Access list for offboarding

All accounts of one person with owner, deadline and status

Employee _____ Last working day _____ Coordinator _____

Tool or access	Type of access	Owner	Deadline	Status	License
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled
				☐ Open ☐ Done	☐ Reassigned ☐ Cancelled

Types of access Central login (via Google Workspace or Microsoft Entra) · Own login (email and password) · Shared access (shared password) · Technical access (API keys, automations)

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