CICADA | RESOURCES

IDENTITY 30 MIN ESSENTIAL UPDATED NOVEMBER 2026

Cut access the day someone leaves

A same-day checklist for email, files, money, devices and the shared passwords nobody remembers.

The short version

- ✓ Disable the account; don't just change the password.
- ✓ Revoke active sessions and app tokens, not only the login.
- ✓ Recover devices and physical keys the same day.
- ✓ Keep a written record of what was done and when.

Write the list before you need it

Every business has a handful of systems that matter: email, file storage, accounting, payroll, CRM, booking, website, domain, social media, banking, remote access and the password manager. Write them down once, with who owns each relationship. The leaver checklist is then a copy of that list with a tick box.

The last-day sequence

01 **Disable, don't delete.** Keep the mailbox and files for a defined period; suspend the sign-in.

02 **Revoke sessions and tokens.** Changing a password alone often leaves active sessions alive.

03 **Recover devices and keys.** Laptop, phone, fobs, door keys, bank tokens.

04 **Remove access.** Groups, shared drives, shared vaults, distribution lists.

05 **Decide email deliberately.** Set an out-of-office and forward to a named person, or close it. Don't leave it active.

06 **Tell the bank and key suppliers** if the person was an approver or named contact.

07 **Record it.** Date, time, who completed each step.

Don't forget the informal access

The riskiest access is often undocumented: the ex-employee who still knows the Wi-Fi password, the alarm code, the social media login, or the owner's birthday used as a security answer. Change shared secrets they knew, and review any account where they were listed as a recovery contact.

Contractors and freelancers need the same treatment, with an end date agreed at the start.

Generated free at resources.cicadacs.com · General guidance, not an audit or legal advice.

Action checklist

- [ ] Account disabled and sessions revoked
- [ ] Mailbox and files transferred or archived
- [ ] Devices, keys and tokens recovered
- [ ] Shared passwords and Wi-Fi changed
- [ ] Bank and supplier contacts updated
- [ ] Completion recorded with date and owner

0 of 6 done