

IT Onboarding & Offboarding Checklist

Coordinate devices, accounts, authentication, data access, training, role changes, asset return, access revocation, and evidence.

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What the licensed edition includes

- 01 Preboarding
- 02 Day-one access
- 03 Training and acceptance
- 04 Role changes
- 05 Offboarding and evidence

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Inside IT Onboarding & Offboarding Checklist

The licensed edition expands every section with guided questions, response space, ownership fields, evidence prompts, and completion checks.

Preboarding

Purpose / facts / owner / evidence / date:

Day-one access

Purpose / facts / owner / evidence / date:

Preview note

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