN NURSING Year 2008			
Special Order	EXEMPTED FULL AUTONOMY			
COLLEGIATE RECORDS				
Subject Code	Description Final Grade Remarks Units			
UNIVERSITY OF ST. LA SALLE, BACOLOD CITY				
-1st Semester Schoolyear 2005-06-				
CHEM1	General & Inorganic Chemistry	2.40		5
ENG1A	Grammar and Composition	2.00		3
FL1	Skills Training/Professionalism	2.10		3
MATH1A	College Algebra I	1.80		3
NETP1	National Service Training Program 1	1.10		3
PE1	Gymnastics & Physical Fitness	2.30		2
PHIL2	Philosophy of Man	2.00		3
PIF1A	Personal-Social Formation 1	2.80		1.5
PSYCH1	Gen. Psych w/ Emph. Human Behav.	2.60		3
RS1A	Man's Relationship with God	1.80		3
-2nd Semester Schoolyear 2005-06-				
BIO1N	Microbiology with Parasitology	2.30		4
ENG2A	Grammar & Composition & Research	2.60		3
FL2A	Progressive English	1.90		3
OSQ2N	Biological Science	2.70		3
HIST2	World History & Civilization	2.10		3
NETP2	National Service Training Program 2	1.80		3
PE2	Rhythmic and Team Sports	1.60		2
PHIL1	Logic	2.10		3
PSF2A	Personal-Social Formation 2	2.60		1.5
RS2A	Church and Sacraments	3.40		3
-Summer 2006-				
CA1	Computer Applications 1	1.80		3
HIST1	Phil. History & Culture	2.10		3
SOCIO1N	Sociology/Anthropology with TUR	2.10		3
-1st Semester Schoolyear 2006-07-				
BIO2N	Anatomy and Physiology	2.50		5
ENG3A	Speech	2.60		3
HC1	Health Care I - RLE	2.80		4
HC1-RLE	Health Care I - RLE	2.80		3
NSQ2N	Strategies of Health Teaching	2.30		3
PE3	Individual & Dual Sports	3.00		2
--- END OF PAGE 1 ---				
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NOT VALID WITHOUT A SEAL				
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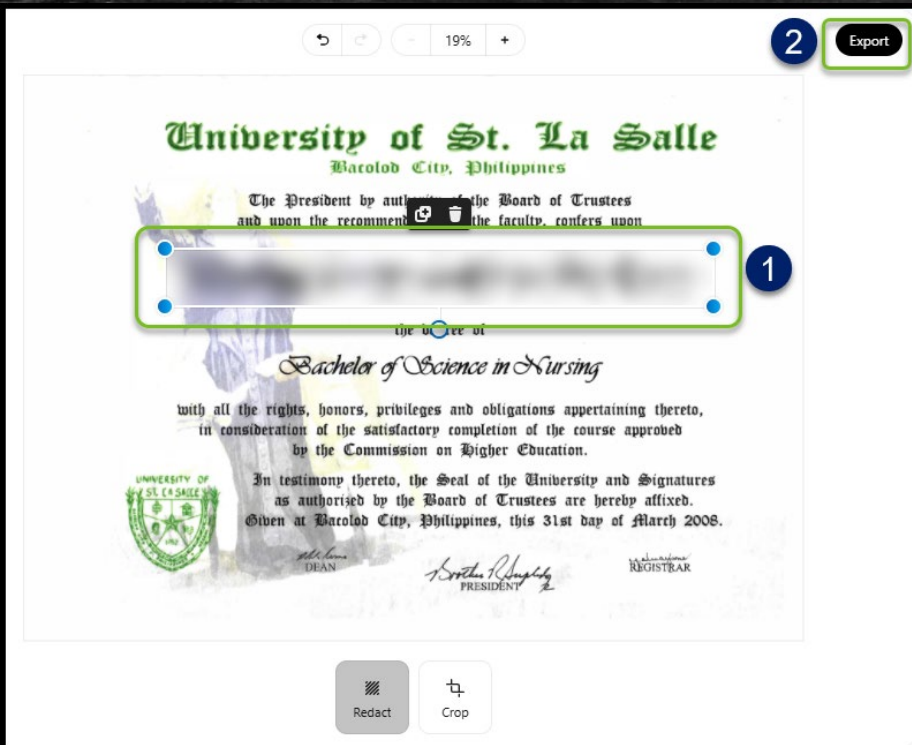
# How to Redact Credentials Using Redact.Photo



- Go to <https://redact.photo/>.
  - All editing happens in the browser, so your image file is not saved.
- Upload your image file either by clicking "Select Photo" or clicking on "Drop a photo or tap to browse..."



# How to Redact Credentials Using Redact.Photo

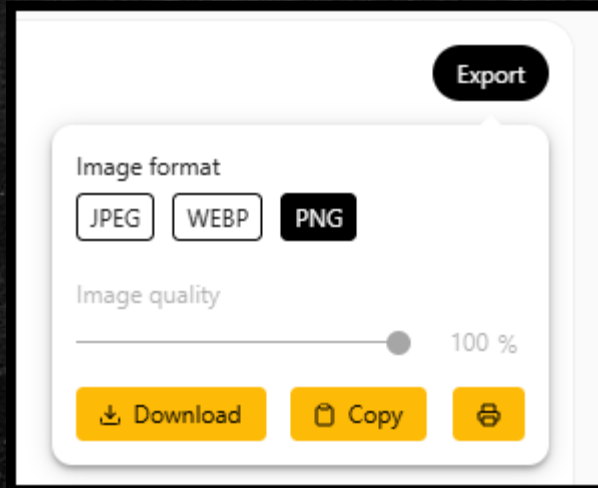


- Highlight the area(s) you want to redact.
- When complete, then click “Export” to save a copy of your redacted image.
- If your image has multiple pages, you will repeat this for each page.



# How to Redact Credentials Using Redact.Photo

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- The default image format will be the original image file type, but you can choose which one you would like.
- Then you can choose to either download the file, copy the image to your clipboard, or print the file.
- Refresh browser to clear the image, or simply close the tab.





Any questions?

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