

# Northwind Traders



PREPARED BY  
Harbour IT

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DATA COLLECTED  
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MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

Every admin role holder with MFA, PIM and sign-in status, and a break-glass check.

**Filtered view.** Privileged role holders: 4 of 5 rows, How assigned is Permanent, 1 column hidden. The headline figures cover every row.

Privileged accounts

3

People with a permanent admin role

Global Administrators

2

Keep between 2 and 4

Admins without MFA

1

Not set up at all

Break-glass accounts

1

Emergency accounts kept out of Conditional Access

Using PIM

Not checked

Needs Entra ID P2

**Not checked.** PIM (admins activating a role only when they need it) needs Entra ID P2, which this tenant doesn't have, so every role shown is permanent.

## Privileged role holders 4 3 to review

Everyone who holds a role that can change security settings, users or data. Problems first.

By role

|                                      |  |   |
|--------------------------------------|--|---|
| Exchange Administrator               |  | 2 |
| Global Administrator                 |  | 2 |
| Groups Administrator (limited scope) |  | 1 |

| Flag                | Account                             | Kind  | Roles                                                      | MFA set up | MFA required by           | Last sign-in | Synced from on-premises | What to check                                             |
|---------------------|-------------------------------------|-------|------------------------------------------------------------|------------|---------------------------|--------------|-------------------------|-----------------------------------------------------------|
| <div>Critical</div> | breakglass@northwindtraders.example | User  | Global Administrator                                       | No         | Nothing                   | Not checked  | Unknown                 | No MFA set up; MFA isn't required                         |
| <div>High</div>     | g#EXT#@northwindtraders.example     | Guest | Exchange Administrator                                     | Unknown    | Require MFA for all users | Never        | No                      | Guest account with an admin role; No sign-in for 90+ days |
| <div>Medium</div>   | Some app                            | App   | Exchange Administrator                                     | –          | –                         | –            | –                       | App with an admin role: a leaked secret bypasses MFA      |
|                     | ann.patel@northwindtraders.example  | User  | Global Administrator, Groups Administrator (limited scope) | Yes        | Require MFA for all users | 30 Sep 2026  | No                      | Nothing                                                   |

Break-glass accounts 1 

1 to review

Emergency Global Administrator accounts for when normal sign-in breaks. Microsoft recommends two, cloud-only, excluded from Conditional Access, signing in with a FIDO2 key or passkey kept somewhere safe.

| Flag            | Account                             | Why we think it's break-glass                    | Cloud-only | On the .onmicrosoft.com domain | Excluded from             | Sign-in methods | Last sign-in | What to check                                                                                                                                        |
|-----------------|-------------------------------------|--------------------------------------------------|------------|--------------------------------|---------------------------|-----------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>High</div> | breakglass@northwindtraders.example | Named like one, Excluded from Conditional Access | Unknown    | No                             | Require MFA for all users | None            | Not checked  | No MFA method: Microsoft requires MFA for admin portals, so it may not get in; Use the .onmicrosoft.com domain so it works if a custom domain breaks |

Other roles 1

Roles with narrower or read-only permissions.

| Account                                | Kind | Roles                                                   | How assigned |
|----------------------------------------|------|---------------------------------------------------------|--------------|
| robert.hughes@northwindtraders.example | User | Directory Readers, Groups Administrator (limited scope) | Permanent    |

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Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 04:00 UTC.