

IT Access Onboarding & Offboarding Checklist

What gets granted on day one and revoked on the last day, so nothing gets missed in either direction.

Onboarding: Day One Access

- ☐ Email account created
- ☐ Core business software accounts created
- ☐ Shared drives / documentation access granted, scoped to what's needed
- ☐ Physical access (keys, badges, alarm codes) provided if applicable
- ☐ Devices set up and configured before their first day, not on it

Onboarding: Access Principles

Grant the minimum access needed for the role, not everything by default. Document what was granted and when, for every employee.

Offboarding: Last Day Checklist

- ☐ Email access revoked (or forwarded/archived per policy)
- ☐ All software accounts deactivated
- ☐ Shared drive and document access removed
- ☐ Physical access revoked
- ☐ Company devices returned and wiped
- ☐ Password manager or shared credentials updated if the employee had access

Offboarding Timing

- ☐ Access removal happens on the employee's actual last day, not "sometime soon after"
- ☐ For involuntary departures, access removal is coordinated to happen immediately

Simple Tracking

EMPLOYEE	START DATE	ACCESS GRANTED	END DATE	ACCESS REVOKED	CONFIRMED BY