

IT Onboarding & Offboarding Checklist

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

FREE PDF RESOURCE	Free to view, download, print, and use internally as a general guide.
PUBLIC FORMAT	Watermarked public edition. Editing, assembly, and extraction are disabled in compliant PDF readers.
REUSABLE WORD VERSION	Available when this resource relates to a paid RiskWise engagement.

What this free resource includes

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

Use the working pages to collect facts, owners, evidence, and dates. Review tax, legal, security, licensing, employment, insurance, or regulatory decisions with the qualified professional appropriate to your facts.

Work through IT Onboarding & Offboarding Checklist

Record what is known, identify the source, assign an owner, and make missing information visible.

Preboarding

Purpose / facts / owner / evidence / date:

Day-one access

Purpose / facts / owner / evidence / date:

Training and acceptance

Purpose / facts / owner / evidence / date:

Finish the record and confirm the next step

Complete the remaining sections, then identify what needs review, approval, secure delivery, implementation, or follow-up.

Role changes

Purpose / facts / owner / evidence / date:

Offboarding and evidence

Purpose / facts / owner / evidence / date:

Choose the support you need

FREE PDF	Free	Use this public edition as an internal reference or printed working guide.
REUSABLE WORD TEMPLATE	Included	An editable Word version is available when it supports a related paid engagement.
CUSTOM WORK	Scoped	RiskWise can adapt, review, implement, document, or hand off the resource for your business.

Discuss a paid engagement

Call 702-421-1111 or email sales@ezypz.com and mention: IT Onboarding & Offboarding Checklist

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