

# IT access for office teams

Record approved staff access, shared file checks and recovery ownership, with a clear action log for arrivals and departures.

Business or team

Date checked

Checked by

Handover to

## Email and staff access

Check role approved access to Microsoft 365 or Google Workspace. Confirm who owns account administration and recovery.

Account owner

Recovery verified

☐ Yes ☐ No ☐ Not needed

Evidence checked

Next action

## Shared files and client sharing

Use an empty test file to check the shared location and approved sharing permissions. Record the outcome without client records.

Account owner

Recovery verified

☐ Yes ☐ No ☐ Not needed

Evidence checked

Next action

## Business apps and recovery

Confirm the application owner, support route and recovery evidence. Agree access changes for a staff arrival or departure first.

Account owner

Recovery verified

☐ Yes ☐ No ☐ Not needed

Evidence checked

Next action

Keep passwords, recovery codes, payment data and customer records out of this worksheet. Record safe evidence notes and references only.

# Dependencies and follow up

Keep an owner and a check date against each action. Confirm approved access changes and retain evidence of the check.

## Systems that depend on each other

Confirm the dependency and the owner. Agree access changes before making them.

| Workflow                   | Dependencies to check                                          | Account owner |
|----------------------------|----------------------------------------------------------------|---------------|
| Email and sign in          | Workspace accounts, approved roles and recovery administration | <hr/>         |
| Files and approvals        | Shared storage, sharing permissions and approval owner         | <hr/>         |
| Staff arrival or departure | Business apps, assigned devices and approved access changes    | <hr/>         |

## Suppliers and escalation

Use the approved support route and fallback. Record who can authorise a change.

| System or supplier | Contact route | Escalation or fallback |
|--------------------|---------------|------------------------|
| <br><br>           |               |                        |
| <br><br>           |               |                        |

## Action log

| Next action | Owner or approver | Check again |
|-------------|-------------------|-------------|
| <br><br>    |                   |             |
| <br><br>    |                   |             |