

LEAVER CHECKLIST

Northwind Traders

Emergency access (breakglass@northwindtraders.example)



ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
breakglass@northwindtraders.example	Allowed	14 Oct 2026	14 Oct 2026, 04:00 UTC

What is still attached to Emergency access's account, and what to do about each item before the account is deleted.

Before you close this account 1

Done	Area	What's left	What to do
☐	Admin role	Global Administrator	Remove the role. Admin roles left on an unused account are a common way in for attackers.

Sign-off

Sign below to confirm each item above has been dealt with and the account can be deleted.

For Northwind Traders

Name

Signature

Date

For Harbour IT

Name

Signature

Date

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Make these changes in the Microsoft 365 admin centre. Data collected 14 Oct 2026, 04:00 UTC.