CICADA | RESOURCES

LESSON 03 OF 04 · 7 MIN · WORKING KNOWLEDGE

Joiners, movers and leavers

Access accumulates quietly. A repeatable checklist stops ex-staff, forgotten contractors and shared passwords becoming back doors.

Access accumulates

Every new starter adds accounts. Every role change adds a few more. Nobody removes the old ones. Two years later, a former employee still has a login to the booking system, and a contractor still has admin on the website.

The fix is a list of systems and a repeatable process, not vigilance.

Day one, last day

Joiner: named accounts, MFA enrolled, access based on role, password manager invitation, device encrypted and asset-tagged, acceptable-use explained.

Leaver: disable rather than delete, revoke sessions and tokens, recover devices and keys, remove from groups and shared vaults, decide email forwarding deliberately, tell the bank and key suppliers if they were an approver, record completion. Do it the same day.

The informal access

Change the Wi-Fi password, alarm code and any shared secret the person knew. Check whether they were a recovery contact on any account. Review social media and domain access, which are often held personally rather than by the business.

Contractors need an end date agreed at the start, and the same removal process.

> DISABLE, DON'T DELETE

> Deleting an account can lose mail, files and evidence. Suspend sign-in, transfer what matters, keep it for a defined period, then delete deliberately.

Key takeaways

- ✓ Use a written system list and run the same checklist every time.
- ✓ Disable and revoke sessions; don't just change a password.
- ✓ Recover devices and change shared secrets.
- ✓ Contractors need end dates and the same offboarding.