

Name: \_\_\_\_\_

Offboarding Date: \_\_\_\_\_

Note: This is an example form and should be implemented into a ticketing system.

# Offboarding Checklist

## Summary

This document serves as a method of tracking what accounts, in a general sense, need to have access revoked when an employee leaves, and how removal of that access is to be performed at [Company] .

The process will be tracked by **printing** out the checklist version of this document, checking off what access has been revoked, and handing it off to the next person with appropriate access to continue checking any remaining items off.

Create a [Name of Ticketing System] ticket to link checklist and other materials (e.g. example case) together

## Facilities

- Laptop (if provided by Company) should also be returned to the on-site IT Dept.
- Building key-fob should be returned to Admin at the front desk.
- All other Company hardware should be returned to the IT Dept.
- Clean desk area.
- Sign exit paperwork.

## Accounts & Services:

Services List (Note: not all employees will have all accounts/services. But they should be checked anyways and are still important to validate)

- GitLab repos (Developers, DevOps, and Vault Admins)
- LastPass Account
- Vault Access (via Github)
- JumpCloud (AWS, Datadog, VictorOps)
- Slack
- Confluence/ JIRA
- Company Google Account (GSuite) (get access to shared folders) (Forward email if needed)
- AD credentials (VPN)
- Mongo Atlas
- Dashboard.Company.com (uses Active Directory Credentials)
- Docker Registry w/ Company credentials
- Windows Remote Desktop for access to Active Directory
- Apple Developer Credentials
- Company iCloud

- Microsoft 365 BusinessAccounts
- Adobe Accounts
- Zoom Conferencing
- Docusign
- Studio 3T
- Misc

Machine:

- Remove JumpCloud
- Remove filevault
- Delete user account
- Purge drive
- Reinstall Company Admin

Reviewer:

Reviewer Signature:

Date: